



## Operations Policy and Planning Committee Meeting

### REGULAR MINUTES

**November 9, 2020, 7:00 p.m.**

**Tolmie Boardroom, 556 Boleskine Road**

Trustees Present:	Elaine Leonard, Rob Paynter, Angie Hentze , Ann Whiteaker, Jordan Watters
Administration:	Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Harold Caldwell, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Kelly Gorman, Recorder, Vicki Hanley, Recorder
Other Staff, Stakeholders & Guests:	Chuck Morris, Director of Facilities Services, Kristil Hammer, VCPAC President, Jane Massey, CUPE 947 President, Connor McCoy, GVPVPA President, Andy Canty, Director – Information Technology for Learning, Mark Morrison, Second VP & Health & Safety Officer, GVTA.

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## 1. COMMENCEMENT OF MEETING

The meeting was called to order at 7:00pm.

### 1.1 Acknowledgement of Traditional Territories

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

### 1.2 Approval of the Agenda

That the November 9, 2020 Operations Policy & Planning Committee meeting agenda be approved.

**Moved by** Trustee Whiteaker

That the November 9, 2020 agenda be approved.

**Motion Carried Unanimously**

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

**Moved by** Trustee Whiteaker

That the October 19, 2020 Operations Policy and Planning Committee meeting minutes be approved.

For (5): Trustee Leonard, Trustee Paynter, Trustee Hentze, Trustee Whiteaker, and Trustee Watters

**Motion Carried (5 to 0)**

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

None

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

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

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

Superintendent Green reported that Bryn Nyvall from Spectrum Community School could not be in attendance.

## **4. PERSONNEL ITEMS**

## **5. FINANCE AND LEGAL AFFAIRS**

### **5.1 Policy Sub-Committee Report**

#### **a. Policy Review Summary and Action Plan**

Trustee Watters provided a brief background regarding the role of the Policy Sub-Committee as set out in Bylaw 91303.3 and presented a summary and action plan that guides the work of the committee.

- b. Draft Bylaw 9360, General Meeting of the Board - Continuation:  
Items 9-15

Chair Leonard referred to the draft copy of Bylaw 9360 *General Meeting of the Board* and reminded Trustees that items #6-8 were previously discussed at the October 19, 2020 meeting and the committee members would pick up the discussion at item #9. Items 9 through 15 were discussed and by consensus it was agreed that the draft bylaw would be reviewed at the December 7th, 2020 Operations Policy and Planning Committee meeting.

- c. Draft Policy 6161.5, Instruction: School Gardens

Draft Policy was reviewed and amendments were made:

- That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 6161.5 *Instructions: School Gardens*; as amended AND FURTHER
- Direct the Superintendent to develop an Administrative Procedure.

That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 6161.5 *Instruction: School Gardens*; AND FURTHER

Direct the Superintendent to develop an Administrative procedure.

For (5): Trustee Leonard, Trustee Paynter, Trustee Hentze, Trustee Whiteaker, and Trustee Watters

**Motion Carried (5 to 0)**

- d. Draft Bylaw 9140, Ad Hoc Committee of the Board

Bylaw was reviewed and amendments were suggested. The Policy Sub-Committee will revise and bring to next meeting.

- e. Draft Policy 8251, Trustees' Code of Conduct

Trustees' Code of Conduct was reviewed. Trustees to review the document and email Trustee Leonard and Trustee Watters input. The Policy Sub-Committee will revise and bring to next meeting.

- f. Regulation 3323, Purchasing Services

Secretary-Treasurer Morris presented updated Regulation 3323 for information. The regulation:

1. Confirms software purchases route through ITL
2. and updates thresholds for pricing.

## **5.2 2020-2021 Budget Change Report: November 2020**

Secretary Treasurer Morris presented the Budget Change Report for Nov 2020. Questions of clarification were asked.

## **5.3 Monthly Financial Report - October 2020**

Secretary Treasurer Morris provided Trustees the Monthly Financial Report for October 2020. The yearly expenses were compared against those from the year prior. Questions of clarification were asked.

# **6. FACILITIES PLANNING**

## **6.1 HVAC System: Update**

Director of Facilities Services Morris, presented an update on the HVAC Systems in the district.

## **6.2 BCTEA Transportation Agreement 2020-21**

Associate Superintendent Roberts presented on the BCTEA Transportation Agreement 2020-21. Both the Songhees Nation and the Esquimalt Nation have chosen "Option 1: Status Quo Plan Rollover" for the 2020-21 school-year. The agreements now require the signatures of the respective Nations' Chiefs and Directors, and the signature of the Board Chair before the documents are submitted to the Ministry of Education.

## **6.3 Operations Update: November 2020**

Director of Facilities Services Morris, presented the Monthly Operations Update for November 2020 including an overview of recent work, progress on major and minor capital projects, transportation, and ventilation. Trustees thanked Mr. Morris and his team for their ongoing hard work.

## **6.4 Information Technology for Learning Update: Andy Canty**

Director - Information Technology for Learning Canty provided Trustees a presentation on Information Technology for Learning Update.  
Superintendent Green thanked Andy and his team for work during COVID.  
Kudos from the board as well.

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

**8. NEW BUSINESS**

**8.1 Website Report Menu and Sub-Menu - Trustee McNally**

**Moved by** Trustee Whiteaker

*That the motion "That the Board of Education SD61 Greater Victoria direct the Superintendent to direct the Information Technology Department to set up submenus under the "Our District" menu, between "Provincial School Act" and "Trustee Elections",*

*AND FURTHER*

*That the Superintendent develop a protocol by the end of November 2020 with staff that will ensure all public reports are placed in the appropriate file, following approval / receipt by the Board, the day after the meeting that approves / receives the report." be referred to the Joint Education Policy and Directions Committee/Operations Policy and Planning Committee meeting on December 7th, 2020.*

**Motion Carried Unanimously**

**8.2 Budget Allocation Process - Trustee Paynter**

Secretary Treasurer Morris asked that the concept/approach in the motion be added to the overall District budget process for 2021-2022 to be considered in the bigger context of the total budget.

Trustee Paynter presented the following motion and rational, citing the motion is not an immediate action item:

**Moved by** Trustee Whiteaker

*That the motion "That the Board of Education of Greater Victoria (School District 61) direct the Superintendent to develop an annual budget process that targets the supports needed for vulnerable students (specifically students requiring special education assessments, those with special education designations and students living in poverty) to fulfill their potential and pursue their aspirations as the primary objective, followed by*

*allocation of remaining resources on a per student basis. FURTHER, that the District:*

- *Make standard the use of early screening tools to identify learning difficulties and behavioural or developmental challenges;*
- *Provide additional staff time to support early intervention programming at the K-5 level;*
- *Actively participate in delivering wrap-around programming and support for students including inclusive childcare, after school programming, and family support programs where appropriate, through engaged cooperation with provincial agencies, municipalities and community associations." be referred to an Operations Policy and Planning Committee meeting no later than April 12, 2021.*

**Motion Carried Unanimously**

**9. NOTICE OF MOTION**

**10. GENERAL ANNOUNCEMENTS**

**11. ADJOURNMENT**

The meeting adjourned at 9:02pm.

**Moved by** Trustee Whiteaker

That the meeting adjourn.

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

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Chair

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Secretary-Treasurer