



Operations Policy and Planning Committee Meeting

REGULAR MINUTES

February 10, 2020, 7:00 p.m.

Trustees Present: Elaine Leonard, Ann Whiteaker, Jordan Watters

Other Trustees Present: Diane McNally, Nicole Duncan

Administration: Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Colin Roberts, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Hervinder Parmar, Acting Director of Finance, Budgets and Financial Reporting, Chuck Morris, Director of Facilities Services, Lisa McPhail, Communication and Community Engagement Officer, Marne Jensen, Associate Director of Human Resources, Jane Massey, CUPE 947 Representative, Kristil Hammer, VCPAC Representative, Robin Toszczak, GVTA Representative, Connor McCoy, VPVPA Representative, Jana Relf, VPVPA Representative, Paul Knapik, CUPE 382 Representative, Andree Porter, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

The meeting commenced at 7:00 pm.

1.1 Acknowledgement of Traditional Territories

1.2 Approval of the Agenda

Moved by Trustee Whiteaker

That the February 10, 2020 Operations Policy and Planning Committee meeting agenda be approved with the following amendment:

The addition of Item E.5.c – Funding Model Review

Motion Carried Unanimously

1.3 Approval of the Minutes

- a. Operations Policy and Planning Committee Meeting of January 20, 2020

Moved by Trustee Whiteaker

That the January 20, 2020 Operations Policy and Planning Committee meeting minutes be approved.

Motion Carried Unanimously

1.4 Business arising from Minutes

2. PRESENTATIONS TO THE COMMITTEE

2.1 Victoria High School Redesign / Richard Fleming

Mr. Fleming first thanked the District for proactively consulting with stakeholders regarding the Victoria High School Redesign, and also applauded Principal Aaron Parker for his consultative and efficient efforts in this process. Mr. Fleming highlighted his concerns around adequate space for Victoria High School future enrolment growth.

3. SUPERINTENDENT'S REPORT

3.1 Recognition of Student Representative

Superintendent Shelley Green introduced and welcomed Student Representative, Sheyda Shams of Esquimalt High School, to the Education Policy and Directions Committee meeting.

3.2 Communications and Community Engagement Update - Lisa McPhail

Communications and Community Engagement Officer McPhail, provided an in-depth presentation highlighting the District's growth in communications engagement over the last 3 years and showcased how this growth has benefited students, parents and staff. Mrs. McPhail also spoke to the goals of her department and the on-going work that is being done to achieve each goal. Mrs. McPhail thanked each of the Trustees for their on-going dedication to attend public engagements.

4. PERSONNEL ITEMS

5. FINANCE AND LEGAL AFFAIRS

5.1 Policy Sub-Committee Report

Secretary Treasurer Morris provided background information relative to the Policy Sub-Committee and its current review of the Board policy manual. Mrs. Morris presented a list of policies recommended to the Board of Education for abandonment or reclassification as administrative procedures. Questions of clarification were asked.

Moved by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) abandon Policies 1325.1, 1420.1, 2105, 2120.5, 2221, 3500, 3502, 3545.3 and 4111;

AND FURTHER

That the Board refer Policies 2105, 2221 and 3545.3 to the Superintendent for administration manual consideration.

Carried Unanimously

5.2 Enrolment Projections 2020-2021

Secretary-Treasurer Morris thanked Associate Secretary-Treasurer Stride and Acting Director of Finance, Budgets and Financial Reporting Parmar, for their work in compiling the enrolment projections report. Secretary-Treasurer Morris reported conservative enrolment growth of 20 FTE students in 2020-2021, noting that 2020-2021 will be the first year of the boundary change. Questions of clarification were asked.

5.3 Boundary Review Implementation Update

Secretary-Treasurer Morris provided an update relative to the Boundary Review Implementation. Beginning in 2020-2021, the former Richmond Elementary School building will be re-opened as Lansdowne South campus of Lansdowne Middle School, to house Grade 6 students. Lansdowne Main Campus will continue to house Grades 7 and 8 students. Beginning in 2020-2021 the Sundance Bank site will house its first Kindergarten cohort in portables. Principals and staffs were asked for start-up needs for the two sites. The requests are currently being reviewed for consideration and will determine the total costs that will be

incurred. The Committee was notified that the costs will begin to appear in the 2020-2021 budget consideration for the Board of Education. Questions of clarification were asked.

5.4 2019-2020 Amended Annual Budget

Secretary-Treasurer Morris thanked Associate Secretary-Treasurer Stride and Acting Director of Finance, Budgets and Financial Reporting Parmar, for their work to amend the 2019-2020 Annual Budget. Mrs. Morris provided a high level comparison of the preliminary to amended annual budget. Questions of clarification were asked.

- a. Recommendation # 1: Three Readings

Moved by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the 2019-2020 Amended Annual Budget Bylaw at the Regular Board meeting on February 24, 2020.

Carried Unanimously

- b. Recommendation # 2

Recommendation No. 2 was referred to the February 27th 2020 Board of Education meeting

That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2019-2020 in the amount of \$262,397,401 be:

Read a first time the 24th day of February, 2020;
Read a second time the 24th day of February, 2020;
Read a third time, passed and adopted the 24th day of February, 2020;

And that the Secretary Treasurer and Board Chair be authorized to sign, seal and execute this Bylaw on behalf of the Board.

5.5 Budget 2020-2021

- a. Online Engagement Update:

Communications and Community Engagement Officer McPhail, provided an update relative to the input collected during a Budget 2020-2021 online engagement. Using a new platform called 'ThoughtExchange', the District engaged more than 1700 participants, which included students, staff, parents and community members. Some of the key themes that emerged amongst stakeholders included: more interactive learning, additional supports for mental health and educational assistants, and more nature-based learning and more excursions. Mrs. McPhail advised that a full report will be coming to the Board of Education.

b. Student Symposium Report:

Secretary-Treasurer Morris provided a summary of the Student Symposium, held on February 5th 2020, to inform the 2020-2021 budget. Mrs. Morris provided a special thank-you to the Principals & Vice-Principals of the Middle and Secondary Schools for sending students, noting that 50 Grades 8 and 11 students attended. Mrs. Morris highlighted select comments left by students, and encouraged the Committee members and Trustees to review all comments provided in the report.

c. Funding Model Review:

Secretary-Treasurer Morris updated on the recent Ministry announcement relative to the Funding Model Review and its impact on the 2020-2021 fiscal year. The implementation has been broken down into two phases. Mrs. Morris noted the most impactful part of the announcement for the community, is that the special education prevalence model, and funding by headcount instead of per course, will not be in effect for the 2020-2021 year.

6. FACILITIES PLANNING

6.1 Monthly Operations Update - Chuck Morris

Director of Facilities Services Morris provided an overview of the Monthly Operations Update for January 2020, including progress on major and minor capital projects, occupational health and safety, and service requests. Mr. Morris, and in turn Chair Leonard, applauded his team for its effectiveness and hard work during the snow days.

6.2 Climate Action Report: Garden Projects - Marcus Lobb (F2SBC), Aaren Topley (PHABC), Janelle Hatch (Island Health)

Associate Superintendent Kitchen, provided background, noting that past presentations focused on individual school based gardens, while this presentation will focus on all school gardens within the district. Marcus Lobb of Farm to School BC, Aaren Topley from the Public Health Association of BC, and Janelle Hatch, Healthy Schools Coordinator for Island Health presented an overview of the District's 24 existing school gardens, and related programs such as Harvest4Knowledge, Victoria High Schools Learning Farm, and Seed the City program at Reynolds Secondary. Their research found that 16 of the 24 existing gardens are currently functional due to sustainability challenges, and introduced the "Components of Sustainable School Garden Integration" chart. Recommendations were provided along with a proposed process called the "Greening Application" which helps create a detailed plan and foundation for sustainable school gardens. Suggested next steps on how to implement the Greening Application were provided. The committee members thanked the group for its presentation and requested that any related research documents be shared with the District for review.

6.3 Victoria High School Potential Amenities Survey - Lisa McPhail

Communications and Community Engagement Officer McPhail, reported the engagement summary report, providing background information on the Victoria High School redesign, the related engagement process, as well as a detailed list of the survey responses. Mrs. McPhail noted that the overall top three requested amenities and enhancements for the school were as follows: improvements to the current theatre, upgrades to the current gymnasium, and a new track and field.

7. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

8. NEW BUSINESS

8.1 Health & Safety Reporting - Trustee Duncan

Prior to the commencement of discussion, Associate Director of Human Resources Jensen, provided the committee with an overview of the existing Health & Safety reporting practices for the District. Trustee Duncan provided rationale relative to the following recommendations regarding Health & Safety Reporting:

a. Recommendation # 1

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide the Board of Education quarterly, and as required, a report on the operation of the District's student health and safety framework (mechanisms, measures and safety policies and procedures). The report should include, but not be limited to, the following: **a.** recommendations made by the District Occupational Health & Safety Committee pertaining to student health and safety;**b.** aggregate incident tracking data pertaining to student health and safety and a trends analysis;**c.** overview of all District and school based monitoring, planning and mitigations (including compliance controls in place) to prioritize and address student health and safety;**d.** communicate any recommendations for operational and strategic level improvements specifically aimed at student health and safety.

Questions of clarification were asked and a group discussion took place. An amendment to the recommendation was made.

Moved by Trustee Whiteaker

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide the Board of Education a report on the operation of the District's student health and safety framework and communicate any recommendations for operational and strategic level improvements specifically aimed at student health and safety.

Carried

b. Recommendation # 2

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide the Board of Education quarterly, and as required a report on the District's compliance with workplace safety legislation. The report should include but not be limited to the following: **a.** recommendations made by the District Occupational Health & Safety Committee; **b.** workplace incident aggregate tracking data; **c.** overview of all District and school based monitoring, planning and mitigations in place to prioritize and address occupational health and safety in SD61, including compliance controls in place; **d.** communicate any recommendations for operational and strategic level improvements.

Questions of clarification were asked and a group discussion took place. An amendment to the recommendation was made.

Moved by Trustee Whiteaker

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide the Board of Education annually, a report on the District's compliance with workplace safety legislation and communicate any recommendations for operational and strategic level improvements.

Carried

9. NOTICE OF MOTION

10. GENERAL ANNOUNCEMENTS

11. ADJOURNMENT

Moved by Trustee Whiteaker

That the meeting adjourn.

The meeting adjourned at 9:38 p.m.

Motion Carried Unanimously

Chair

Secretary-Treasurer