



The Board of Education of School District No. 61 (Greater Victoria)

Operations Policy and Planning Committee Meeting

REGULAR MINUTES

Monday, November 21, 2022, 7:00 p.m.

Trustees Present: **Operations Policy and Planning members:** Nicole Duncan (Chair until vote), Rob Paynter (Chair), Karen Kwan, Derek Gagnon, Natalie Baillaut

Education Policy and Directions member: Angela Carmichael

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Acting Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Marni Vistisen-Harwood, Director of Facilities Services, Mora Cunningham, Manager of Capital Planning, Andy Canty, Director, Information Technology for Learning, Lisa McPhail, Manager of Communications

Partners: Shawna Abbott, CUPE 947 Vice President, Tracy Humphreys, VCPAC President, Cindy Romphf, GVTA, Sarah Winkler, VPVPA Vice President

A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:00 p.m.

A.1. Acknowledgement of Traditional Territories

Chair Duncan 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 Kwan

That the November 21, 2022 agenda be approved with the following amendments:

Add presenters B. Public Presentations Colin Savage and Mark Deleeuw.

Remove the word correspondence from the motion in H.1. under New Business.

Motion Carried Unanimously

A.3. Trustee Election

a. Election of Chair

Chair Duncan called for nominations for the position of Chair of the Operations Policy and Planning Committee for the term to November 2023.

Nominations were received for Trustee Paynter and Trustee Kwan.

Trustee Kwan declined the nomination.

Chair Duncan declared Trustee Paynter the Chair of the Operations Policy and Planning Committee.

Trustee Duncan passed the gavel to Chair Paynter

b. Motion to Destroy Election Ballots/Text Messages

Moved by Trustee Duncan

That the election ballots received by text message to Deputy Superintendent Caldwell and Associate Superintendent Aerts be destroyed.

Motion Carried Unanimously

A.4. Approval of the Minutes

Moved by Trustee Duncan

That the October 17, 2022 Operations Policy and Planning Committee meeting minutes be approved.

Motion Carried Unanimously

A.5. Business Arising from Minutes

Trustee Duncan requested at F.1. that the June 2022 Budget Change Report be added to a future meeting. The June 2022 Budget Change Report will be added to the next Budget Advisory Committee packup.

B. PRESENTATIONS TO THE COMMITTEE

Public Presentation

- a. Cindy Romphf presented on behalf of the District Occupational Health and Safety Committee concerning custodial staffing in the District.
- b. Tracy Humphreys, VCPAC President presented on custodial staffing in the District.
- c. Colin Savage presented on the new Cedar Hill Middle School design.
- d. Mark Deleeuw presented on the new Cedar Hill Middle School design.

Staff Presentation

- a. Director of Information Technology Andy Canty presented an update on the Information Technology For Learning Department.

Trustees had questions of clarification.

C. SUPERINTENDENT'S REPORT

None.

D. PERSONNEL ITEMS

None.

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: October 2022

Interim Secretary-Treasurer Stride provided the report for information.

E.2. Budget Change Report: October 2022

Interim Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

E.3. Student and Family Affordability Fund Update

Superintendent Whitten provided the update for information.

Trustees had questions of clarification.

Meeting recessed at 8:27 p.m.

The meeting reconvened at 8:32 p.m.

E.4. Cedar Hill Middle School Design Approval

Superintendent Whitten, Director of Facilities Services Vistisen-Harwood, Manager, Major Capital Projects Cunningham, Manager of Communication McPhail, Principal Trofimuk, Vice Principal Richardson, Deputy Superintendent Caldwell presented an overview of the Cedar Hill Middle School Seismic Replacement project to date, including the capital planning process, timelines, current state, funding application options, Ministry approval, enrolment, school community engagement, and design development process.

Moved by Trustee Duncan

Trustees and partner groups had questions of clarification. Trustees and staff discussed possible solutions to address the costs of adding shop ventilation. Staff confirmed that existing Cedar Hill Shop equipment can be stored for use in the new Cedar Hill Middle school.

That the Board of Education of School District No. 61 (Greater Victoria) approve the Cedar Hill Middle School Design as presented.

Motion Carried Unanimously

F. FACILITIES PLANNING

F.1. Operations Update: October 2022

Director of Facilities Services Vistisen-Harwood provided an update.

Trustees had questions of clarification.

F.2. Victoria High School Seismic Project Update

Director of Facilities Services Vistisen-Harwood provided an update.

Trustees had questions of clarification.

F.3. Long-range Facilities Plan

Moved by Trustee Duncan

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) approve the Long Range Facilities Plan Process 2024 to 2030 as presented.*" be tabled to the February 13, 2023 Operations Policy and Planning Committee Meeting.

Motion Carried Unanimously

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None.

H. NEW BUSINESS

H.1. Trustee Duncan – Response to VCPAC and GVTA Letters

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to respond to the letters received by the Board from VCPAC dated October 12, 2022 and GVTA dated October 17, 2022.

Motion Carried Unanimously

I. NOTICE OF MOTION

I.1. Trustee Kwan

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to identify the cost to increase custodial levels to the previous year, 2021-22, and provide recommendations to the Board on using funds coming out of revised budget allocations toward custodial deficits.

J. GENERAL ANNOUNCEMENTS

None.

K. ADJOURNMENT

Moved by Trustee Duncan

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 10:21 p.m.

Chair

Secretary-Treasurer