



**The Board of Education of School District No. 61 (Greater Victoria)  
Combined Education Policy and Directions and  
Operations Policy and Planning Committee Meeting  
REGULAR MINUTES  
Monday, December 5, 2022, 7:00 p.m.**

Trustees Present: **Education Policy and Directions members:** Emily Mahbobi (Chair), Angela Carmichael, Diane McNally, Nicole Duncan

**Operations Policy and Planning members:** Rob Paynter (Chair), Karin Kwan, Derek Gagnon, Natalie Baillaut, Nicole Duncan

Trustee Regrets: Mavis David

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Acting Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Charmaine Shortt, District Principal, Marni Vistisen-Harwood, Director of Facilities Services, Mark Baggott, Manager, Building Operations, Andy Canty Director, Information Technology for Learning

Partners: Taily Wills, CUPE 947, Cindy Romphf, GVTA, Tracy Humphreys, VCPAC President, Brenna O'Connor, VPVPA Vice-President

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**A. COMMENCEMENT OF MEETING**

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

**A.1. Acknowledgement of Traditional Territories**

Chair Mahbobi 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 Combined Education Policy and Directions and Operations Policy and Planning Committees meeting agenda**

**Moved by** Trustee Duncan

That the December 5, 2022 Combined Education Policy and Directions and Operations Policy and Planning Committees meeting agenda be approved with the following amendments:

Move L.3. Custodial Review December 5, 2022 Memo - Superintendent Whitten, Presentation Custodial Review – Manager Building Operations, Mark Baggott to I.2.

**Motion Carried Unanimously**

**B. EDUCATION POLICY AND DIRECTIONS COMMITTEE**

**B.1. Approval of the Minutes**

**Moved by** Trustee Duncan

That the November 14, 2022 Education Policy and Directions Committee meeting minutes be approved.

**Motion Carried Unanimously**

**B.2. Business Arising from Minutes**

None

**C. PRESENTATIONS TO THE COMMITTEE**

**C.1. Superintendent Whitten introduced acting District Principal Shortt who provided a presentation on Framework for Enhancing Student Learning (FESL).**

Acting District Principal Shortt is the early learning lead that will complete a district-wide Environmental Scan. The purpose of the scan is to support school districts in examining and deepening their understanding about Early Learning & Child Care in their district through connection and dialogue with partner groups, an inventory of spaces, and a thorough policy review.

Acting District Principal Shortt presented on Early Learning and Childcare initiatives and provided an update on changes within the Ministry, specifically the merge of child care into the education sector (Ministry of Education & Child Care).

Trustees provided thanks for the presentation and had questions of clarification.

#### **D. NEW BUSINESS**

- D.1.** Trustee Duncan provided the BC Human Rights Commissioner Letter re: School Liaison Officer Programs as well as the State of School Liaison Programs in Canada study for information.

Trustees discussed the letter and study.

#### **E. NOTICE OF MOTION**

None

#### **F. GENERAL ANNOUNCEMENTS**

None

*Meeting recessed at 8:29 p.m.*

*The meeting reconvened at 8:34 p.m.*

#### **G. OPERATIONS POLICY AND PLANNING COMMITTEE**

- G.1. Approval of the Minutes**

**Moved by** Trustee Paynter

That the November 21, 2022 Operations Policy and Planning Committee meeting minutes be approved as amended.

Add E.4. 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.

## Motion Carried Unanimously

### **G.2. Business Arising from Minutes**

Trustee Duncan thanked Director of Facilities Services Vistisen-Harwood for the information in the Operations Report to address questions from the November 21, 2022 Operations Policy and Planning Committee meeting.

### **H. PRESENTATIONS TO THE COMMITTEE**

- H.1.** VCPAC President Tracy Humphreys presented on education assistants in the District. Suggestions for the use of educational assistants in the District were made.
- H.2.** PAC Chair of Central Middle School Carrie Peter presented on concerns about the Vic High re-opening delay for the 2023-2024 school year.
- H.3.** Darren Alexander presented on concerns about the Vic High re-opening delay and the impacts that it is having on staff and students at the school.

Trustees thanked the presenters for the information.

### **I. SUPERINTENDENT'S REPORT**

- I.1.** Superintendent Whitten introduced student representative Keira Milne a grade 12 student from Oak Bay Secondary school.
- I.2.** Superintendent Whitten introduced Manager of Building Operations Mark Baggott to present a custodial review, current funding summary, and potential options for the future.

Trustees thanked staff for the presentation and had questions of clarification.

### **J. PERSONNEL ITEMS**

None

### **K. FINANCE AND LEGAL AFFAIRS**

#### **K.1. Monthly Financial Report: November 2022**

Acting Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

**K.2. Budget Change Report: November 2022**

Acting Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

**L. FACILITIES PLANNING**

**L.1. Operations Update: December 2022**

Director of Facilities Services Vistisen-Harwood provided an update.

Trustees had questions of clarification.

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

Director of Facilities Services Vistisen-Harwood provided an update.

Trustees had questions of clarification.

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

None

**N. NEW BUSINESS**

**N.1. Policy Sub-Committee – Trustee Duncan**

Trustees discussed the motion.

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub-Committee to review the current policies regarding legal services and make recommendations as needed to the Board.

**Motion Carried Unanimously**

**O. NOTICE OF MOTION**

**Moved by** Trustee Duncan

Motion for the January 9, 2023 Education Policy and Directions committee meeting.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to work with Victoria Confederation of Parent Advisory Councils (VCPAC) to develop a communication protocol to support the parents' advisory council (PAC) to communicate with PAC members in their school communities.

**P. GENERAL ANNOUNCEMENTS**

None

**Q. ADJOURNMENT**

**Moved by** Trustee Kwan

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 10:15 p.m.

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**Chair**

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**Secretary-Treasurer**