

OPERATIONS POLICY AND PLANNING COMMITTEE

Monday, June 11, 2018 at 7:00 P.M.

REGULAR MEETING

OPPs Agendas and Minutes available at:

<https://www.sd61.bc.ca/board-of-education/meetings/operations-meetings/>

**NEXT OPPs MEETING IS SCHEDULED FOR:
Monday, September 17, 2018 at 7:00 P.M.**

Board of Education of School District #61 (Greater Victoria)

OPERATIONS POLICY AND PLANNING COMMITTEE

Dialogue with the Public is welcome during Standing Committee Meetings.

Regular Agenda for Monday, June 11, 2018 – 7:00 p.m.

Board Room - Administration Offices, Tolmie Building

Chairperson: Trustee Watters

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

Estimated Times		Presenter	Status	Attachment
7:00-7:05	1. APPROVAL OF THE AGENDA			Pgs. 1-2
7:05-7:10	2. APPROVAL OF THE MINUTES A. Operations, Policy and Planning Committee Meeting of Monday, May 14, 2018			Pgs. 3-7
	3. BUSINESS ARISING FROM MINUTES			
7:10-7:15	4. PRESENTATIONS TO THE COMMITTEE A. Luke Mari, Director of Development, Purdey Group 2549 Quadra Street Warehouse Easement			
7:15-7:20	B. Xane St. Phillips, Vancouver Island School of Art 2549 Quadra Street Warehouse			
7:20-7:25	C. Keith McCallion, Vic High Alumni Association Vic High Seismic Project			
7:25-7:30	D. Rick Crosby, Vic High Alumni Association Vic High Seismic Project			
7:30-7:35	5. SUPERINTENDENT'S REPORT A. Recognition of Student Representative Daniel Davenport - Lambrick Park	Piet Langstraat		Verbal
7:35-7:40	6. PERSONNEL ITEMS A. Attendance and Wellness Support Program Update	Colin Roberts	Information	Pgs. 8-9
7:40-7:45	7. FINANCE AND LEGAL AFFAIRS A. Managed Print Services Strategy	Ted Pennell	Information	Pgs. 10-11
7:45-7:55	B. Greater Victoria Foundation for Learning	Mark Walsh	Motion	Pgs. 12-13

Recommended Motion:

- i) That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to form a working group to draft the Greater Victoria Foundation for Learning Bylaws in a manner that ensures that the Foundation is at arms-length from the Board and return the draft to the October 9, 2018 Operations Policy and Planning Committee meeting.

7:55-8:05 C. Policy Sub-Committee Report Mark Walsh Motion Pgs. 14-16

Recommended Motion:

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve in principle the new Policy 6163.7- *Classroom Pets* and accept in principle the new Regulation 6163.7- *Classroom Pets* and send the draft policy and regulation to our stakeholders for comment to be returned to the October 9, 2018 Operations Policy and Planning Committee meeting.

8. FACILITIES PLANNING

8:05-8:10 A. Vic High Seismic Project Update Mark Walsh Information Pgs. 17-24

8:10-8:20 B. SJ Willis Upgrade Mark Walsh Motion Pg. 25

Recommended Motion:

- i) That the Board of Education of School District No. 61 (Greater Victoria) direct the Secretary-Treasurer to request access to \$500,000 of Ministry of Education Restricted Capital for the initial planning of the SJ Willis upgrade.

8:20-8:25 C. Premier's Award - Promoting Innovation and Excellence Mark Walsh Verbal

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

10. NEW BUSINESS

8:25-8:35 A. Trustee McNally - Municipal Committee Assignments

That the Board of Education of School District No. 61 (Greater Victoria) eliminate specific municipal committee assignments and that Trustees inform the Board as to which committees related to their municipal assignment they will attend and report on as of September 2018.

8:35-8:45 B. Trustee Whiteaker - Bussing Services

That the Board of Education of School District No. 61 (Greater Victoria) offer bussing services on a cost-recovery basis to those families with a Special Education student currently enrolled in an out-of-catchment school for the upcoming school year.

8:45-8:50 C. Trustee Questions Pg. 26

11. NOTICE OF MOTION

12. GENERAL ANNOUNCEMENTS

13. ADJOURNMENT



**Operations Policy and Planning Committee Meeting
May 14, 2018 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Committee Members Present: Jordan Watters, Chair; Diane McNally; Rob Paynter; Elaine Leonard

Other Trustees Present: Deborah Nohr; Peg Orcherton; Ann Whiteaker

Administration:

Piet Langstraat, Superintendent; Mark Walsh, Secretary-Treasurer; Shelley Green, Deputy Superintendent; Deb Whitten, Associate Superintendent; Greg Kitchen, Associate Superintendent; Katrina Stride, Associate Secretary-Treasurer; David Loveridge, Director, Facilities Services; Colin Roberts, Director, Human Resource Services

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

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

1. APPROVAL OF THE AGENDA

It was moved by Trustee Leonard:

That the May 14, 2018 regular agenda be approved.

Motion Carried Unanimously

2. APPROVAL OF THE MINUTES

It was moved by Trustee Leonard:

That the April 16, 2018 Operations Policy and Planning Committee Meeting regular minutes be approved.

Motion Carried Unanimously

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS TO THE COMMITTEE

A. Andrew Poucher - Haegert Park

Fernwood resident, Andrew Poucher, presented the committee with information about the garden located in Haegert Park and requested the Board consider an agreement to allow the garden to remain in place. Community members spoke in support of Mr. Poucher. Trustees asked questions of clarification and thanked Mr. Poucher for his presentation.

B. Roger Skillings - Vic High Seismic

Victoria High School Alumni Association member, Roger Skillings, presented the committee with information about the history and significance of Vic High within the Fernwood Community. Trustees thanked Mr. Skillings for his presentation.

C. Ian McKinnon - Vic High Seismic

Victoria High School Alumni Association member, Ian McKinnon, presented the committee with information and an example of how Vic High could be restored to retain heritage elements and still ensure safe and modern learning spaces for current and future students. Trustees asked questions of clarification of Mr. McKinnon. Trustees thanked Mr. McKinnon for his presentation.

D. Tony Sprackett - Vic High Seismic

President of the Fernwood Community Association, Tony Sprackett, presented the committee with potential funding options to support the District in moving forward with a seismic upgrade that retains Vic High's heritage building. Trustees thanked Mr. McKinnon for his presentation.

5. SUPERINTENDENT'S REPORT

A. Recognition of Student Representative

Superintendent Langstraat welcomed Carmen Ho, student representative from Spectrum Community School.

B. Crossing Guard Update

Superintendent Langstraat provided an update on crossing guard services given that 2017-2018 is the final year that services will be provided by Beacon Services. Superintendent Langstraat advised that services should not be disrupted in September 2018 due to Audrey Smith's formation of the Greater Victoria Crossing Guard Association.

C. Vic High Consultation Update

Superintendent Langstraat provided an overview of the extensive engagement strategy undertaken in the process of reviewing options to seismically upgrade Vic High. The engagement strategy included meetings, open houses, and online surveys. Superintendent Langstraat provided the committee with an engagement summary report which included the overarching themes within the community response.

Due to the overwhelming support of protecting the heritage building, Superintendent Langstraat recommended the further exploration of two alternatives; 1) Seismic Plus (seismic upgrading and enhancement of current space), or 2) Seismic Plus with Capacity (seismic upgrading, enhancement of current space, and building new space including increased capacity of 200 seats and a neighbourhood learning centre). It was further recommended that the Superintendent prepare supplementary information, including the costing and alternate funding options, on the two alternatives for the Board's consideration.

Discussion ensued amongst Trustees and stakeholders. Questions of clarification were asked of Superintendent Langstraat.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide a detailed report to the June Operations Policy and Planning Committee for two options on Victoria High School that preserve the current building. First, a seismic upgrade with internal improvements ("Seismic Plus"); and second, a seismic upgrade with internal improvements, additional capacity and a Neighborhood Learning Centre ("Seismic Plus with Capacity").

Motion Carried Unanimously

It was moved by Trustee McNally:

That the meeting recess for 10 minutes.

Motion Carried Unanimously

The meeting recessed at 8:17pm.

The meeting reconvened at 8:27pm.

D. View Royal/Eagle View Boundary Review

Superintendent Langstraat informed the committee that a study has been undertaken to review the boundaries of the View Royal Elementary and Eagle View Elementary catchment areas. Superintendent Langstraat advised Trustees of a meeting scheduled for 6:30pm on May 31, 2018 at Eagle View Elementary to discuss the boundary review and gather input from the community.

6. PERSONNEL ITEMS – None

7. FINANCE AND LEGAL AFFAIRS

A. Policy and Regulation 1421 *Naming School Sites*

Secretary-Treasurer Walsh provided the committee with the stakeholder feedback received on the revision of Policy and Regulation 1421 *Naming School Sites*. Discussion ensued amongst Trustees and stakeholders.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1421 Naming School Sites and accept revised Regulation 1421 Naming School Sites as reviewed.

Motion Carried

For: Trustees Leonard, McNally, and Watters

Against: Trustee Paynter

B. Policy and Regulation 1422 *Recognition of Significant Contributions to the District*

Secretary-Treasurer Walsh informed the committee that no stakeholder feedback specific to the new Policy and Regulation 1422 *Recognition of Significant Contributions to the District* was received.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 1422 *Recognition of Significant Contributions to the District* and accept new Regulation 1422 *Recognition of Significant Contributions to the District* as presented.

Motion Carried

For: Trustees Leonard, McNally and Watters

Against: Trustee Paynter

C. Equity Committee Policy and Regulation

On behalf of the Equity Ad Hoc Committee, Trustee Watters presented the new Policy and Regulation 110 *Equity*. Questions were asked of Trustee Watters and Superintendent Langstraat.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 110 *Equity* and accept Regulation 110 *Equity* as presented.

Motion Carried Unanimously

D. Inclusion for Learning Strategy

Secretary-Treasurer Walsh provided an overview of the Inclusion for Learning Strategy that was presented to the Education Policy and Directions Committee on May 7, 2018. Secretary-Treasurer Walsh advised the committee of the renovation costs to be incurred over the next 18-24 months and recommended that these costs be funded from Local Capital.

Discussion ensued amongst Trustees with a suggestion that an internal evaluation process be added into the Inclusion for Learning Strategy.

It was moved by Trustee Paynter:

That the Board of Education of School District No. 61 (Greater Victoria) approve spending \$875,700 of Local Capital to implement the Inclusion for Learning Strategy.

Motion Carried Unanimously

E. Executive Expense Audit Report

Superintendent Langstraat provided the committee with the public report released by the Office of the Auditor General (OAG) following an audit of the reimbursement of executive expenses for the fiscal years ending June 2016 and June 2017. The recommendations of the OAG and management's response to the recommendations were reviewed. Superintendent Langstraat recommended that the audit report be referred to the Audit Committee for further discussion.

It was moved by Trustee Whiteaker:

That the Board of Education of School District No. 61 (Greater Victoria) send the *An Independent Audit of Executive Expenses at School District 61* report to the Audit Committee for further review.

Motion Carried Unanimously

8. FACILITIES PLANNING

A. District Bus Transportation

David Loveridge, Director of Facilities Services, presented an overview of bus transportation services provided by the District. Mr. Loveridge informed the committee of the intent to proceed with the recommendations to standardize services as presented.

B. Facility Accessibility Report

David Loveridge, Director of Facilities Services, provided an overview of the applicable legislation governing accessibility requirements and reported on the status of accessibility at District schools and facilities. Mr. Loveridge advised the committee that District facilities are in very good shape from an accessibility perspective, but recommended that the District install automatic door openers at the main entrance to every school.

C. Playground Equipment Funding Process

David Loveridge, Director of Facilities Services, provided the committee with information on the District's recent successful application for playground equipment funding. Mr. Loveridge provided the list of criteria that must be met in order for a school to be eligible to receive funding.

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS – None

10. NEW BUSINESS

A. Trustee Questions – None

11. NOTICE OF MOTION

Trustee Whiteaker provided notice of motion for the May 28, 2018 Regular Board Meeting regarding the formalization of BCSTA's commitment to supporting the BC School Mental Health Coalition.

12. GENERAL ANNOUNCEMENTS – None

13. ADJOURNMENT

It was moved by Trustee Leonard:

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 10:15 p.m.

TO: Operations Policy and Planning Committee

FROM: Colin Roberts, Director, Human Resource Services

DATE: June 11, 2018

RE: Wellness and Attendance Support Program Update

The Human Resource Services Department continues to administer the Attendance Support Program as an element within the context of its Health and Safety activities.

There are 4 pillars that support a healthy workplace. All components are important in the overall structure and success of achieving a culture rich in employee wellbeing, job satisfaction and commitment.

- i) Wellness
- ii) Attendance Support
- iii) Disability Management
- iv) Health and Safety

Responsibility for aspects one through three primarily fall to Human Resource Services Occupational Health and Safety (OHS) Advisor. Approximately 70% of the OHS Advisor's time is focused on Disability Management.

The Attendance Support Program operates with the context of a provincial initiative with the stated purpose of -

- i) Attracting quality employees
- ii) Increasing morale, productivity and commitment
- iii) Attaining higher levels of employee engagement
- iv) Reducing health care costs
- v) Reducing absenteeism
- vi) Improving employer/employee relations

Data recently released by the British Columbia Public Schools Employers' Association indicates that school districts without an attendance program in place have experienced an increase in employee absences in excess of 2%, while districts with an attendance program have realized reductions of approximately 13% in overall absences through illness.

The absenteeism pattern for the Greater Victoria School District appears consistent with that of other schools districts in the province that have attendance support programs. The data for SD61 on which this conclusion is founded is provided in the tables that follow.

<i>Group</i>	2017/18 (Sept - May)			
	Total Absences	EE Count	Average Absence	% of Days in session (167)
<i>Teachers</i>	10,313.65	1,597.00	6.46	3.87%
<i>CUPE 382</i>	2,034.37	233.00	8.73	5.23%
<i>CUPE 947</i>	6,799.29	889.00	7.65	4.58%
<i>AO</i>	470.74	115.00	4.09	2.45%
<i>ASA</i>	144.06	27.00	5.34	3.19%
<i>Exempt</i>	265.46	45.00	5.90	3.53%
Total	20,027.57	2,906.00	6.89	4.13%

<i>Group</i>	2016-2017 (Sept - May)			
	Total Absences	EE Count	Average Absence	% of Days in session (168)
<i>Teachers</i>	9,981.52	1,440.00	6.93	4.13%
<i>CUPE 382</i>	1,985.22	224.00	8.86	5.28%
<i>CUPE 947</i>	6,494.98	842.00	7.71	4.59%
<i>AO</i>	531.25	112.00	4.74	2.82%
<i>ASA</i>	175.47	29.00	6.05	3.60%
<i>Exempt</i>	158.32	44.00	3.60	2.14%
Total	19,326.76	2,691.00	7.18	4.27%

<i>Group</i>	2015-2016 (Sept - May)			
	Total Absences	EE Count	Average Absence	% of Days in session (167)
<i>Teachers</i>	9,975.43	1,379.00	7.23	4.33%
<i>CUPE 382</i>	1,747.97	218.00	8.02	4.80%
<i>CUPE 947</i>	7,858.28	808.00	9.73	5.82%
<i>AO</i>	503.80	117.00	4.31	2.58%
<i>ASA</i>	143.76	30.00	4.79	2.87%
<i>Exempt</i>	129.97	38.00	3.42	2.05%
Total	20,359.21	2,590.00	7.86	4.71%

TO: Operations Policy and Planning Committee

FROM: Ted Pennell, Director of Information Technology

DATE: June 11, 2018

RE: **Managed Print Services Strategy**

Background:

Drawing from the success we have had with our centralized photocopier program, the Information Technology Department along with Financial Services has been working to develop a **Managed Print Services (MPS)** strategy to implement across the Greater Victoria School District.

We are striving to be more environmentally conscious and purposeful in our use of paper and to improve student and staff productivity and efficiency while reducing our overall total print costs. MPS is a district initiated program that manages all aspects of our printing, scanning and photocopying.

MPS relies on removing all our single function printers from a school and replacing these printers with a select number of managed print zones that are strategically placed through the school and available to students and staff. Each print zone will be equipped with a Multi-Function Device (MFD) which includes printing, scanning and photocopying capabilities.

MPS will allow the school district to be:

- more environmentally conscious and purposeful in our printing
- ensure greater uptime for printing/scanning/copying services
- provide students and teachers with access to digital scanners that support digital learning and teaching
- improve student and staff productivity
- reduce our overall print costs

Proof of Concept:

Mt. Douglas High School was selected as the school to complete a proof of concept for MPS. The intent of this pilot was to implement MPS in one location where we can better control the implementation and validate that the expected outcomes were achieved. The project required removing all single function printers (SFP) in the school and replacing them with a reduced number of shared print zones comprised of multi-function devices (MFD). Once a document is submitted to be printed, through user authentication, the submitter can access any of the managed print zones to release their print jobs.

7 multi-function devices were purchased and installed at Mt. Douglas and 44 legacy single function printers were removed from the school. These new devices were installed and ready for

students and staff on May 18, 2018. We are continuing to monitor and enhance the MPS offering over the coming weeks. By October 2018, we expect to be able to validate that all of the expected outcomes for MPS were achieved at Mt. Douglas.

Next Steps:

We are planning to implement a second MPS proof of concept at Arbutus Middle School in October. This will allow us to further test our ability to effectively implement MPS in another school and further validate the outcomes. We will return to OPPs in October to report out on the results of the MPS at Mt. Douglas and present a strategy for a district wide implementation.

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TO: The Operations Policy and Planning Committee

FROM: Mark Walsh

DATE: June 11, 2018

RE: **Greater Victoria Foundation for Learning**

Background:

The Board passed the following motion at the June 26, 2017 Board meeting:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to review the Greater Victoria Foundation for Learning mandate and bring recommendations back to the Operations Policy and Planning Committee.

At the Operations Policy and Planning Committee meeting on November 14, 2017, the Superintendent provided an update on the Foundation and recommended that the Board support a more active role for the Foundation.

The Board passed the following motion at the November 27, 2017 Board meeting:

That the Board of Education of School District No. 61 (Greater Victoria) support in principle reinvigorating the Greater Victoria Foundation for Learning and direct the Superintendent to bring back a revised constitution and bylaws as applicable for consideration.

At the Operations Policy and Planning Committee meeting on April 16, 2018, the purpose, guiding principles, structure, sample projects and needs of the Foundation were presented. It was recommended that the Board support the reinvigoration of the Foundation and its updated bylaws.

The Board passed the following motion at the April 23, 2018 Board meeting:

That the motion *"That the Board of Education of School District No. 61 (Greater Victoria) support the reinvigoration of the Greater Victoria Foundation for Learning and support in principle the updated Bylaws of the Foundation."* be referred to the June 11, 2018 Operations Policy and Planning Committee meeting.

Accounting Standards:

As per Public Sector Accounting Standards PS 1300 Government Reporting Entity, the substance of the relationship between two parties must be determined in order to conclude whether or not control exists. It is important to note that no one indicator would result in control; rather, all factors must be assessed in conjunction with one another. Furthermore, under PS 1300, "The true nature of certain relationships may not be completely reflected by their legal form. All relevant aspects and implications of the relationship would be considered in determining whether or not the government controls the organization. Where various aspects of the relationship are designed, in effect, to achieve an overall objective, they would be viewed as a whole."

In review of the revised Foundation bylaws, it was determined by the District and confirmed by KPMG that strong indicators of control exist.

The indicators of control include:

- Upon wind up or dissolution of the Foundation, the funds and property remaining would be distributed to the District; therefore, the Foundation appears to be acting as an operating branch of the District.
- Quorum may only be fixed if the School Board Trustee or the Superintendent (or designate), as Directors, are part of the quorum.

Based on the revised Foundation bylaws, which indicate control exists, all financial aspects of the Foundation would be consolidated with the District.

Other School Districts:

Several school districts whose foundations are not consolidated with their districts were contacted. The following are items that were factored into the determination of non-control:

- Foundation bylaws state that upon dissolution the foundation's assets do not revert to the school district
- The board does not direct the activities of the foundation in any way
- The foundation is charged each month for services provided by the school district
- Both parties sign an agreement that the district and foundation are independent organizations and are not legally bound

If the bylaws of the Foundation are revised to remove indicators of control, all financial aspects of the Foundation would be accounted for separately from the District. Should the Board proceed in this direction, there are a number of administrative issues to be addressed.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to form a working group to draft the Greater Victoria Foundation for Learning Bylaws in a manner that ensures that the Foundation is at arms-length from the Board and return the draft to the October 9, 2018 Operations Policy and Planning Committee meeting.

TO: The Operations Policy and Planning Committee

FROM: The Policy Sub-Committee

DATE: June 11, 2018

RE: **Policy and Regulation Changes**

Background:

The Policy Sub-committee has one recommendation stemming from its ongoing review of policies and regulations.

Recommendations:

Specific Policies Reviewed with Recommended Changes

Policy and Regulation 6163.7 – *Classroom Pets*

Background:

The Board passed the following motion on March 12, 2018:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub Committee to develop Policy in regard to animals kept as “classroom pets,” and that the Committee take into consideration the BCSPCA’s statements on animals in classrooms and that the Superintendent draft a Regulation to implement the Policy when finalized by the Board.

Revisions:

The new Policy and Regulation 6163.7- *Classroom Pets* have been drafted. The purpose of the new policy and regulation is to ensure the greatest possible level of safety for students, staff and animals with regards to pet animals kept in a school building. The Policy outlines the conditions that should be met to keep a classroom pet and what would result in the removal of the pet. The Regulation highlights the responsibilities of the Principal and teachers in regards to keeping a classroom pet.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve in principle the new Policy 6163.7- *Classroom Pets* and accept in principle the new Regulation 6163.7- *Classroom Pets* and send the draft policy and regulation to our stakeholders for comment to be returned to the October 9, 2018 Operations Policy and Planning Committee meeting.

POLICY 6163.7

CLASSROOM PETS

Drafted: April 13 2018

Adopted: _____

Revised: Pending

Frequency of Review _____

1.0 RATIONALE

- 1.1 The Board recognizes that students can benefit from the introduction of a domestic animal to the classroom to enhance student learning, and to provide a therapeutic measure.

2.0 DEFINITIONS

- 2.1 **Domestic Animal** is defined as an animal of a species of vertebrates that has been domesticated by humans so as to live and breed in a tame condition and/or depends on humankind for survival.

3.0 POLICY

- 3.1 Classroom pets may be kept for the purpose of contributing to a structured humane educational curriculum if:
 - 3.1.1 The animal is a domesticated animal and is not permitted to breed;
 - 3.1.2 The animal is not a nocturnal species and has a sleep pattern compatible with the school day;
 - 3.1.3 The animal is capable of living in the classroom overnight without supervision; and
 - 3.1.4 The teacher takes sole responsibility for the care and welfare of the animal.
- 3.2 Animals will be removed from the classroom if the animal:
 - 3.2.1 Places the safety of students or staff in jeopardy or becomes a health hazard.
 - 3.2.2 Is an impediment to learning.

4.0 RESPONSIBILITIES

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act*.
- 4.2 The **Superintendent** is responsible to ensure that District policy is upheld and regulations are enforced.

5.0 REFERENCES

- i. Regulation 6163.7 – Classroom Pets
- ii. B.C. SPCA – Statement on Classroom Pets
- iii. National Parks of Canada - Domestic Animal Regulations

Regulation 6163.7

CLASSROOM PETS

Background

The purpose of this procedure is to ensure the greatest possible level of safety for students, staff and animals with regards to pet animals kept in school buildings.

1.0 The animals shall:

- 1.1 Not be allowed to roam freely within the school setting.
- 1.2 Not be left in schools during holiday periods.

2.0 Principals shall:

- 2.1. Be consulted prior to the inclusion of a live animal in the classroom.

3.0 Teachers shall:

- 3.1 Ensure that the following conditions have been met prior to introducing an animal into a classroom:

- 3.1.1. Procedures on the safe handling and care of the animal are posted and reviewed with the students which states that the animal is only handled by students when:

- 3.1.1.1. It does not endanger or stress the animal;
 - 3.1.1.2. The handling of the animal is related to the curriculum being taught;
 - 3.1.1.3. The handling of the animal is in accordance to species-specific handling instructions; and
 - 3.1.1.4. The student is supervised by the experienced caregiver or teacher.

- 3.1.2. Procedures for the feeding of the animal and maintenance of the enclosure for hygienic purposes are established.

- 3.1.3. Parent(s) or guardian(s) are informed of the intent to keep classroom pet(s).

- 3.2 Take responsibility for the care and welfare of the animal during weekends, holidays, and school breaks.

- 3.3 Ensure that an animal is removed from the classroom if the animal may place the safety of children/or staff in jeopardy or is a health hazard for students/staff or is an impediment to learning.

- 3.4 Be responsible for the removal of:

- 3.1.1. All refuse or waste pertaining to classroom animals and placed in the appropriate receptacle safely; and
 - 3.1.2. The animal in the event of death, is to be disposed of in a manner that is safe and sensitive to student emotions.

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TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: June 11, 2018

RE: **Vic High Seismic Project Update**

Background:

The Board of Education voted to limit the options they would recommend to the Ministry in regards to seismically upgrading Victoria High School at the Board meeting on May 28, 2018. The two options it recommended for the Superintendent to further explore were a seismic upgrade with required enhancements, as well as a seismic upgrade with required enhancement with additional capacity. The following memo outlines the cost estimates for these projects.

In addition, the cost of a Neighborhood Learning Centre has been included (which will essentially be the same additional costs as part of any project), and a general cost estimate of building a new school of 1,000 and the associated costs, such as the tear down for comparative purposes only.

Final cost estimates from our consultants will be presented at the June 2018 Board meeting. These estimates will break down the specifics of the two options that we have been tasked with fully exploring and the estimate and formula will be provided for the new build option.

In this memo, reserves typically allow for unforeseen capital requirements such as increased seismic remediation needs, unanticipated hazardous material remediation, etc. Economic adjustment costs are intended to cover primarily inflationary pressures that can't be accurately defined at the time of the Project Definition Report (PDR).

Seismic Plus:

Seismic Work

Seismic plus will comprise of the seismic upgrade of the entire school and all renovations/removals/replacements of components necessitated by the seismic upgrading. New concrete stairwells will be constructed in two locations that would serve as major seismic elements, which will greatly improve the existing exiting and connection at the northwest and northeast corners of the original school. Other work would include replacement of the majority of the mechanical systems, such as the steam heating plant (which will be replaced by a hot water heating system) and the existing fan system for ventilation (which would will be replaced by three new-air handling units serving the three wings of the original school), as well as a complete replacement of the building's Direct Digital Control (DDC) system. The majority of plumbing fixtures and plumbing piping will be replaced. The majority of lighting fixtures and wiring devices and much of the existing electrical wiring and panels will be replaced. The school will be fully repainted. The majority of existing flooring in the school will be removed and replaced, as well as much of the existing cabinetry and millwork. The current building is not fire-sprinklered; a complete fire sprinkler system will be installed. The majority of data cabling and outlets will be removed/replaced/relocated. The majority of the emergency lighting will be replaced, the fire alarm system will be completely upgraded, and intrusion alarm and paging systems will be completely replaced with new.

This work will allow for functional improvements within the school, creating additional student spaces within the school through the movement of current spaces. Office spaces will likely shrink and/or be consolidated and be replaced with classrooms and multipurpose modern learning spaces for students. We can create some flexible spaces and utilize partitions, etc. if that is the desired design.

On top of the preceding work, which will be considered part of the seismic upgrading, we have identified a number of other additional enhancements that would ideally be carried out during the seismic upgrading, if funding permits. These enhancements include replacement of all of the original wood windows with new high efficiency aluminum or PVC windows, complete repointing of existing exterior masonry and repair or replacement of all existing failing terracotta. With the installation of a fire sprinkler system, we will be able to remove interior stairwell vestibules that were added 40 years ago to deal with exiting problems but obscured significant heritage elements inside the school. We would also add a number of energy efficient measures, such as heat pumps, to the school plant. While we will apply for support for these aspects in our PDR—and they fall into program support areas of the Ministry—in the event that the Ministry does not fund these aspects the Board would have to support many of these aspects with local dollars through land disposition, local or restricted capital or operational dollars.

While these additional items add to the life of the building, they are not imperative to the seismic project. While the terracotta and windows replacements will assist the look and environmental sustainability of the facility, the Board would have to decide whether to fund these aspects in light of our other priorities such as Shoreline, Craigflower, etc. if we are not successful with the Ministry.

The cost was estimated in March 2018 to be \$44,214,000, not including a reserve and economic adjustment amount of about \$16,800,000. This option will retain the existing auditorium and gymnasium, and may (depending on the design and funding), result in a slight increase in capacity due to changes to the school layout.

Seismic Plus + Capacity:

Seismic plus + capacity will cover all of the aspects noted above.

In addition to seismic plus, this option would see an addition built. While formal plans have not been finalized, we are considering adding a two-story addition to the east side of the school that will have a relatively minor impact on the footprint of the school. The cost of the addition which is still an estimate will add approximately \$6,000,000 to the project. At this time, this is an estimate and a final more complete estimate will be available for the June Board meeting to the project. Draft drawings are attached.

This option will be similar to the preceding option, however, the proposed addition would primarily provide new space for the library and cafeteria, and then use the latter spaces to create new classrooms to provide an increased capacity for 1,000 students. The proposed relocation of the library and cafeteria, which are currently the most challenged spaces in the high school, will enable direct connection to the outside plaza area. As well, building new classrooms in those old spaces, we will also consolidate small rooms and offices into those surplus spaces, which will enable the opening up some of the corridors to provide new collaborative learning spaces throughout the school; similar to Oak Bay School. The estimate of seismic plus and capacity is \$44,214,000 plus \$6,000,000 (final cost estimates will be presented at the June 2018 Board meeting) estimated cost of the addition and additional renovations. The reserve and economic adjustment amount are approximately \$17,000,000.

This concept will allow significant extra capacity for the school at a relatively low cost. This is done through the redesign of the interior of the school and the incorporation of the current library and cafeteria space as classroom and amenity space. The expansion would house these amenities and the library would be built as a modern learning commons.

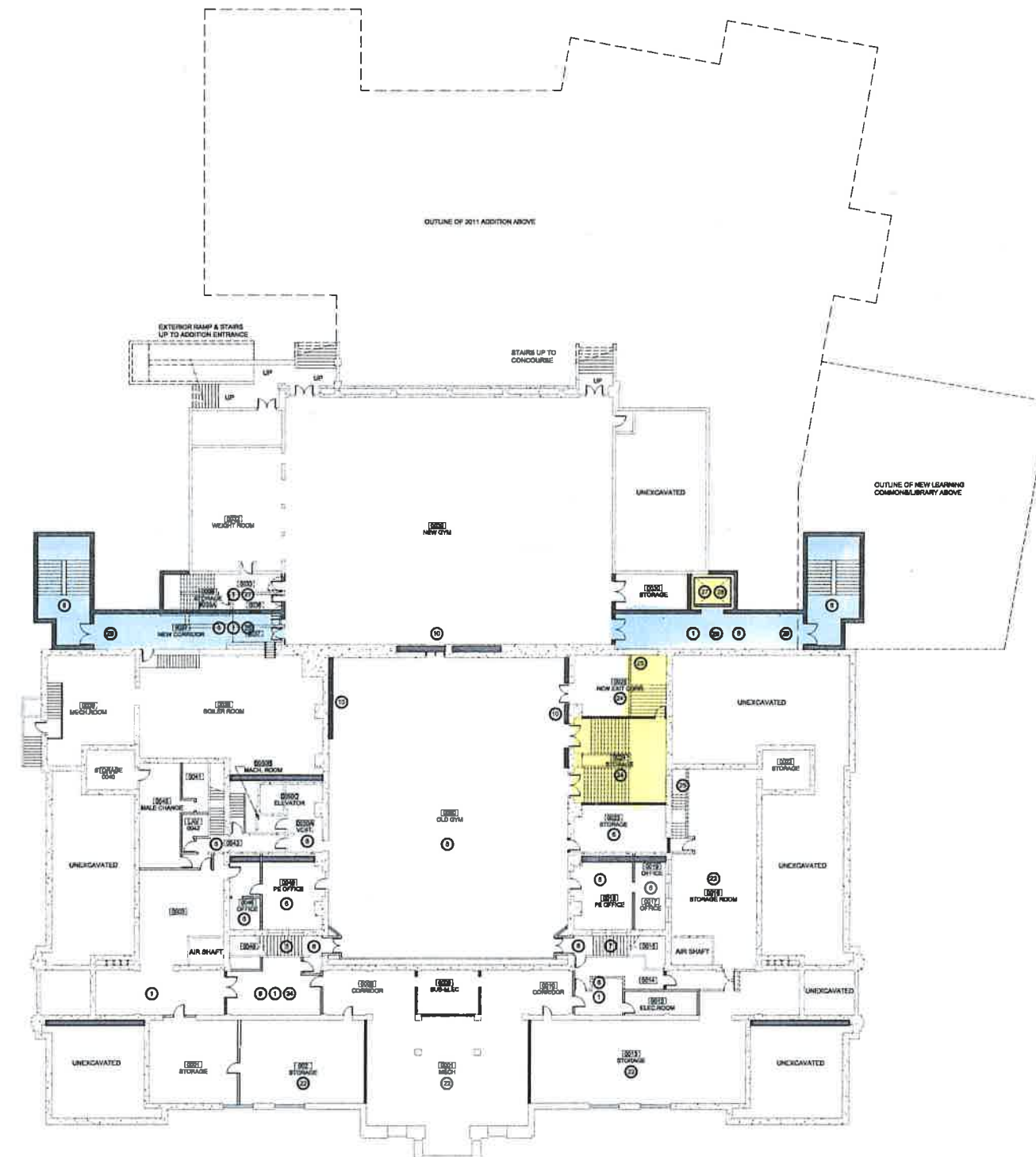
New Build 1,000:

This option is added for comparative purposes. Please note that we have not engaged our cost consultants on this option and have utilized the Ministry formula to determine the approximate costs of such a build.

The cost of the new build is approximately \$49,256,652 (including approximately \$5,000,000 for the tear down of the original facility) and an estimated reserve and economic adjustment amount of about \$13,000,000. This number is based on a formula plus local experience. The reserve is slightly higher than previous estimates as we have re-evaluated the estimate in light of unprecedented cost escalation in the Victoria market. Further, given the likelihood of delays in starting a new build due to a variety of factors (heritage, internal lot line issues, etc.) ground-breaking is likely to be later than the other options pushing costs higher. The new build would include amenities included in a school of this size. It would not include two gyms nor a theatre.

Neighbourhood Learning Centre (NLC):



An NLC would cost approximately \$5,000,000, and a reserve amount of about \$1,000,000. This is based on an area calculation of 15% of the entitlement for a new school, which is therefore about 1500 sq. m, and local experience. Currently, we do not have a specific plan for the siting of an NLC but would likely be placed adjacent to the Belfry Theatre. The focus of the NLC would likely be some form of childcare option and we would anticipate it being associated with the City of Victoria.



1 BASEMENT
A1.10 1:500

- RENOVATION KEYNOTES**
1. NEW ACT CEILING
 2. NEW GYM CEILING
 3. REPAIR EXISTING ACT CEILING AS REQUIRED
 4. REPAIR EXISTING PLASTER CEILING AS REQUIRED
 5. REPAIR EXISTING WALLS
 6. NEW LINOLEUM FLOORING
 7. NEW HIGHWAYSIDE & HANDRAILS TO EXISTING STAIRS
 8. REPAIR EXISTING WOOD FLOORING
 9. NEW CLEANING TILE FLOORING
 10. REPAIR & PATCH CASTING WOOD FLOOR AS AFFECTED BY SUSPENSE WORK
 11. PATCH CARPET AS REQUIRED
 12. REPAIR & PATCH LINOLEUM FLOORING AS AFFECTED BY SUSPENSE WORK
 13. FIX AND MAKE GOOD PLASTER WALLS
 14. REPLACE TALL WOOD BASEBOARDS
 15. REINSTATE WALL MOLDINGS
 16. MOVE EXISTING DOOR
 17. NEW STORAGE MILLWORK
 18. NEW SOUNDED MILLWORK
 19. NEW FUME HOOD
 20. RETAIN EXISTING MURFAC DETAIL
 21. REINFORCE HOT WALLS FROM BACK SIDE
 22. PATCH AND PAINT ALL WALLS
 23. NEW STEEL STUD & GWP WALL
 24. NEW DOOR
 25. NEW OPENINGS
 26. EXCAVATE FOR NEW CONSTRUCTION
 27. REMOVE EXISTING STAIR
 28. NEW ELEVATOR
 29. NEW CONSTRUCTION
 30. NEW KITCHEN MILLWORK
 31. NEW INFILL FLOOR
 32. RATED GLAZING WALL
- NEW WALL TYPES**
- CONCRETE - SEE STRUCT.
 - STEEL STUD - 150MM
 - WALL TO BE REMOVED
 - NEW STOREFRONT GLAZING
 - NONWALL OR SIMILAR
 - NEW EXTERIOR RAINSCREEN WALL

NEW AREA
INFILL TO
CREATE AREA



203-665 TYEE ROAD
VICTORIA, BC
V8A 5X3
T.250.380.5688

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NO.	DATE	DESCRIPTION

PROJECT TITLE



Greater Victoria
School District

VICTORIA HIGH SCHOOL
1280 GRANT STREET
VICTORIA, BC
V8T 1C2

DRAWING TITLE

LEVEL 0 NEW PLAN

CHECKED BY:

DRAWN:

SCALE:

DATE: FEB. 01, 2017

PROJECT NO.

DRAWING NO.

2016-031 A1.10



2016-031 A1.11



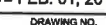
NEW AREA
INFILL TO
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AREA.





NEW AREA

INFILL TO
CREATE AREA.





201-650 TVEE ROAD
VICTORIA, BC
V8A 5X5
T.250.366.5566

DETAILS

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NO. DATE DESCRIPTION

PROJECT TITLE



Greater Victoria
School District

VICTORIA HIGH SCHOOL
1280 GRANT STREET
VICTORIA, BC
V8T 1C2

DRAWING TITLE

LEVEL 4 NEW PLAN

CHECKED BY:

DRAWN:

SCALE:

DATE: FEB. 01, 2017

PROJECT NO.

DRAWING NO.

2016-031 A1.14

NEW AREA.
INFILL TO
CREATE AREA.



RENOVATION KEYNOTES

1. NEW ACT CEILING
2. NEW GYM CEILING
3. REPAIR EXISTING ACT CEILING AS REQD
4. REPAIR EXISTING PLASTER CEILING AS REQD
5. REPAIR EXISTING WALLS
6. NEW LINOLEUM FLOORING
7. NEW INSULATED & HANDRAILS TO EXISTING STAIRS
8. REPAIR EXISTING WOOD FLOORING
9. NEW CERAMIC TILE FLOORING
10. REPAIR & PATCH EXISTING WOOD FLOOR AS AFFECTED BY SEISMIC WORK
11. PATCH CARPET AS REQUIRED
12. REPAIR & PATCH LINOLEUM FLOORING AS AFFECTED BY SEISMIC WORK
13. FILL AND MAKE GOOD PLASTER WALLS
14. REPLACE TALL WOOD BASEBOARDS
15. REINSTATE WALL MOLDINGS
16. MOVE EXISTING DOOR
17. NEW STORAGE MILLWORK
18. NEW SCIENCE MILLWORK
19. NEW PLANK WOOD
20. RETAIN EXISTING HERITAGE DETAILS
21. REINFORCE HOT WALLS FROM BACK SIDE
22. PATCH AND PAINT ALL WALLS
23. NEW STEEL STUD & GYM WALL
24. NEW DOOR
25. NEW OPENING
26. EXCAVATE FOR NEW CONSTRUCTION
27. REMOVE EXISTING STAIR
28. NEW ELEVATOR
29. NEW CONSTRUCTION
30. NEW KITCHEN MILLWORK
31. NEW INFILL FLOOR
32. PAINTED GLAZING WALL

NEW WALL TYPES

- CONCRETE - SEE STRUCT.
- STEEL STUD - 160MM
- WALL TO BE REMOVED
- NEW STOREFRONT GLAZING
- MANAWALL OR SIMILAR
- NEW EXTERIOR RAINSCREEN WALL

2 | LEVEL 4
A1.14 | 120

OFFICE OF THE
SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4108 FAX (250) 475-4112

TO: The Operations Policy and Planning Committee

FROM: Mark Walsh

DATE: June 11, 2018

RE: **SJ Willis Upgrade**

Background:

At the September 26, 2016 Regular Board meeting, the Board approved that the District proceed with the opening of the former Burnside Elementary School as a new location for offering alternative programs and that the building be known for planning purposes as the Burnside Education Centre. The result of moving the alternative programs from the current location at SJ Willis to the new Burnside Education Centre is the creation of swing space at SJ Willis to accommodate secondary schools anticipating future seismic upgrading.

In order to accommodate the movement of secondary schools into the space at SJ Willis, it was determined that the facility requires significant upgrades. The District plans to move Vic High into the space at SJ Willis for the duration of its seismic project. As a result, the facility upgrades at SJ Willis need to be completed in advance of the space being occupied by Vic High.

Discussion:

The project to upgrade SJ Willis is not yet formally approved by the Ministry of Education (MOE), so there is no advance funding for project planning. The Capital Delivery Branch has suggested that sending a request to access MOE Restricted Capital would be the best option to obtain funding in advance for planning purposes. If the District does not receive advance funding for planning, this project, along with the Vic High Seismic project, will be delayed.

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Secretary-Treasurer to request access to \$500,000 of Ministry of Education Restricted Capital for the initial planning of the SJ Willis upgrade.

OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Pieter Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: Operations Policy and Planning Committee

FROM: Piet Langstraat, Superintendent of Schools

DATE: June 11, 2018

RE: **Trustee Questions**

During this portion of the Committee Meeting, Trustees will have the opportunity to raise questions. Where possible, an immediate response will be provided. In the event that research is necessary before a response is provided, the matter will be postponed until a researched response can be provided.