



## Operations Policy and Planning Committee Meeting

### REGULAR MINUTES

June 8, 2020, 7:00 p.m.

Trustees Present: Elaine Leonard, Rob Paynter, Angie Hentze , Ann Whiteaker, Jordan Watters

Administration: Nicole Duncan, Tom Ferris, Diane McNally, Ryan Painter, Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Colin Roberts, Associate Superintendent, Andree Porter (recorder)

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#### 1. COMMENCEMENT OF MEETING

The meeting was called to order at 7:03 pm.

##### 1.1 Acknowledgement of Traditional Territories

Chair Watters recognized and acknowledged the Esquimalt and Songhees Nation, on who traditional territories we live, we learn and we do our work.

##### 1.2 Approval of the Agenda

**Moved by** Trustee Whiteaker

**Seconded by** Trustee Leonard

That the June 8, 2020 Operations Policy & Planning Committee meeting agenda be approved with the following amendments:

The addition of item H.5 - Trustee Paynter's Motion

The addition of item I.1 - Trustee Painter's Notice of Motion

**Motion Carried**

### **1.3 Approval of the Minutes**

- a. Operations Policy and Planning Committee Meeting of March 2, 2020 & May 11, 2020

**Moved by** Trustee Whiteaker

That the March 2, 2020 Operations Policy and Planning Committee meeting minutes be approved.

**Motion Carried Unanimously**

**Moved by** Trustee Leonard

That the May 11, 2020 Special Operations Policy & Planning Committee meeting minutes be approved.

**Motion Carried Unanimously**

### **1.4 Business arising from Minutes**

## **2. PRESENTATIONS TO THE COMMITTEE**

## **3. SUPERINTENDENT'S REPORT**

### **3.1 Recognition of Student Representative**

Superintendent Green introduced and welcomed Student Representative, Leonie Ebert of Lambrick Park Secondary School.

### **3.2 Summer School 2020 - Colin Roberts**

Associate Superintendent Roberts provided the committee with a brief update on the status of Summer School for 2020, noting that due to COVID-19 the program will be offered from June 29, 2020 to July 23, 2020 as a combination of in-class instruction and remote learning. Questions of clarification were asked.

## **4. PERSONNEL ITEMS**

### **4.1 Human Resource Services Staffing Update - Tammy Sherstobitoff**

Principal of Human Resources, Tammy Sherstobitoff, provided the committee with an overview of the Staffing Numbers for the 2019-2020 School Year. Ms. Sherstobitoff highlighted the Recruitment process, challenges and celebrations for the year. Questions of clarification were asked.

**5. FINANCE AND LEGAL AFFAIRS**

**6. FACILITIES PLANNING**

**6.1 Monthly Operations Update - Chuck Morris, Mark Baggott, Jim Soles, Marni Vistisen-Harwood**

Director of Facilities Services, Chuck Morris, provided an overview of the Monthly Operations Update for May 2020, including progress on major and minor capital projects, occupational health and safety, network communication & security system department, as well as transportation. Mr. Morris applauded his team for their hard-work and effectiveness during the ever changing landscape of COVID-19. Trustees also provided kudos to Mr. Morris and the facilities team for their dedication and hard-work. Questions of clarification were asked.

**6.2 Leases and Rentals COVID Update - Mark Baggott**

Manager of Building Operations, Mark Baggott, provided the committee with an overview of the Rentals and Leases report, which outlines how COVID-19 has effected internal and external rentals, day cares and the overall revenue loss experienced. Mr. Baggott noted that Joint-Use Agreements with the Municipality of Saanich will be honoured so that day camps at Gordon Head and Colquitz Middle Schools can be offered to Essential Service Workers' children for Summer 2020. Questions of clarification were asked. Secretary Treasurer Morris commended Mr. Baggott for his work.

**6.3 Climate Action Report: Energy Manager - Chuck Morris**

Director of Facilities Services, Chuck Morris, provided a walk-through of the Climate Action Report, noting that in partnership with BC Hydro the District has created a new position for an Energy Manager. This new role will focus directly on conservation of energy for all schools and offices across the district. Questions of clarification were asked, and kudos was provided.

**7. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

**8. NEW BUSINESS**

**8.1 Superintendent's Evaluation - Trustee Watters**

Chair Watters provided the committee with a brief background regarding Policy 2100.1 - Superintendent Evaluation, which will be brought forward on behalf of the Policy Sub-Committee for approval at the June 2020 Board Meeting. Chair Watters requested feedback from the committee so that any final changes can be incorporated prior to the Board Meeting. Discussion ensued and proposed amendments were brought to the floor.

"That the wording of "reasonably" listed under Guiding Principals #1 of Policy 2100.1 - Superintendent Evaluation, be changed to "directly"

**Motion Defeated Unanimously**

"That the wording of "at least once in a four-year trustee term" listed under Guiding Principle #2 of Policy 2100.1 - Superintendent Evaluation, be changed to "annual"."

For (1): Trustee Paynter

Against (4): Trustee Leonard, Trustee Hentze, Trustee Whiteaker, and Trustee Watters

**Motion Defeated (1 to 4)**

"That the wording of "two" listed under Guiding Principles #4a of Policy 2100.1 - Superintendent Evaluation, be changed to "a majority of trustees". "

Further discussion ensued and prior to voting on the amendment to Guiding Principle #4a, an amendment to the amendment was made.

"That the wording "The Chair, in consultation with the Superintendent" be stricken from Process #1 of Policy 2100.1 - Superintendent Evaluation, and changed to "The Board will appoint".

AND FURTHER

"That the wording in Processes #1,2,3 & 4 of Policy 2100.1 - Superintendent Evaluation, reflect that "The two trustees in consultation with the Superintendent, will make recommendations to the Board".

For (1): Trustee Paynter

Against (3): Trustee Leonard, Trustee Hentze, and Trustee Whiteaker

**Motion Defeated (1 to 3)**

With the amendment to the amendment failing, the original amendment was brought back to the floor for voting.

"That the wording of "two" listed under Guiding Principles #4a of Policy 2100.1 - Superintendent Evaluation, be changed to "a majority of trustees". "

For (1): Trustee Paynter

Against (3): Trustee Leonard, Trustee Hentze, and Trustee Whiteaker

**Motion Defeated (1 to 3)**

Further discussion ensued and another recommendation was brought to the table.

"That the wording "The Chair, in consultation with the Superintendent" be stricken from Process #1 of Policy 2100.1 - Superintendent Evaluation, and changed to "The Board will elect".

For (1): Trustee Paynter

Against (3): Trustee Leonard, Trustee Hentze, and Trustee Whiteaker

**Motion Defeated (1 to 3)**

Discussion ensued and the following amendment was brought to the floor

"That Process #1 of Policy 2100.1 - Superintendent Evaluation, be changed to read:

The two appointed Trustees and the Superintendent, upon approval of the Board, will appoint an external consultant that is mutually agreeable to both parties."

For (4): Trustee Leonard, Trustee Paynter, Trustee Hentze, and Trustee Whiteaker

**Motion Carried (4 to 0)**

Further discussion ensued, and another amendment to the policy was recommended

**Moved by** Trustee Paynter

That "and Superintendent" be stricken from each point under Process #3 of Policy 2100.1 - Superintendent Evaluation."

For (1): Trustee Paynter

Against (3): Trustee Leonard, Trustee Hentze, and Trustee Whiteaker

**Motion Defeated (1 to 3)**

A recommendation to further amend the Policy was put forward.

"That "as chosen by the two trustees and Superintendent" be stricken from the fourth point under Process #3 of Policy 2100.1 - Superintendent Evaluation, and be replaced with "as chosen by GVTA".

Prior to voting, an amendment to the proposed amendment was put forward.

"That "as chosen by the two trustees and Superintendent" be stricken from Process #3 of Policy 2100.1 - Superintendent Evaluation, except for where it states "District Leadership Team" and "Other".

For (4): Trustee Leonard, Trustee Paynter, Trustee Hentze, and Trustee Whiteaker

**Motion Carried (4 to 0)**

A friendly amendment was made to "Union Executive Staff" under Process #3 of the Policy. This section will now read "Union Executive Members - GVTA, ASA, CUPE 947, CUPE 382". No further recommendation to amend were received, and the following motion was put on the floor.

**Moved by** Trustee Watters

"That the Board of Education of School District No.61 (Greater Victoria) approve Policy 2100.1 - Superintendent Evaluation, as amended."

For (3): Trustee Leonard, Trustee Hentze, and Trustee Whiteaker

Against (1): Trustee Paynter

**Motion Carried (3 to 1)**

## **8.2 Carbon Neutral Action Report - Chuck Morris**

Director of Facilities Services, Chuck Morris, provided a brief overview of the Carbon Neutral Action Report which highlighted the District's ongoing commitment to the reduction of Greenhouse Gas (GHG) Emissions. Questions of clarification were asked.

### **8.3 Safe Design Council Certification Funding - Trustee Painter**

Trustee Painter provided rationale for the motion. Questions of clarification were asked.

That the Board of Education of School District No. 61 (Greater Victoria) direct Staff to make application for federal or provincial grant funding to undertake Safe Design Council certification for a new, replacement or retrofit capital project, at no cost to the Board;

AND FURTHER;

That staff secure letters of support from the Ministries of Education and Public Safety & Solicitor General, to support relevant grant applications.

**Motion Carried Unanimously**

### **8.4 SJ Burnside Upgrade Project - Trustee Duncan**

Trustee Duncan provided the rationale for the following motion.

The Board of Education of School District 61 direct the Audit Committee to review the SJ Burnside upgrade project from the fiscal year 2018/19 and 2019/20 and provide the Board of Education a report that identifies the following:

1. the budget allocated to the SJ Burnside upgrade project in all relevant fiscal years;
2. the expenses and the resulting surplus or deficit for each fiscal year;
3. the work that is outstanding to date;
4. the budget and cost management processes in place during the SJ Burnside upgrade project;
5. reporting and monitoring measures in place during the SJ Burnside upgrade project;

6. external reporting standards in place during the SJ Burnside upgrade project;
7. all steps taken to enforce financial controls and to mitigate financial risks to the School District during the SJ Burnside upgrade project; and
8. the Audit Committee's recommendations regarding possible areas of improvement to District risk assessment, risk management and internal financial controls.

For (3): Trustee Paynter, Trustee Hentze, and Trustee Whiteaker

Abstain (1): Trustee Leonard

**Motion Carried (3 to 0)**

### **8.5 Liaison Officer Program - Trustee Paynter**

**Moved by** Trustee Paynter

"That the Board of Education of School District No. 61 (Greater Victoria) direct the Equity Committee to undertake discussions with members of the school community, including, but not limited to, racialized, Indigenous and LGBTQ staff, parents and students to:

1. Determine what, if any, concerns there may be regarding the District's School Police Liaison Officer program; and
2. Develop recommendations, as required, on what changes should be made to the program to improve its value to the school community."

**Motion Carried Unanimously**

## **9. NOTICE OF MOTION**

### **9.1 School Liaison Officers - Trustee Painter**

Trustee Painter presented the following motion. It was agreed upon by the committee that this motion be taken off the table and revisited at the Sept 2020 Operations Policy & Planning Committee meeting should no movement had been made via Trustee Paynter's "Liaison Officer Program" motion.

"That the Board of Education of School District No. 61 (Greater Victoria) instruct the Superintendent to immediately enter into a process to explore phasing out School Liaison Officers in SD61, and that this come to the September Operation Policy and Planning Committee meeting."



**10. GENERAL ANNOUNCEMENTS**

**11. ADJOURNMENT**

The meeting adjourned at 9:39 pm.

**Moved by** Trustee Hentze

**Seconded by** Trustee Leonard

That the meeting adjourn.

**Note:** This meeting is being audio and video recorded. The video can be viewed on the District website.

**Motion Carried Unanimously**

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Chair

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Secretary-Treasurer