



## Operations Policy and Planning Committee Meeting

### REGULAR MINUTES

October 19, 2020, 7:00 p.m.

Tolmie Boardroom, 556 Boleskine Road

Trustees Present: Elaine Leonard, Rob Paynter, Angie Hentze , Ann Whiteaker, Ryan Painter

Administration: Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Harold Caldwell, Associate Superintendent, Marne Jensen, Associate Director, Human Resource Services, Chuck Morris, Director, Facilities Services, Tammy Sherstobitoff, District Principal, Human Resource Services

Stakeholders: Jane Massy, President, CUPE 947, Connor McCoy, President, VPVPA, Mark Morrison, GVTA

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## 1. COMMENCEMENT OF MEETING

The meeting was called to order at 7:01 p.m.

### 1.1 Acknowledgement of Traditional Territories

Chair Leonard recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories we live, we learn, and we do our work.

### 1.2 Approval of the Agenda

**Moved by** Trustee Hentze

That the October 19, 2020 agenda be approved with the following change:

**H.1 and H.2** moved to be the new **D.1. and D.2** and renumbered accordingly.

**Motion Carried Unanimously**

**1.3 Approval of the Minutes**

**Moved by** Trustee Hentze

That the September 21, 2020 Operations Policy and Planning Committee meeting minutes be approved.

**Motion Carried Unanimously**

**1.4 Business arising from Minutes**

Trustee Whiteaker requested a follow up with respect to item 3.1 of the September 21, 2020 minutes. Secretary-Treasurer Morris advised that two meetings have been held with the Victoria West Community Association and that she is awaiting further information prior to being able to provide an update.

**2. PRESENTATIONS TO THE COMMITTEE**

None

**3. SUPERINTENDENT'S REPORT**

**3.1 Recognition of Student Representative**

Superintendent Green introduced and welcomed Student Representative Gillian Clark from Lambrick Park Secondary School.

**4. NEW BUSINESS**

**4.1 STAR Committee Turf Field Proposal Overview**

Chair Leonard directed Trustees to Phase One of the Spectrum Turf and Rink (STAR) Committee overview in their agendas, which was presented for information.

**4.2 Spectrum Artificial Turf Field Project - Trustee Painter**

Trustee Painter presented the motion and provided background information and rationale. Discussion ensued amongst Trustees with questions of clarification being asked.

**Moved by** Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) support in principle for a period of up to two years, the proposed artificial turf field project at Spectrum Community School, at no cost to the Board;  
AND FURTHER THAT

Staff be directed to update the Board once funding has been secured by the STAR Committee.

**Motion Carried Unanimously**

## **5. PERSONNEL ITEMS**

### **5.1 Human Resources Update**

District Principal of Human Resource Services Sherstobitoff provided Trustees with an overview of staffing as of October 1, 2020. Questions of clarification were asked.

### **5.2 Occupational Health and Safety Annual Report**

Associate Director of Human Resource Services Jensen provided Trustees with an overview of the workplace health and safety report and highlighted key areas of the report. Questions of clarification were asked.

Ms. Sherstobitoff and Ms. Jensen exited the meeting at 7:32 p.m.

## **6. FINANCE AND LEGAL AFFAIRS**

### **6.1 Policy Sub-Committee Report**

#### **a. Abandonment of Policies**

Chair Leonard advised Trustees that the Policy Sub-Committee is reviewing the policy manual for relevance and currency in order to better streamline District procedures. Questions of clarification were asked.

Trustee Painter exited the meeting at 7:45 p.m.

**Moved by** Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) abandon Policies 5141.3, 5143, 5210, 6112.1, 6120.2, 6121, 6130.1, 6135.1, 6141.4, and 6142.01; AND FURTHER THAT

The Board refer Policies 5141.3 and 5143 to the Superintendent for administration manual consideration.

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

Against (1): Trustee Paynter

**Motion Carried (3 to 1)**

- b. Draft Bylaw 9360, General Meeting of the Board - Continuation:  
Items 6-15

Chair Leonard referred to the draft copy of Bylaw 9360 *General Meeting of the Board* and reminded Trustees that items #1-5 were previously discussed at the September 21, 2020 meeting and the committee members would pick up the discussion at item #6. Items 6 through 8 were discussed and by consensus it was agreed to continue the discussion of the remaining items at the November 9, 2020 Operations Policy and Planning Committee meeting.

- c. Draft Policy 6161.5 - Instruction: District Garden

Chair Leonard referred Trustees to the draft District Garden Policy and requested feedback. Discussion ensued amongst the Trustees with suggestions being made, including; amending the name to District School Gardens, community engagement, volunteers and partnerships. The suggestions will be forwarded to the Policy Sub-Committee for further work and the item added to the November 9, 2020 Operations Policy and Planning Committee meeting agenda.

## **6.2 Dissolution of Committees**

**Moved by** Trustee Whiteaker

Pursuant to Bylaw 9140, that the Board of Education of School District No. 61 (Greater Victoria) dissolve the Public Engagement Ad Hoc Committee and the Student Registration and Transfer Committee.

**Motion Carried Unanimously**

## **6.3 Committee Terms of Reference Review**

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Secretary-Treasurer Morris referred Trustees to the list of Trustee Committee assignments for information and advised that Committee assignments will be determined in December.

#### **6.4 Mental Health in School Grant**

Superintendent Green referred Trustees to a letter received from the Ministry of Education with respect to a grant awarded to the District to support mental health and well-being activities in school communities. Superintendent Green further advised that more information will be forthcoming at the November 2, 2020 Education Policy and Directions Committee meeting, as to how this grant will be allocated.

#### **6.5 2020-2021 Budget Change Report**

Secretary-Treasurer Morris referred Trustees to the 2020-2021 Budget Change Report for October. Questions of clarification were asked.

#### **6.6 Monthly Financial Report - September 2020**

Secretary-Treasurer Morris referred Trustees to the Monthly Financial Report for September 2020. Questions of clarification were asked.

### **7. FACILITIES PLANNING**

#### **7.1 5-Year Capital Plan**

Secretary-Treasurer Morris referred Trustees to the 2021-2022 Five Year Capital Plan which was approved at the June 22, 2020 Board of Education meeting. At that meeting, Trustees requested to see the plan again when there was more time for questions.

#### **7.2 Monthly Operations Update**

Director of Facilities Services Morris presented the Monthly Operations Update and highlighted key items within the report for Trustees. Questions of clarification were asked.

#### **7.3 Sundance/Bank Street Update**

Secretary-Treasurer Morris reminded Trustees that because of the boundary review process in 2019, Sundance Elementary School will re-open as a District elementary school for the 2021-2022 school year. On the same property is Bank Street school which was previously rented out but is now vacant. Both properties require a significant amount of seismic upgrade in order to safely remain part of the District's asset pool.

Secretary-Treasurer Morris provided Trustees with two potential options

from staff's perspective, after touring the properties in July 2020. Lastly, another update will be forthcoming once the City of Victoria has determined what its next steps are relative to maintaining Bank School as a heritage building. Questions of clarification were asked.

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

None

**9. NOTICE OF MOTION**

None

**10. GENERAL ANNOUNCEMENTS**

None

**11. ADJOURNMENT**

The meeting adjourned at 9:04 p.m.

**Moved by** Trustee Whiteaker

That the meeting adjourn.

**Motion Carried Unanimously**

**Note:** Due to a network power outage, this meeting was not livestreamed, audio or video recorded.

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Chair

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Secretary-Treasurer