



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

Operations Policy and Planning Committee Meeting

**REGULAR MINUTES**

Monday, November 20, 2023, 7:00 p.m.

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

**Education Policy and Directions members:** Diane McNally

Trustee Regrets: Natalie Baillaut, Mavis David, Emily Mahbobi

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, Julie Lutner, Associate Secretary-Treasurer, Mike Knudson, Director of Human Resource Services, Connor McCoy, VPVPA

Partners: Cindy Romphf, GVTA, Shawna Abbott, CUPE 947

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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 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 Gagnon

That the November 20, 2023 agenda be approved.

**Motion Carried Unanimously**

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

**Moved by** Trustee Kwan

The date for the meeting was incorrect in the minutes and will be amended to the correct date.

That the October 23, 2023 Operations Policy and Planning Committee meeting minutes be approved, as amended.

**Motion Carried Unanimously**

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

Trustee Paynter provided an update from the Oct 23, 2023 Operations Policy and Planning committee meeting stating that the Whistle Blower policy update will not be coming to the meeting tonight.

**B. PRESENTATIONS TO THE COMMITTEE**

**Public Presentation**

Denyse Zumach Educational Assistant General Mentor presented on the need for an increase in the number of Educational Assistant General Mentor staff for the District.

**C. SUPERINTENDENT'S REPORT**

**C.1.** Director of Information Technology for Learning Canty presented the Privacy Management Program, draft Administrative Regulations.

Trustees provided feedback on the draft administrative regulations.

- a. Draft Administrative Regulation 1161.2 Privacy Management Program
- b. Draft Administrative Regulation 1161.3 Privacy Impact Assessments
- c. Draft Administrative Regulation 1161.4 Critical Incident and Privacy Breach

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) accept Administrative Regulations 1161.2 Privacy Management Program, 1161.3 Privacy Impact Assessments and 1161.4 Critical Incident and Privacy Breach.

**Amendment**

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) accept Administrative Regulations 1161.2 Privacy Management Program, 1161.3 Privacy Impact Assessments and 1161.4 Critical Incident and Privacy Breach.

**And Further**

**Direct the Superintendent to bring the Administrative Regulations to the Board of Education for review within one year at the Operations Policy and Planning meeting in November 2024.**

**Motion Carried Unanimously**

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) accept Administrative Regulations 1161.2 Privacy Management Program, 1161.3 Privacy Impact Assessments and 1161.4 Critical Incident and Privacy Breach

**And Further**

Direct the Superintendent to bring the Administrative Regulations to the Board of Education for review within one year at the Operations Policy and Planning meeting in November 2024.

**Motion Carried Unanimously**

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

**Moved by** Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) approve draft Policy XXXX Scent Sensitive Workplace.

**Motion Carried Unanimously**

**D. PERSONNEL ITEMS**

**E. FINANCE AND LEGAL AFFAIRS**

**E.1. Monthly Financial Report: October 2023**

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

**E.2. Budget Change Report: October 2023**

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

**F. FACILITIES PLANNING**

**F.1. Operations Update: October 2023**

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

Trustees had questions of clarification.

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

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

Trustees had questions of clarification.

**F.3. Cedar Hill Middle School Seismic Project Update**

Director of Facilities Services Vistisen-Harwood provided the Cedar Hill Middle School Seismic Project Update for November 2023.

Trustees had questions of clarification.

**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 8:30 p.m.