



The Board of Education of School District No. 61 (Greater Victoria)  
Operations Policy and Planning Committee Meeting

**Regular Minutes**

Monday, September 20, 2022, 7:00 p.m.

Broadcasted via YouTube <https://bit.ly/3czx8bA>

Trustees Present: Elaine Leonard (Chair), Tom Ferris, Angie Hentze, Ann Whiteaker, Jordan Watters, Ryan Painter, Nicole Duncan

Administration: Deb Whitten, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Marni Vistisen-Harwood, Director of Facilities Services, Andy Canty, Director, Information Technology for Learning, Sarah Winkler, VPVPA Kelly Gorman, Recorder

---

**A. COMMENCEMENT OF MEETING**

The meeting was called to order at 7:08 p.m.

**A.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.

**A.2. Approval of the Agenda**

**Moved By** Trustee Painter

That the September 20, 2022 agenda be approved with the following amendment:

Move F. Facilities Planning to C and renumber accordingly.

That the September 20, 2022 agenda be approved with the following additions:

C.2.b. Cedar Hill Middle School Seismic Replacement

D.1.b. Student and Family Affordability Fund Update

**Motion Carried Unanimously**

**A.3. Approval of the Minutes**

**Moved By** Trustee Painter

Trustee Duncan asked if whether or not the Aviation program at Mount Douglas Secondary school had received students **and whether or not the aviation shop remediation's had been completed.**

That the June 13, 2022 Operations Policy and Planning Committee meeting minutes be approved, as amended.

**Motion Carried Unanimously**

**A.4. Business Arising from Minutes**

Trustee Duncan

F.1. Do we have clarity about the aviation shop remediation and whether or not it has been completed, and whether or not we have received students into that shop yet?

Director of Facilities Vistisen-Harwood reported that the Mt.Douglas Secondary aviation shop consultation is complete and that machinery movement is still to occur. The hanger where the plane will be stored has had full consultation completed as well and is safe for occupancy.

Deputy Superintendent Caldwell will provide an update on student enrollment in the aviation program at the October 17, 2022 Operations Policy and Planning Committee meeting.

**B. PRESENTATIONS TO THE COMMITTEE**

**B.1.** Chloe Faught and Amelita Kucher representing Salish Sea Environmental Educators Provincial Specialist Association Chapter presented on Green Schools and Waste.

Trustees provided thanks for the presentation.

**C. FACILITIES PLANNING**

**C.1. Operations Update: August 2022**

Director of Facilities Services Vistisen-Harwood provided the report for information.

Trustees provided thanks to all facilities staff for their hard work over the summer to get the schools ready for September.

**C.2. Victoria High School Seismic Project Update**

**a.** Director of Facilities Services Vistisen-Harwood provided the Victoria High School Seismic project update. Victoria High School will have a capacity of 1000 students once it has been completed. This is an increase of 200 students.

**b.** Trustee Whiteaker requested an update on the Cedar Hill Middle School seismic project public input session hosted by the District. Secretary-Treasurer Morris will provide an update at the October 17<sup>th</sup>, 2022 Operations Policy and Planning Committee meeting.

**C.3. Revised Minor Capital – 2023-2024 Annual Five-Year Capital Plan**

Secretary-Treasurer Morris and Director of Facilities Services Vistisen-Harwood provided the update to phase projects to implement heat pumps.

Trustees thanked staff for completing additional work over the summer on the revised plan.

**Moved By** Trustee Ferris

WHEREAS the Board of Education of School District No. 61 (Greater Victoria) approved its 2023-2024 Five Year Annual Capital Plan in June 2022 and wishes to revise the Minor Capital projects in the approved plan;

BE IT RESOLVED that the Board of Education of School District No. 61 (Greater Victoria) approve the revised Minor Capital projects in the 2023-2024 Annual Five Year Capital Plan, as presented.

**Motion Carried Unanimously**

**D. SUPERINTENDENT'S REPORT**

**D.1. a. Seizure Action Plan**

Superintendent Whitten presented the Seizure Action Plan for 2022-2023.

Trustees provided thanks to staff for the report.

**b. Student and Family Affordability Fund**

Superintendent Whitten and Secretary-Treasurer Morris reported that the District is currently collecting feedback from Rightsholders, Stakeholders, and Administration, on where need exists to develop a spending plan.

Trustees provided thanks and questions of clarification were asked.

**E. PERSONNEL ITEMS**

None

**F. FINANCE AND LEGAL AFFAIRS**

**F.1. Monthly Financial Report: August 2022**

Secretary-Treasurer Morris provided the report for information.

Trustee Duncan requested the reports from June 2022 and July 2022.

**F.2. Budget Change Report: September 2022**

Secretary-Treasurer Morris presented the report for information.

Trustees provided thanks and questions of clarification were asked.

**F.3. New Policy 8110 Role of the Board**

Trustees discussed the Policy and made revisions.

By consensus, Trustees agreed to change “*Ensure*” to “*Provide*” under Section 3.0 Policy 3.2 iv.

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 3.3. ii. To change “provide” to “ensure”. Plus add “prior to decision making”

Secretary-Treasurer Morris stated that staff will provide opportunities for engagement and will meet the obligations of the Board. Staff will not be able to ensure that all members of the public feel that engagement opportunities were provided.

**Moved By** Trustee Leonard

That Policy 8110, *Role of the Board* retain original wording under Section 3.3. ii.

For: Leonard, Hentze, Watters, Ferris, Painter

Against: Whiteaker, Duncan

Abstain: Painter

**Motion Carried (5 to 2)**

By consensus, Trustees agreed to change “District” to “Superintendent” under Section 3.0 Policy 3.4 iii.

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 3.5. ii.

3.5

ii. Delegate the authority to the Superintendent and define commensurate accountabilities **as per the School Act**.

**Moved By** Trustee Leonard

That Policy 8110, *Role of the Board* retain the original wording under Section 3.5. ii.

**Motion Carried Unanimously**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 3.5. iii.

3.5

iii. **Propose new policies and identify the purpose and the criteria for any new policies in accordance with Bylaw 9210.**

**Moved By** Trustee Leonard

That Policy 8110, *Role of the Board* retain the original wording under Section 3.5. iii.

For: Ferris, Leonard

Against: Whiteaker, Duncan, Watters, Hentze, Painter

**Motion Defeated (2 to 5)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 3.6. v.

3.6

v. Respect the authority of the Superintendent to carry out executive action and support the Superintendent's action which are exercised within the delegated discretionary powers of the position **and communicate any Board direction including any required changes and improvement.**

**Moved By** Trustee Leonard

That Policy 8110, *Role of the Board* retain the original wording under Section 3.6. v.

For: Ferris, Leonard, Painter, Watters, Hentze

Against: Whiteaker, Duncan

**Motion Carried (5 to 2)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 3.6. iv.

3.6

iv. Evaluate the Superintendent in accordance with ~~a pre-established performance appraisal mechanism~~, Policy 2100.1 Superintendent Evaluation.

**Moved By** Trustee Leonard

That Policy 8110, *Role of the Board* retain the original wording under Section 3.6. iv.

For: Ferris, Leonard, Painter, Watters, Hentze

Against: Whiteaker, Duncan

**Motion Carried (5 to 2)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 3.9. i.

3.9

i. Approve budget process and timelines ~~at the outset of~~ **prior to** the budget process

**Moved By** Trustee Leonard

That Policy 8110, *Role of the Board* retain the original wording under Section 3.9. i.

For: Ferris, Leonard, Painter, Watters, Hentze

Against: Whiteaker, Duncan

**Motion Carried (5 to 2)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 3.10.

3.10

Add "**other**" to the list.

By consensus, Trustees agreed to add xiii) "**other**" Under Section 3.10. With wording to be provided.

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 5.0.

5.0

Add "**5.2 Bylaw 9210 The Development of Policy**"

By consensus, Trustees agreed to add "**5.2 Bylaw 9210 The Development of Policy**" Under Section 5.2.

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 4.1.

4.0

4.1 The Board of Education is responsible to ensure compliance with the *School Act*, **Bylaws**, Policies and **Regulations** of the Board.

By consensus, Trustees agreed to add “***Bylaws and Regulations***” Under Section 4.1.

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 4.0. **4.2.**

4.0

**4.2 Evaluation of the effectiveness of the Superintendent in achieving established priorities and key results.**

By consensus, Trustees agreed to not add “***4.2 Evaluation of the effectiveness of the Superintendent in achieving established priorities and key results.***” Under Section 4.0.

**Moved By** Trustee Leonard

That the Board of Education of School District No. 61 (Greater Victoria) recess for five minutes.

**Motion Carried Unanimously**

Meeting recessed at 9:10 p.m.

The meeting reconvened at 9:15 p.m.

**F.4. New Policy XXXX Role of the Chair and Vice-Chair**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend New Policy XXXX Role of the Chair and Vice-Chair under Section 1.

~~1. The Chairperson provides Board leadership and is primarily responsible for safeguarding the integrity of the Board's governance processes.~~

**Moved By** Trustee Leonard

That New Policy XXXX *Role of the Chair and Vice-Chair* retain the original wording under Section 1.

For: Leonard, Ferris, Painter, Hentze, Watters



Against: Duncan, Whiteaker

**Motion Carried (5 to 2)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 2.2. iii.

2.2

iii. Ensure that each Trustee has a full and fair opportunity to ask questions and to be heard.

**Moved By** Trustee Leonard

That New Policy XXXX *Role of the Chair and Vice-Chair* retain the original wording under Section 2.2 iii.

For: Ferris

Against: Duncan, Whiteaker Leonard, Painter, Hentze, Watters

**Motion Defeated (1 to 6)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 2.3. iv.

2.3

iv. ~~Facilitate, or a~~ Arrange for the facilitation of, the Superintendent evaluation in accordance with Policy 2100.1 Superintendent Evaluation and take responsibility for ~~compiling and~~ reporting the Superintendent evaluation.

**Moved By** Trustee Leonard

That New Policy XXXX *Role of the Chair and Vice-Chair* retain the original wording under Section 2.3 iv.

For: Leonard, Painter, Hentze, Watters

Against: Duncan, Whiteaker

Abstain: Ferris

**Motion Carried (4 to 2)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 2.4. i.

2.4

i. Bring all matters requiring a ~~corporate~~ decision to the Board.

**Moved By** Trustee Leonard

That New Policy XXXX *Role of the Chair and Vice-Chair* retain the original wording under Section 2.4 i.

For:

Against: Duncan, Whiteaker, Leonard, Painter, Hentze, Watters, Ferris

**Motion Defeated (0 to 7)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 2.7. i.

2.7

i. Treat all Trustees **equitably** ~~equally~~ and ensure that each Trustee has equal access to information.

By consensus, Trustees agreed to change “*equally*” to “*equitably*” under Section 3.0 Policy 3.4 iii.

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

None

**H. NEW BUSINESS**

None

**I. NOTICE OF MOTION**

None

**J. GENERAL ANNOUNCEMENTS**

None

**K. ADJOURNMENT**

**Moved By** Trustee Painter

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 9:44 p.m.