



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

REGULAR MINUTES

Via Zoom

Monday, September 25, 2023, 7:30 p.m.

Trustees Present: Nicole Duncan, Board Chair, Karin Kwan, Vice-Chair, Derek Gagnon, Emily Mahbobi, Natalie Baillaut, Rob Paynter

Trustee Regrets: Mavis David, Diane McNally

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Julie Lutner, Associate Secretary-Treasurer, Andy Canty, Director of Information Technology

Partners: Winona Waldron, GVTA, Brenna O'Connor, VPVPA, Tracy Humphreys, VCPAC

A. COMMENCEMENT OF MEETING

The meeting began at 7:30 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 Baillaut
Seconded by Trustee Kwan

That the September 25, 2023 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

a. Approval of the May 31, 2023 Special Open Board Minutes

Moved by Trustee Mahbobi
Seconded by Trustee Kwan

That the May 31, 2023 Regular Board minutes be approved.

Motion Carried Unanimously

b. Approval of the June 19, 2023 Regular Board Minutes

Moved by Trustee Mahbobi
Seconded by Trustee Kwan

That the June 19, 2023 Regular Board minutes be approved.

Motion Carried Unanimously

A.4. Business Arising from the Minutes

None.

A.5. 2022-2023 Audit Findings Report, Lenora Lee, KPMG, Auditors Presentation

Lenora Lee from KPMG, the District's external auditor, presented the 2022-2023 Audit Findings Report for information and provided highlights. Lenora Lee reported a clean audit and unqualified opinion on the District's financial statements, and congratulated the Financial Services Team on having no adjustments required.

Trustees asked questions of clarification and thanked Lenora Lee for the report.

A.6. Student Achievement

None.

A.7. District Presentations

None.

A.8. Community Presentations (5 minutes per presentation)

a. Ruth Currey from Friends of Bowker Creek presented on concerns about the Oak Bay Secondary artificial turf field.

Trustees provided thanks for the presentation.

B. CORRESPONDENCE

B.1. August 17, 2023, Khalsa Diwan Society of Victoria to the Board of Education, School Liaison Officer Program

B.2. August 26, 2023, Vancouver Island Counselling Centre for Immigrants and Refugees to the Board of Education, School Liaison Officer Program

B.3. August 28, 2023, Jewish Federation of Victoria and Vancouver Island to the Board of Education, School Liaison Officer Program

B.4. August 29, 2023, Minister of Education and Child Care to the Board of Education, Education Funding

Chair Duncan highlighted items from the letter for information.

B.5. September 6, 2023, Greater Victoria Teachers' Association to the District, Foundation Skills Assessment

B.6. September 8, 2023, Victoria Multifaith Society (VMS) to the Board of Education, School Liaison Officer Program

B.7. September 18, 2023, VCPAC to the Board of Education, Support for 2SLGBTQ+

C. TRUSTEE REPORTS

C.1. Chair's Report

a. Chair's Report

Chair Duncan presented her report for information.

b. September/October District Annual Work Plan

The District Annual Work Plans for September and October were provided for information.

C.2. Trustees' Reports (2 minutes per verbal presentation)

D. BOARD COMMITTEE REPORTS

D.1. Education Policy and Directions Committee

a. Draft minutes from the September 11, 2023 meeting – information only

b. Recommended motions from the September 11, 2023 meeting:

By consensus, the motions from the September 11, 2023 Education Policy and Directions committee meeting were moved as a group.

Moved by Trustee Mahbobi

Seconded by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 5150 Sanctuary Schools.

That the Board of Education of School District No. 61 (Greater Victoria) approve new Regulation 5150 Sanctuary Schools at the September 25, 2023 Board of Education meeting.

That the Board of Education of School District No. 61 (Greater Victoria) amend Draft New Policy XXXX International Student Enrollment, 3.0 Policy, 3.7 The Board of Education directs that prior to considering International School enrollment schools must make every reasonable effort to confirm that there is adequate space, educational programs, and instructional support available for school age children resident in the school district.

That the Board of Education of School District No. 61 (Greater Victoria) amend Draft New Policy XXXX International Student Enrollment, 3.0 Policy, 3.3 The Board of Education acknowledges that marketing and recruiting activities are carried out to attract international students to the school district as described in the supporting regulation.

That the Board of Education of School District No. 61 (Greater Victoria) refer the draft Policy XXXX International Education Enrollment and draft Regulation XXXX International Education Enrollment with the relevant additional data to the Education Policy and Directions Committee meeting October 16, 2023.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub-Committee to review Policy 5123 Student Placement.

Motion Carried Unanimously

D.2. Operations Policy and Planning Committee

- a. Draft minutes from the September 18, 2023 meeting – information only
- b. Recommended motion from the September 18, 2023 meeting:

By consensus, the two motions from the September 18, 2023 Operations Policy and Planning Committee meeting were moved as a group.

Moved by Trustee Gagnon
Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) direct Policy Sub-Committee to review draft administrative regulations 1161.2 Privacy Management Program, 1161.3 Privacy Impact Assessments and 1161.4 Critical Incident and Privacy Breach.

That the Board of Education of School District No. 61 (Greater Victoria) adopt the Draft Climate Action Plan and annually review progress toward implementation of the Climate Action Plan.

Motion Carried Unanimously

D.3. Audit Sub-Committee Report

- a. 2022-2023 Financial Year End

Trustee Paynter, Chair of the Audit Sub-Committee, presented the motions to the Board.

Trustees and stakeholders had questions of clarification.

Moved by Trustee Kwan
Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) approve the appropriation of \$6,841,658 of the operating surplus as follows: 1) internally restricted \$6,224,545, and 2) unrestricted (contingency) \$617,113.

Motion Carried Unanimously

Moved by Trustee Mahbobi

Seconded by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) approve the Audited Financial Statements of School District No. 61 (Greater Victoria) for the year ended June 30, 2023; AND FURTHER that the Board Chair, the Superintendent and the Secretary-Treasurer be authorized to affix their signatures to the statements, where applicable, on behalf of the Board.

Motion Carried Unanimously

Moved by Trustee Kwan

Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) approve the Financial Statement Discussion and Analysis Report for the year ended June 30, 2023.

Motion Carried Unanimously

Moved by Trustee Kwan

Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) approve the Multi-Year Financial Plan 2023-2026.

Motion Carried Unanimously

Moved by Trustee Mahbobi

Seconded by Trustee Gagnon

That the Board of Education of School District No. 61 (Greater Victoria) approve the schedules as required by the Financial Information Act for the period July 1, 2022 to June 30, 2023; AND FURTHER that the approved schedules be posted to the District website.

Motion Carried Unanimously

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1. Superintendent's Report

a. Monthly Report

Superintendent Whitten provided the report for information.

Trustees and stakeholders had questions of clarification.

Moved by Trustee Mahbobi

Seconded by Trustee Baillaut

That the Board of Education of School District No. 61 (Greater Victoria) receive the Superintendent's report as presented.

Motion Carried Unanimously

b. Enhancing Student Learning Annual Report 2023-2024

Superintendent Whitten and Deputy Superintendent Caldwell provided an update on the report.

Trustees and stakeholders had questions of clarification.

Moved by Trustee Gagnon

Seconded by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) approve the Enhancing Student Learning Annual Report 2023-2024, as presented.

Motion Carried Unanimously

c. 2023-2024 School Plans

Superintendent Whitten presented the 2023-2024 school plans and stated that they are living documents that will continue to grow throughout the year.

Trustees and stakeholders had questions of clarification.

Moved by Trustee Kwan

Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2023-2024 School Plans as presented.

Motion Carried Unanimously

d. Trustee Questions

None.

E.2. Secretary-Treasurer's Report

a. Monthly Report

Secretary-Treasurer Stride provided the report for information.

Moved by Trustee Mahbobi

Seconded by Trustee Baillaut

That the Board of Education of School District No. 61 (Greater Victoria) receive the Secretary-Treasurer's report as presented.

Motion Carried Unanimously

- b. 2023-2024 Annual Five Year Capital Plan – School Food Infrastructure Program

Secretary-Treasurer Stride provided an overview of the plan for approval.

Moved by Trustee Mahbobi

Seconded by Trustee Baillaut

That the Board of Education of School District No. 61 (Greater Victoria) approve Capital Bylaw No. 2023/24-CPSD61-02 Capital Plan 2023/24.

WHEREAS in accordance with Section 142 of the *School Act*, the Board of Education of School District No. 61 (Greater Victoria) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with Section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board for the 2023/24 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated September 15, 2023, is hereby adopted.
2. This Capital Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Bylaw No. 2023/24-CPSD61-02.

Read a first time this 25th day of September, 2023.

Motion Carried Unanimously

Moved by Trustee Gagnon

Seconded by Trustee Baillaut

That the Board of Education of School District No. 61 (Greater Victoria) approve Capital Bylaw No. 2023/24-CPSD61-02 Capital Plan 2023/24.

WHEREAS in accordance with Section 142 of the *School Act*, the Board of Education of School District No. 61 (Greater Victoria) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with Section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (e) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (f) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (g) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (h) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 3. The Capital Bylaw of the Board for the 2023/24 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated September 15, 2023, is hereby adopted.
- 4. This Capital Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Bylaw No. 2023/24-CPSD61-02.

Read a second time this 25th day of September, 2023.

Motion Carried Unanimously

Moved by Trustee Mahbobi

Seconded by Trustee Gagnon

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of School District No. 61 (Greater Victoria) Capital Bylaw No. 2023/24-CPSD61-02 at the September 25, 2023 Board meeting.

Motion Carried Unanimously

Moved by Trustee Kwan

Seconded by Trustee Gagnon

That the Board of Education of School District No. 61 (Greater Victoria) approve Capital Bylaw No. 2023/24-CPSD61-02 Capital Plan 2023/24.

WHEREAS in accordance with Section 142 of the *School Act*, the Board of Education of School District No. 61 (Greater Victoria) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with Section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (i) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (j) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (k) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (l) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 5. The Capital Bylaw of the Board for the 2023/24 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated September 15, 2023, is hereby adopted.
- 6. This Capital Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Bylaw No. 2023/24-CPSD61-02.

Read a third time this 25th day of September, 2023, and finally passed and adopted the 25th day of September, 2023.

Motion Carried Unanimously

- c. 2024-2025 Annual Five-Year Capital Plan – School Food Infrastructure Program

Secretary-Treasurer Stride explained that there is an opportunity to submit a request for funding from the School Food Infrastructure Program for 2024-2025 on September 30, 2023. Given that the School District did not receive full funding of the request made for the 2023-2024 Annual Five Year Capital Plan, it is recommended that a second submission be made for the 2024-2025 Annual Five Year Capital Plan.

Approval of 2024-2025 Annual Five Year Capital Plan submissions will not be confirmed until March 2024.

Trustees had questions of clarification.

Moved by Trustee Gagnon

Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) approve the proposed Five-Year Capital Plan (School Food Infrastructure Program) for 2024-2025, as provided on the Five-Year Capital Plan Summary for 2024-2025.

Motion Carried Unanimously

d. 2024-2025 Budget Development Process

Secretary-Treasurer Stride presented the memo for information.

F. QUESTION PERIOD

Q: Why is the Board meeting online instead of in person?

A: Chair Duncan responded that Board meetings will continue online as staff look for economical ways to host hybrid meetings.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G.1. Record of In-Camera Board of Education Meeting – June 19, 2023

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1. New Business

None.

H.2. Notice of Motions

None.

I. ADJOURNMENT

The meeting adjourned at 9:30 p.m.

Moved by Trustee Mahbobi

Seconded by Trustee Gagnon

That the meeting be adjourned.

Motion Carried Unanimously

Chair

Secretary-Treasurer