



**The Board of Education of School District No. 61 (Greater Victoria)**  
**Operations Policy and Planning Committee**  
**REGULAR MINUTES**  
**Monday, April 22, 2024, 7:00 p.m.**

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

Trustee Regrets: Natalie Baillaut, Angela Carmichael, Mavis David, Emily Mahbobi, Diane McNally

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Tom Aerts, Associate Superintendent, Sean Powell, Interim Associate Superintendent, Marni Vistisen-Harwood, Director of Facilities Services, Josh Barks, District Vice Principal Information Technology for Learning, Julie Lutner, Associate Secretary-Treasurer, Mike Knudson, Director of Human Resource Services

Partners: Cindy Romphf, GVTA, Lori Poppe, VCPAC

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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 Gagnon recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories we live, we learn, and we do our work.

**A.2. National Day of Mourning – April 28, 2024**

Chair Gagnon recognized and acknowledged the National Day of Mourning.

**A.3. Approval of the Agenda**

**Moved by** Trustee Kwan

That the April 22, 2024 agenda be approved.

**Motion Carried Unanimously**

**A.4. Approval of the Minutes**

**Moved by** Trustee Kwan

That the March 4, 2024 Combined Education Policy and Directions and Operations Policy and Planning Committee meeting minutes pertaining to the Operations Policy and Planning meeting, be approved.

**Motion Carried Unanimously**

**B. PRESENTATIONS TO THE COMMITTEE**

**B.1.** Jim Pine presented on his recommendation for the installation of Solar Panels at Vic High.

Partners and Trustees thanked Jim Pine for the presentation and had questions of clarification.

**C. SUPERINTENDENT'S REPORT**

**C.1. Policy 8251 Trustees' Code of Conduct**

Superintendent Whitten introduced Policy 8251 Trustees' Code of Conduct; it was reviewed at the April 16, 2024 Policy Sub-Committee meeting. Chair Duncan provided rationale for the revised Policy.

Discussion ensued amongst the Trustees with a recommendation being made to amend point 3.4 of the Policy.

**Amendment 1**

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) revise Policy 8251, *Trustees' Code of Conduct*, with the following amendment:

**3.4.2. If the severity of the circumstances warrant, or informal measures do not result in changed behavior, the Board may determine that a formal investigation is warranted. Any investigation and / or hearing will follow the principles of natural justice.**

**Motion Carried Unanimously**

Further discussion ensued amongst the Trustees with a suggestion being made to amend with regards to point 3.4 of the Policy.

**Amendment 2**

**Moved by** Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) revise Policy 8251, *Trustees' Code of Conduct*, with the following amendment:

3.4.4 Where the Board decides to censure or alter the assignments of a Trustee, the Board will consider what information about the decision will be reported to the public. Report details will be limited as necessary to protect the identity of individuals making a complaint or providing information, and to protect confidential information not already in the public domain.

**Motion Carried Unanimously**

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 8251, *Trustees' Code of Conduct*.

**Motion Carried Unanimously**

## **C.2. 2025-2026/2026-2027 School Calendar**

Associate Superintendent Aerts provided the draft 2025-2026/2026-2027 school calendars.

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2025/2026 and 2026/2027 school calendars on the School District's website for a period of one month:

### 2025/2026 School Calendar\*

School Opening	September 1, 2025
First non-instructional day	September 22, 2025
National Day for Truth and Reconciliation	September 30, 2025
Thanksgiving	October 13, 2025
Second non-instructional day (Province wide)	October 24, 2025
Remembrance Day	November 11, 2025
Third non-instructional day	November 21, 2025
Schools close for Winter vacation	December 19, 2025
Schools re-open after Winter vacation	January 5, 2026
Fourth non-instructional day	February 13, 2026
Family Day	February 16, 2026
Schools close for Spring vacation	March 13, 2026
Schools re-open after Spring vacation	March 30, 2026
Good Friday	April 3, 2026
Easter Monday	April 6, 2026
Fifth non-instructional day	May 15, 2026
Victoria Day	May 18, 2026
Administrative Day and School Closing	June 26, 2026
• Sixth non-instructional day to be chosen by each school	

### 2026/2027 School Calendar\*

School Opening	September 8, 2026
First non-instructional day	September 21, 2026
National Day for Truth and Reconciliation	September 30, 2026
Thanksgiving	October 12, 2026
Second non-instructional day (Province wide)	October 23, 2026
Remembrance Day	November 11, 2026
Third non-instructional day	November 27, 2026
Schools close for Winter vacation	December 18, 2026
Schools re-open after Winter vacation	January 4, 2027
Fourth non-instructional day	February 12, 2027
Family Day	February 15, 2027
Schools close for Spring vacation	March 12, 2027
Schools re-open after Spring vacation	March 31, 2027
Good Friday	March 26, 2027
Easter Monday	March 29, 2027
Fifth non-instructional day	May 21, 2027
Victoria Day	May 24, 2027
Administrative Day and School Closing	June 25, 2027
• Sixth non-instructional day to be chosen by each school	

**Motion Carried Unanimously**

#### **D. PERSONNEL ITEMS**

- D.1.** Director of Human Resource Services Knudson presented the Human Resources Update (Staffing Report).

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

#### **E. FINANCE AND LEGAL AFFAIRS**

##### **E.1. Monthly Financial Report: March 2024**

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

##### **E.2. Budget Change Report: March 2024**

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

#### **F. FACILITIES PLANNING**

##### **F.1. Operations Update: April 2024**

Director of Facilities Services Vistisen-Harwood provided the Operations Update for April 2024.

Partners and Trustees had questions of clarification.

**F.2. Cedar Hill Middle School Seismic Project Update**

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

Trustees had questions of clarification.

**F.3. Lead in Water Report**

Director of Facilities Services Vistisen-Harwood provided the annual Lead in Water Report.

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 Kwan

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 8:42 p.m.