



## Operations Policy and Planning Committee Meeting

### REGULAR MINUTES

**September 21, 2020, 7:00 p.m.**

**Tolmie Boardroom, 556 Boleskine Road**

Trustees Present: Elaine Leonard, Rob Paynter, Angie Hentze, Ann Whiteaker, Jordan Watters, Nicole Duncan, Diane McNally

Administration: Shelley Green, Superintendent of Schools, Kim Morris, Secretary Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Harold Caldwell, Associate Superintendent, Andree Porter (recorder)

Other Staff, Stakeholders & Guests: Chuck Morris, Director of Facilities Services, Katrina Stride, Associate Secretary Treasurer, Lisa McPhail, Communications and Community Engagement Officer, Jane Massy, CUPE 947 President, Kristil Hammer, VCPAC Vice-President, Mark Morrison, GVTA Vice-President, Connor McCoy, VPVPA President, Thunder Defayette, Student Representative

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#### **1. COMMENCEMENT OF MEETING**

The meeting was called to order at 6:59 p.m.

##### **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**

**Moved by** Trustee Whiteaker

That the September 21, 2020 Operations Policy & Planning Committee meeting agenda be approved.

**Motion Carried Unanimously**

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

It was noted that the detailed voting results were not included in the minutes. This will be amended prior to posting the minutes on the Greater Victoria School District (No. 61) website.

**Moved by** Trustee Whiteaker

That the June 8, 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 Unanimously (5 to 0)**

### **1.4 Business Arising from Minutes**

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

### **2.1 STAR Committee - Dominic Butcher, Collin Cronkhite, Audrey Smith & Bruce Bidney**

Ms. Smith, Mr. Bidney, Mr. Cronkhite and Mr. Butcher presented an update on the Spectrum Turf and Rink project highlighting the phasing of the project into:

Phase 1 – Short Term: 1 or 2 artificial turf fields

Phase 2 - Long Term: Rink

The presenters highlighted Phase I would be at no cost to the Board, has solidified a potential financial partner in exchange for dedicated hours and the Committee intends to apply for capital infrastructure grant funding by October 1, 2020. The presenters also informed the Board of the environmental benefits of artificial turf fields and the improvements in lighting to alleviate previously expressed concerns. The STAR Committee requested:

- The Board support in principle at its October Board meeting, in order to support the grant application;

- Trustee questions over the next four weeks (through the Secretary-Treasurer)

The Committee advised once it had Board support in principle, the Committee would begin fundraising and public consultation

### **3. CORRESPONDENCE**

#### **3.1 Letter from Victoria West Community Association**

Chair Leonard provided an overview of the September 16, 2020 letter received from Johanne Thompson, Executive Director of Victoria West Community Association and advised that Secretary Treasurer Morris will meet with the association this week.

### **4. SUPERINTENDENT'S REPORT**

#### **4.1 Recognition of Student Representative - Superintendent Green**

Superintendent Green introduced and welcomed Student Representative Thunder Defayette of Esquimalt High School.

#### **4.2 Communications Overview of COVID-19 - Superintendent Green**

Communications and Community Engagement Officer McPhail, provided Trustees with a high level overview of the Communications Overview of COVID-19 memo. Superintendent Green thanked Ms. McPhail for her ongoing efforts and hard work.

### **5. PERSONNEL ITEMS**

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

#### **6.1 Job Descriptions in Regulations - Associate Superintendent Roberts**

Associate Superintendent Roberts advised Trustees that Job Descriptions in Regulations would be removed from regulations and held with Human Resources. Questions of clarification were asked.

#### **6.2 Policy Sub-Committee Report - Trustee Watters**

##### **a. Policy 2100.1 - Superintendent Evaluation**

Trustee Watters provided a brief overview of Policy 2100.1 - Superintendent Evaluation, as well as a rationale. Discussion ensued.

**Moved by** Trustee Whiteaker

That the Board of Education of School District No.61 (Greater Victoria) adopt the draft Superintendent Evaluation Policy Option 2, as presented;

AND FURTHER

That the policy remain in draft until the first evaluation is concluded;

AND FURTHER

That the Board review the draft Superintendent Evaluation policy immediately after completing the Superintendent Evaluation process.

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

Against (1): Trustee Paynter

**Motion Carried (4 to 1)**

b. Bylaw 9360 - General Meetings of the Board

Trustee Watters presented Trustees with a draft copy of Bylaw 9360. Committee members discussed items # 1-5 of the bylaw. By consensus of the the remaining items # 6-15 be postponed to the October 19th 2020 Operations Policy & Planning Committee meeting.

**6.3 Provincial Safe Return to School Funding - Secretary Treasurer Morris**

Secretary Treasurer Morris provided an overview of the summary report and made note of the following corrections:

Instructional Supplies - Improved Hand Hygiene:

Under the "Available" column the amount should read \$296,164.

Under the "%" column the percent should read 88%.

Grand Total:

Under "Available" the amount should read \$1,329,894.

Under the "%" column the percent should read 86%.

Questions of clarification were asked.

Expenditures made for assistive technology will be reported out at the October 19, 2020 Operations Policy & Planning Committee meeting.

**6.4 2020-2021 Enrolment Update - Week 1**

Secretary Treasurer Morris provided Trustees with the interim 2020-2021 Enrolment Update for Week 1 and highlighted a 784 FTE decrease from the February 2020 projections. A more complete data analysis will be provided after the 1701 submission is made to the Ministry of Education.

**6.5 2020-2021 Budget Change Report - Secretary Treasurer Morris**

Secretary Treasurer Morris presented the newly developed Budget Change Report which will be presented to the Operations Policy & Planning Committee on a monthly basis. Secretary Treasurer Morris noted that the new report will allow for Trustees to keep closer and more frequent monitoring of budgeting and reporting, as well as provide transparency and the ability to reallocate funds throughout the year. Questions of clarification were asked.

**6.6 Monthly Financial Report August 2021 - Secretary Treasurer Morris**

Secretary Treasurer Morris provided Trustees presented the new Monthly Financial Report which will be presented to the Operations Policy & Planning Committee on a monthly basis. The comparison will allow Trustees to compare this current year's monthly expenses against those from the year prior, and to monitor where the district should be financially at certain points in the year. Questions of clarification were asked.

**7. FACILITIES PLANNING**

**7.1 September 2020 Operations Report - Chuck Morris**

Director of Facilities Services Morris, presented the Monthly Operations Update for September 2020 including an overview of summer work, progress on major and minor capital projects, transportation and ventilation and new equipment. Mr. Morris also outlined the work done to remedy the damage from the Strawberry Vale Elementary fire. Trustees thanked Mr. Morris and his team for their ongoing hard work.

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

**9. NEW BUSINESS**

**9.1 School Shop Audits - Trustee Duncan**

**Moved by** Trustee Duncan

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide the Board of Education a report which sets out what actions and remediations have been completed, and what actions and remediations are outstanding as a result of the health and safety issues identified in the school shop audits carried out in November 2016 and Spring 2017.

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

**Motion Carried Unanimously (5 to 0)**

## **9.2 Trustee Reports - Trustee Hentze**

Trustee Hentze provided Trustees with rationale for the following motion.

**Moved by** Trustee Hentze

That the Board of Education of School District No.61 (Greater Victoria) direct the Policy Sub-Committee to add a section to the development of the new policy Role of Trustee, that addresses the Trustee Report, including timing, content and a template.

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

**Motion Carried Unanimously (5 to 0)**

## **10. NOTICE OF MOTION**

## **11. GENERAL ANNOUNCEMENTS**

## **12. ADJOURNMENT**

The meeting adjourned at 9:41 pm

**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.

**Motion Carried Unanimously**

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Chair

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Secretary-Treasurer