



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

REGULAR MINUTES

Monday, June 12, 2023, 7:00 p.m.

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

Trustee Regrets: Natalie Baillaut, Emily Mahbobi, Mavis David

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Marni Vistisen-Harwood, Director of Facilities Services, Andy Canty, Director of Information Technology for Learning, Dr. Shelly Niemi, Director of Indigenous Education, Julie Lutner, Associate Secretary-Treasurer

Partners: Cindy Romphf, GVTA, Brenna O'Connor, VPVPA, Tracy Humphreys, VCPAC, Jane Massy, CUPE 947

A. COMMENCEMENT OF MEETING

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

A.1. Acknowledgement of Traditional Territories

Chair Paynter 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 June 12, 2023 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved by Trustee Gagnon

Amendment

Refer to Trustee Duncan as Board Chair (ex officio) when listed as an Education Policy and Directions member.

That the May 8, 2023 Operations Policy and Planning Committee meeting minutes be approved, as amended.

Motion Carried Unanimously

A.4. Business Arising from Minutes

Trustee Duncan requested the final version of the Climate Action Accountability Report.

Superintendent Whitten stated that it will be provided at the June 19, 2023 Board of Education meeting.

B. PRESENTATIONS TO THE COMMITTEE

- B.1.** Cindy Romphf, Co-Chair of the District Occupational Health and Safety committee, presented on a New Scent Aware Policy for the Greater Victoria School District.

C. SUPERINTENDENT'S REPORT

- C.1.** Director of Human Resource Services Vair presented revisions to Regulation 4300 District Operational Health and Safety Committee for information.

Questions of clarification were asked.

- C.2.** Director of Human Resource Services Vair presented draft Policy XXXX Scent Sensitive Workplace.

Questions of clarification were asked.

Moved by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) review draft Policy XXXX Scent Sensitive Workplace and provide direction to the Policy Sub-Committee on consultation and further development in compliance with Bylaw 9210 The Development of Policy.

Amendment

Moved by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) ~~review~~ refer draft Policy XXXX Scent Sensitive Workplace **to rights holders and stakeholders for feedback and return comments and recommendations not later than the November 2023 Operations Policy and Planning Committee meeting.** and ~~provide direction to the Policy Sub Committee for consultation and further development in compliance with Bylaw 9210 The Development of Policy.~~

Motion Carried Unanimously

C.3. Policy Sub Committee Report

- a. Revised Policy 1161 Freedom of Information and Protection of Privacy
Director of Information Technology for Learning Canty and Secretary-Treasurer Stride provided the Policy for approval.

Trustees discussed Policy 1161 Freedom of Information and Protection of Privacy.

Amendment

Moved by Trustee Duncan

2.0 Definitions

Add:

2.2 " Personal Identity Information" means any personal information of a type that is commonly used, alone or in combination with other information, to identify or purport to identify an individual.

Motion Carried Unanimously

Amendment

Moved by Trustee Duncan

2.4 "Staff" refers to all employees of the school district who are required to comply with FIPPA and all relevant school district policies and regulations. ~~Under FIPPA, staff also refers to contractors and volunteers who are expected to adhere to all relevant School District policies and regulations~~

2.5 Contractors working on behalf of the school district are required to comply with FIPPA and all relevant school district policies and regulations.

2.6 Volunteers carrying out volunteer activities on behalf of the school district are required to comply with FIPPA and all relevant school district policies and regulations.

Motion Carried Unanimously

Other amendments made without motion include:

3.1 Change the word procedures to regulations

4.2.3 Change FOIPPA to FIPPA

5.0 Remove reference to Part 3 of FIPPA

Moved by Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1161 Freedom of Information and Protection of Privacy, as amended.

Motion Carried Unanimously

Director of Information Technology for Learning Canty received support from the Committee to proceed with the public-facing webpage for the Privacy Management Program, including posting the approved Policy and the draft Administrative Regulations with a notation that they are still under review. Director Canty also advised that the Administrative Regulations would be updated to be consistent with the changes made to the Policy.

b. New Policy 5150 Sanctuary Schools

Superintendent Whitten presented the policy.

Trustees, partners, and staff discussed the motion.

Moved by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) refer new Policy 5150 Sanctuary Schools to the Policy Sub-Committee to consider the new feedback received and bring it back to the September 2023 Education Policy and Directions Committee Meeting.

Motion Carried Unanimously

c. New Policy XXXX International Student Enrollment

Trustee Duncan presented the policy.

Trustees, partners, and staff discussed the motion.

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) refer draft Policy XXXX International Education Enrollment to the Policy Sub-Committee for further development and consultation and bring it back to the September 2023 Education Policy and Directions Committee Meeting.

Motion Carried Unanimously

D. PERSONNEL ITEMS

- D.1. Director of Human Resource Services Vair presented the staffing report for information.

Trustees, partners and staff discussed the report.

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: May 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

E.2. Budget Change Report: May 2023

Secretary-Treasurer Stride provided the May 2023 Budget Change Report.

Trustees had questions of clarification.

E.3. 2024-2025 Annual Five Year Capital Plan

a. Major Capital Programs

Moved by Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education and Child Care the 2024-2025 Capital Plan, as it relates to Major Capital Programs.

Motion Carried Unanimously

b. Minor Capital Programs

Moved by Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education and Child Care the 2024-2025 Capital Plan, as it relates to Minor Capital Programs.

Motion Carried Unanimously

F. FACILITIES PLANNING

F.1. Operations Update: June 2023

Director of Facilities Services Vistisen-Harwood provided the Operations Update for June 2023.

F.2. Victoria High School Seismic Project Updates

Director of Facilities Services Vistisen-Harwood provided the Victoria High School Seismic Project Update for June 2023.

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 Gagnon

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 10:35 p.m.

Chair

Secretary-Treasurer