



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

**Operations Policy and Planning Committee Meeting**

**MEETING MINUTES**

**Monday, October 21, 2024, 7:00 p.m.**

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

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

Trustee Regrets: Derek Gagnon

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Tom Aerts, Associate Superintendent, Sean Powell, Acting Associate Superintendent, Marni Vistisen-Harwood, Director of Facilities Services, Julie Lutner, Associate Secretary-Treasurer, Connor McCoy, VPVPA

Partners: Shawna Abbott, CUPE 947, Darren Reed, CUPE 382, Cindy Romphf, GVTA, Nyssa Temmel, VCPAC

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**A. COMMENCEMENT OF MEETING**

The meeting began at 7:00 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 Kwan

That the October 21, 2024 agenda be approved.

**Motion Carried Unanimously**

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

**Moved by** Trustee Kwan

That the September 16, 2024 Operations Policy and Planning Committee meeting minutes be approved.

**Amendment**

**Moved by** Trustee Kwan

That the spelling error in the motion under H.1. Greater Victoria Foundation for Learning be corrected to say including.

*That the Board of Education of Greater Victoria (School District No. 61) direct the Superintendent to establish an advisory committee, includeding but not limited to Board, Finance Department member representation and education partners to evaluate how the Greater Victoria Foundation can be utilized moving forward.*

**AND FURTHER**

*Provide recommendations to the Board of Education.*

**Motion Carried Unanimously**

**Moved by** Trustee Kwan

That the September 16, 2024 Operations Policy and Planning Committee meeting minutes be approved as amended.

**Motion Carried Unanimously**

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

None.

**B. PRESENTATIONS TO THE COMMITTEE**

None.

**C. SUPERINTENDENT'S REPORT**

**C.1.** Superintendent Whitten presented an outline of the two-stage approach to upgrading to boardroom layout as well as boardroom technology.

Trustees and Partners discussed the boardroom renovations and had questions of clarification.

**D. PERSONNEL ITEMS**

**D.1.** Director of Human Resource Services Knudson provided the Occupational Health and Safety Annual Report.

Trustees and Partners discussed the annual report and had questions of clarification.

**E. FINANCE AND LEGAL AFFAIRS**

**E.1. 2025-2026 Budget Development Process**

Secretary-Treasurer Stride presented the proposed 2025-2026 Budget Development Process.

Trustees and Partners discussed the budget development process, provided feedback, and had questions of clarification.

Subject to potential revisions to be made by Secretary-Treasurer Stride based on feedback received in the meeting, the Committee requested that the 2025-2026 Budget Development Process be brought to the October 28, 2024 Board Meeting for the Board to make its recommendations.

**E.2. Student Device Ratios Update**

Secretary-Treasurer Stride provided an update on student device ratios. Discussion ensued with Trustees and Partners asking questions of clarification.

**E.3. Crossing Guard Services – District of Saanich**

Secretary-Treasurer Stride provided an update on crossing guard services provided by the school district at schools within the District of Saanich. Trustees had questions of clarification.

**E.4. Monthly Financial Report**

Secretary-Treasurer Stride provided the September 2024 Monthly Financial Report for information.

**E.5. Budget Change Report**

Secretary-Treasurer Stride provided the September 2024 Budget Change Report for information.

**F. FACILITIES PLANNING**

**F.1. School Access**

Director of Facilities Services Vistisen-Harwood provided an update on school access.

**F.2. Sundance-Bank Elementary Learning Studio Update**

Director of Facilities Services Vistisen-Harwood provided an update on Sundance-Bank Elementary learning studio. Trustees had questions of clarification.

**F.3. Operations Update: October 2024**

Director of Facilities Services Vistisen-Harwood provided the Operations update for October 2024. Trustees had questions of clarification.

**F.4. 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.

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

None.

**H. NEW BUSINESS**

**H.1. Crossing Guard Requirement – Trustee Paynter**

Trustee Paynter withdrew the motion concerning crossing guards given that the District of Saanich had not received the initial letter that the Board of Education sent to them.

**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 10:04 p.m.