



Combined Education Policy and Directions Committee & Operations Policy and Planning Committee Meeting

REGULAR MINUTES

December 7, 2020, 7:01 p.m.

- Trustees Present: **Education Policy and Directions members:** Nicole Duncan, Chair, Tom Ferris, Diane McNally, Ryan Painter, Jordan Watters (ex officio)
Operations Policy and Planning members: Elaine Leonard, Chair, Rob Paynter, Angie Hentze, Ann Whiteaker, Jordan Watters (ex officio)
- 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, Chuck Morris, Director of Facilities Services, Andy Canty, Director – Information Technology for Learning, Jeff Davis, Director of International Student Program, Simon Burgers, District Principal, Madeleine Challies, French Language Coordinator, Jim Soles, Associate Director of Facilities and Manager of Major Capital Projects, Marni Vistisen-Harwood, Manager, Capital Planning and Implementation, Facilities Services, Kelly Gorman, Recorder
- Stakeholders & Guests: Christine Payne, VCPAC, Jane Massey, CUPE 947 President, Connor McCoy, GVPVPA President, Mark Morrison, Second VP & Health & Safety Officer, GVTA, Kristal Stevenot, HDR Architecture Associates, Inc., Jim Mann, HDR Architecture Associates, Inc., Rod Windjac, HDR Architecture Associates, Inc.
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A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:01pm.

A.1 Acknowledgement of Traditional Territories

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

A.2 Approval of the Combined Education Policy and Directions Committee & Operations Policy and Planning Committee Meeting Agenda

Moved by Tom Ferris

That the December 7, 2020 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee meeting agenda be approved as amended with the addition of:

E1 Notice of Motion - McNally

Move H1 to C2

Motion Carried Unanimously

B. EDUCATION POLICY AND DIRECTIONS COMMITTEE

B.1 Approval of the Minutes

Trustee Whitaker requested that future minutes reflect the voting members for each committee.

- a. Approval of the November 2, 2020 Education Policy and Directions meeting minutes

Moved by Tom Ferris

That the November 2, 2020 Education Policy and Directions Committee meeting minutes be approved.

Motion Carried Unanimously

B.2 Business arising from Minutes

Trustee Whiteaker advised she and Associate Superintendent Caldwell held a conversation relative to the budget allocated to counsellors in the , C.8 Mental Health Grant from the November 2, 2020 Education Policy and Directions Committee meeting.

C. PRESENTATIONS TO THE COMMITTEE

C.1 ISP Annual Report - Director Davis

Director Davis presented the International Student Program Annual Report. Student enrollment is down 50% due to the pandemic, which is a lower decrease than average International Student Programs in other school districts. Interest remains high based on the number of applications received. Travel restrictions from source countries have also contributed to a delay in student enrollment. Questions of clarification were asked.

C.2 HDR Architecture Associates, Inc. re: Victoria High School - Associate Director of Facilities and Manager of Major Capital Projects Soles

Associate Director of Facilities and Manager of Major Capital Projects Soles introduced Kristal Stevenot, Jim Mann and Rod Windjac Representatives from HDR Architecture Associates, Inc. The presentation focused on accessibility, inclusivity, energy efficiency, water efficiency and fire sprinklers. Vic High's architects identified multi-purpose spaces and a rooftop garden which will allow for a more flexible floorplan to engage teachers and students. Questions of clarification were asked. Trustees provided thanks to HDR Architecture Associates, Inc.

D. NEW BUSINESS

D.1 Introduction of Student Representative

Superintendent Green introduced and welcomed Student Representative Madeline Astridge from Reynolds Secondary School.

D.2 District Team Update - Languages and Multicultural Initiatives - District Principal Burgers and French Language Coordinator Challies

District Principal Burgers and French Language Coordinator Challies provided an update. French Language Coordinator is a new position for the Greater Victoria School district and has been highly utilized. Highlights were the creation of a digital library, Professional Development Day(s)

plans, as well as Indigenous and Career Education literature translated into French. Trustees provided thanks to the staff for their dedication.

D.3 Diversity & Inclusion Forum Update - Deputy Superintendent Whitten

Deputy Superintendent Whitten reviewed the memo provided. Questions of clarification were asked.

D.4 Advocacy Committee Update - Trustee Whiteaker

Trustee Whiteaker referred to the report and advised that the committee had no further work relative to student assessment through pandemic as most students have returned to school. Trustee Painter thanked Trustee Whiteaker.

E. NOTICE OF MOTION

Trustee McNally Childcare Notice of Motion to be brought to the December 14 Board of Education Meeting.

E.1 Staffing Child Care SD 61 - Trustee McNally

That the motion "That the Board of Education SD61 Greater Victoria direct the Superintendent to staff early child care / child care before and after school programs with first consideration to CUPE 947 members who apply for the positions, and FURTHER, that CUPE 947 EAs immediately / as soon as possible be offered the positions at their current hourly wage before wide advertisement or SD61 staff contracting with other community provider(s)." be referred to the Board of Education meeting December 14, 2020.

F. GENERAL ANNOUNCEMENTS

G. OPERATIONS POLICY AND PLANNING COMMITTEE

G.1 Approval of the Minutes

- a. Approval of the November 9, 2020 Operation Policy and Planning meeting minutes

Trustee Paynter requested a name correction to Painter in the minutes item 8.2

Moved by Ann Whiteaker

That the November 9, 2020 Operations Policy and Planning Committee meeting minutes be approved as amended.

G.2 Business Arising from Minutes

H. PRESENTATIONS

I. SUPERINTENDENT'S REPORT

J. PERSONNEL ITEMS

K. FINANCE AND LEGAL AFFAIRS

K.1 Policy Sub-Committee Report

- a. Draft Bylaw 9360, General Meeting of the Board

Trustee Leonard presented Trustees with the latest version of Bylaw 9360 based on edits from the September, October and November Operations Policy and Planning Committee meetings. Committee members discussed items #1-9 of the bylaw. By consensus the remaining items #10-15 be postponed to the January 11, 2021 Operations Policy and Planning Committee meeting.

By consensus the committee referred **K.1** b-f to the January 11, 2021 Operations Policy and Planning Committee meeting.

- b. Draft Bylaw 9140, Ad Hoc Committee of the Board
- c. Draft Policy 8251, Trustees' Code of Conduct
- d. Draft Bylaw 9130.4, Audit Sub-Committee
- e. New Policy 4116.13, Whistleblower Protection
- f. Abandonment of Policies

That the motion "That the Board of Education of School District No. 61 (Greater Victoria) abandon Policies 6142.03, 6151, 6161.2, and 6164.1; AND FURTHER THAT

The Board refer Policies 6145.01, 6145.02, 6161.1, 6162.5, and 6163.1 to the Superintendent for administration manual consideration." be referred to the Operations Policy and Planning Committee meeting on Jan 11th, 2021

K.2 Monthly Financial Report: November 2020 - Secretary-Treasurer Morris

Secretary-Treasurer Morris provided Trustees the Monthly Financial Report for November 2020. The yearly revenue and expenses were compared against those from the year prior. Questions of clarification were asked. A breakdown of miscellaneous services was requested and will be provided at the January 11, 2021 Operations Policy and Planning Committee meeting.

K.3 2021-2022 Budget Process - Secretary-Treasurer Morris

Secretary-Treasurer Morris presented the proposed Budget Process for 2021-2022. Questions of clarification were asked.

Moved by Angie Hentze

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2021-2022 Budget Process as presented.

Motion Carried Unanimously

L. FACILITIES PLANNING

L.1 SJ Burnside Upgrade Project Report - Secretary-Treasurer Morris

Secretary-Treasurer Morris provided a summary of the report. Trustee Leonard thanked staff for the report and acknowledged the time spent to create the review. Trustee Leonard stated that due to the time, questions of clarification were to be emailed to the Chair of the Board Trustee Watters, Secretary-Treasurer Morris, and Superintendent Green. Questions and answers will be reviewed at a future public meeting.

L.2 Online Registration - Director Information and Technology for Learning Canty and Associate Superintendent Roberts

Director Information and Technology for Learning Canty and Associate Superintendent Roberts advised the committee of the implementation of online registration for the 2021-2022 school year . Questions of clarification were asked.

L.3 December 2020 Operations Report - Director of Facilities Morris

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

L.4 Shops Audit Findings and Status Report - Secretary-Treasurer Morris

By consensus Shops Audit Findings and Status Report be postponed to the January 11, 2021 Operations Policy and Planning Committee meeting.

M. NEW BUSINESS

M.1 Website Report Menu and Sub-Menu - Trustee McNally

Moved by Angie Hentze

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 Operations Policy and Planning Committee meeting on January 11th, 2021.

Motion Carried Unanimously

N. NOTICE OF MOTION

O. GENERAL ANNOUNCEMENTS

Associate Superintendent Roberts was directed by Trustee Leonard to read the questions submitted from the public. The questions and answers will be brought forward to the January 11, 2021 Operations Policy and Planning Committee meeting.

P. ADJOURNMENT

The meeting adjourned at 11:01pm.

Moved by Ann 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

Chair

Secretary-Treasurer