

OPERATIONS POLICY AND PLANNING COMMITTEE

Monday, September 17, 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:
Tuesday, October 9, 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, September 17, 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, June 11, 2018			Pgs. 3-8
	3. BUSINESS ARISING FROM MINUTES			
7:10-7:15	4. PRESENTATIONS TO THE COMMITTEE A. Yvonne Mendel - Topaz Park Bike Skills Park			
7:15-7:20	B. Leanne Garnett - GAFE Privacy and Security			
7:20-7:25	C. Larissa Fielding - GAFE Privacy and Security			
7:25-7:30	D. Andy Rendle - GAFE Privacy and Security			
	5. SUPERINTENDENT'S REPORT			
	6. PERSONNEL ITEMS A. Teacher Staffing Update	Read Jorgensen	Information	Pgs. 9-10
7:30-7:35	7. FINANCE AND LEGAL AFFAIRS A. Board Management Software	Ted Pennell	Motion	Pgs. 11-12
	Recommended Motion: i) That the Board of Education of School District No. 61 (Greater Victoria) adopt electronic meeting software effective November 2018 and direct the Superintendent to create an appropriate transition strategy for implementation.			
7:45-7:55	B. Advocacy Ad Hoc Committee Update	Jordan Watters	Motion	Pgs. 13-14
	Recommended Motion: i) That the Board of Education of School District No. 61 (Greater Victoria) accept the report of the Advocacy Ad Hoc Committee.			

7:55-8:05 C. Access to Ministry Restricted Capital Mark Walsh Motion Pg. 15

Recommended Motion:

- i) That the Board of Education of School District No. 61 (Greater Victoria) direct the Secretary-Treasurer to request access to \$80,154.59 of Ministry of Education Restricted Capital funding for the purpose of completing the the water quality upgrade.

8. FACILITIES PLANNING

8:05-8:15 A. Childcare Space Applications Marni Vistisen-Harwood Information Pgs. 16-17

8:15-8:25 B. Seismic Update Mark Walsh Information Pgs. 18-19

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

10. NEW BUSINESS

8:25-8:30 A. Trustee Questions Pg. 20

11. NOTICE OF MOTION

12. GENERAL ANNOUNCEMENTS

13. ADJOURNMENT



**Operations Policy and Planning Committee Meeting
June 11, 2018 – GVSD Board Office, Boardroom**

REGULAR MINUTES

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

Other Trustees Present: Tom Ferris; Deborah Nohr; Ann Whiteaker

Administration:

Mark Walsh, Secretary-Treasurer; Shelley Green, Deputy Superintendent; Deb Whitten, Associate Superintendent; Greg Kitchen, Associate Superintendent; Colin Roberts, Director, Human Resource Services; Ted Pennell, Director, Information Technology; Jim Soles, Manager, Capital Program, Facilities 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 June 11, 2018 regular agenda with the addition of "10.C BCSTA Survey" be approved.

Motion Carried Unanimously

2. APPROVAL OF THE MINUTES

It was moved by Trustee Leonard:

That the May 14, 2018 Operations Policy and Planning Committee Meeting minutes as amended be approved.

Motion Carried Unanimously

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS TO THE COMMITTEE

A. Luke Mari - 2549 Quadra Street Warehouse Easement

Luke Mari, Director of Development for Purdey Group, presented the committee with information about the easement at 2549 Quadra Street that he is requesting from the Board. Trustees asked questions of clarification and thanked Mr. Mari for his presentation.

B. Xane St. Phillips - 2549 Quadra Street Warehouse

Xane St. Phillips, Faculty Representative for Vancouver Island School of Art, presented the committee with information about the Quadra Street Warehouse and requested an extension of their current lease. Trustees thanked Mr. St. Phillips for his presentation.

C. Keith McCallion - Vic High Seismic

Victoria High School Alumni Association member, Keith McCallion, presented the committee with information about the Vic High Seismic project and encouraged Trustees to ensure appropriate educational spaces were part of the project. Trustees thanked Mr. McCallion for his presentation.

D. Rick Crosby - Vic High Seismic

Victoria High School Alumni Association Director, Rick Crosby, presented the committee with information about the Vic High Seismic project. Trustees thanked Mr. Crosby for his presentation.

5. SUPERINTENDENT'S REPORT

A. Recognition of Student Representative

Superintendent Langstraat welcomed Daniel Davenport, student representative from Lambrick Park Secondary School.

6. PERSONNEL ITEMS

A. Attendance and Wellness Support Program Update

Colin Roberts, Director of Human Resource Services, provided the committee with an update on the Attendance and Wellness Support Program. Mr. Roberts informed the committee that overall absences have declined since the program was implemented in 2015-2016. Trustees asked questions of clarification of Mr. Roberts.

7. FINANCE AND LEGAL AFFAIRS

A. Managed Print Services Strategy

Ted Pennell, Director of Information Technology, and Aaron Norris, Vice-Principal, Mt. Douglas Secondary School, presented the committee with the Managed Print Services (MPS) strategy developed for implementation across the District. The purpose of the strategy is for the District to become more environmentally conscious and purposeful in printing, which in turn will improve productivity and reduce printing costs. Mr. Pennell informed Trustees that MPS has been implemented at Mt. Douglas Secondary School, where 7 multi-function devices replaced 44 single function printers in strategic print zones. The results of the MPS at Mt. Douglas Secondary School, along with a strategy for District-wide implementation, will be presented to the committee in October 2018.

B. Greater Victoria Foundation for Learning

Secretary-Treasurer Walsh introduced the committee to the concept of control in determining the appropriate accounting treatment for the activities of the Greater Victoria Foundation for Learning. Secretary-Treasurer Walsh explained that the revised Foundation Bylaws as presented to the Board on April 23, 2018 would require the activities of the Foundation to be consolidated with the District. Several school districts with non-consolidated foundations were contacted in order to identify factors of non-control. Secretary-Treasurer Walsh recommended the creation of a working group to amend the Foundation Bylaws to ensure the Foundation is at arms-length from the District.

It was moved by Trustee Leonard:

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.

Motion Carried

For: Trustees Leonard, Paynter, and Watters
Against: Trustee McNally

C. Policy Sub-Committee Report

Secretary-Treasurer Walsh stated that further to the Board motion passed on March 12, 2018, Policy 6163.7 *Classroom Pets* and its associated regulation were created. Secretary-Treasurer Walsh recommended that the new policy and regulation be sent to stakeholders for feedback prior to final Board approval. Trustees asked questions of clarification.

It was moved by Trustee McNally:

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.

Discussion ensued and amendment was proposed.

It was moved by Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) amend Policy 6163.7 *Classroom Pets* to remove the words "if the animal" from the end of section 3.2 and add them to the beginning of sections 3.2.1 and 3.2.2, and add section 3.2.3 "During any emergency, drill, evacuation or otherwise".

Motion Carried

For: Trustees McNally, Paynter, and Watters
Against: Trustee Leonard

Further discussion ensued and amendment was proposed.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) amend Policy 6163.7 *Classroom Pets* to add a new section 3.1.1 "It has been established that there are no students who would be adversely affected by animals in the classroom" and renumber the remaining sections.

Motion Carried Unanimously

Trustees voted on the main motion.

That the Board of Education of School District No. 61 (Greater Victoria) approve in principle the new Policy 6163.7 *Classroom Pets* as amended 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.

Motion Carried Unanimously

8. FACILITIES PLANNING

A. Vic High Seismic Project Update

Secretary-Treasurer Walsh provided the committee with an update on the cost estimates for the two selected options to seismically upgrade Vic High: 1) Seismic Plus, and 2) Seismic Plus + Capacity. The estimated costs of a new build at a capacity of 1,000 seats and a Neighbourhood Learning Centre were also provided. Secretary Treasurer-Walsh advised Trustees that final cost estimates from project consultants would be presented at the June 25, 2018 Board meeting.

B. SJ Willis Upgrade

Secretary-Treasurer Walsh informed the committee that funding will be required to begin planning for the upgrades at SJ Willis in anticipation of future occupation by other secondary schools undergoing seismic upgrading. Secretary-Treasurer Walsh advised that the Ministry has not yet provided formal approval to upgrade SJ Willis, but has suggested the District request access to Ministry of Education Restricted funds for this purpose. Secretary-Treasurer Walsh recommended that the Board request access to \$500K for the initial planning of this project.

It was moved by Trustee Paynter:

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

Motion Carried Unanimously

C. Premier's Award - Promoting Innovation and Excellence

Secretary-Treasurer Walsh acknowledged Ted Pennell, Director of Information Technology, for his role in the success of the Next Generation Network (NGN) Project that is being recognized as a recipient of the Premier's Award for promoting innovation and excellence in public service.

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS – None

10. NEW BUSINESS

A. Trustee McNally - Municipal Committee Assignments

Trustee McNally withdrew her motion.

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 assignments they will attend and report on as of September 2018.

Discussion ensued among Trustees.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) review municipal committee assignments in light of the newly created municipal liaison roles, before the next Trustee assignments are made.

Motion Carried Unanimously

B. Trustee Whiteaker - Bussing Services

Trustee Whiteaker withdrew her motion.

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 year.

C. BCSTA Survey

The Secretary-Treasurer provided a copy of a survey issued by the BCSTA to the Board Chair regarding the review of the Memorandum of Agreement between the Ministry of Education and the BCSTA. Trustees provided feedback to the Board Chair who is tasked with completing the survey.

D. Trustee Questions

Trustees and the student representative asked questions regarding bussing appeals, as well as questions about Board process.

11. NOTICE OF MOTION - None

12. GENERAL ANNOUNCEMENTS – None

13. ADJOURNMENT

It was moved by Trustee Leonard:

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:15 p.m.

TO: Operations Policy and Planning Committee

FROM: Read Jorgensen, District Principal, Human Resource Services

DATE: September 17, 2018

RE: Teacher Staffing Update

Background:

During the 2017 calendar year, the Human Resource Services Department was engaged in fulfilling the requirements of the Letter of Understanding No. 17 which details the terms and conditions associated with the restoration of previous contract language. A significant part of this work was meeting teacher hiring demands. Last year was an exceptional year and we believe that the supply and demand for teachers will return to more familiar levels.

Discussion:

During the 2017-2018 school year, District representatives attended career fairs across the country in Ottawa, Edmonton, Toronto, and Kingston, as well as events at the University of British Columbia, Vancouver Island University and the University of Victoria.

In addition, the District hosted hiring fairs at Mt. Doug Secondary in April 2018 and Lambrick Park Secondary in November 2017. Twenty-five (25) teachers were hired as a result of the event held at Mt. Doug Secondary, with a further forty-one (41) hired at the Lambrick Park Secondary event.

For the period January 1, 2018 through September 10, 2018, a total of 144 teachers were hired as compared to 340 teachers during the same time span last year. A significant number of these teachers are currently working in our schools filling continuing and temporary contracts. Those teachers without continuing or temporary contracts are working as a Teacher Teaching-on-Call (TTOC).

The following table shows the number of vacancies posted in the June and Summer rounds for the past three years.

Postings: June 2016	231
Postings: Summer 2016	113
TOTAL	344

Postings: June 2017	407
Postings: Summer 2017	247
TOTAL	654

Postings: June 2018	306
Postings: Summer 2018	155
TOTAL	461

The areas of teacher specialization where Human Resource Services is experiencing the greatest recruitment challenges remain French Immersion, Library, Inclusive Learning and Counselling.

We will continue to monitor the number of available TTOCs in the coming months to ensure we are able to cover the day to day requirements for teacher illness, professional learning and vacancies as a result of teacher using Remedy and D.3.5 (Low Incidence) preparation time. Hiring will continue throughout the year for targeted positions and to ensure we have the necessary number of TTOCs to meet operational needs.

TO: Operations Policy and Planning Committee

FROM: Ted Pennell, Director of Information Technology

RE: Board Management Software

DATE: September 17, 2018

Background:

As part of our commitment towards digital transformation in the school district, we are looking to replace many of our manual, paper-based business processes with new technologies and cloud-based systems. As a school district, we are working to increase our capabilities and culture to support digital services.

Our current processes for managing meetings of the board is time consuming, highly inefficient and not as visible or engaging to our stakeholders as we would like. We are recommending that we replace our current manual board meeting processes with a modern meeting management software solution that will improve efficiency and resource allocation, and increase transparency and engagement so Trustees and district staff can better focus on the business of the School District to better serve our community and stakeholders.

Meeting Management Software will support the following board management tasks:

- Meeting logistics
- Agenda management
- Session management
- Minutes management
- Task/action log management
- Publishing management

Meeting Management Software:

We have evaluated a number of vendors and solutions that fit our criteria and have landed on a solution called eSCRIBE. It is highly modular and flexible in its use. It is used by Trustees and district staff at School District 36 (Surrey) and School District 35 (Langley) as well as many other school districts. eSCRIBE is widely used throughout numerous cities and municipalities including the City of Victoria. eSCRIBE includes a video module that would enable us to stream meetings of the board in real time and attaching video to meeting minutes.

Next Steps:

Since the system is modular, we would implement our meeting management software in phases. The first phase would be planned for November 2018 and would simply be publishing our agenda and minutes to eSCRIBE, issuing devices to Trustees, and working through the learning curve of how to use the system and navigate the tools in meetings.

Further phases would include the addition of reporting, including submission deadlines and notifications to staff, video streaming and capture, and electronic polling and voting. Tied to this initiative is a review and upgrade of the physical board room ensuring that technology integrates seamlessly with our use of the meeting management software.

The annual cost of eSCRIBE is \$30,000 with additional costs in the first year for Trustee devices and any modifications to the board room, including video cameras.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) adopt electronic meeting software effective November 2018 and direct the Superintendent to create an appropriate transition strategy for implementation.

TO: The Operations Policy and Planning Committee

FROM: The Advocacy Ad Hoc Committee

DATE: September 17, 2018

RE: **Advocacy Ad Hoc Committee Update**

Background:

The Advocacy Ad Hoc Committee (“the Committee”) was established by the Board for the purpose of developing advocacy action plans to support the Board’s effective advocacy on issues facing public education. The Committee has met five times since it was established. The Committee’s work has focused on identifying what is effective advocacy and determining priorities for advocacy.

In April 2018, the Committee presented its proposed areas of focus to the Board for approval. The following three areas of focus were approved for development of advocacy action plans:

1. Private School Funding
2. Children in Care
3. Child Care and Early Learning

Based on Board feedback, the Committee sought and received Board approval in June 2018 for a fourth area of focus.

4. Mental Health Literacy and Mental Wellness

This memo provides an update on the direction the committee is taking in building advocacy actions plans for two of these areas of focus: Children in Care, and Mental Health Literacy and Mental Wellness.

Children in Care:

In order to build an impactful action plan for advocating for the needs of children and youth in care, the Committee is pursuing the following preliminary actions:

- Review the recommendations from the BC Representative for Children and Youth including but not limited to those in the recent report *Room for Improvement: Toward Better Education Outcomes for Children in Care*.
- Articulate the communications challenges with the Ministry for Child and Family Development that are creating barriers to supporting district children in care.

Mental Health Literacy and Mental Wellness:

In order to build an impactful action plan for advocating for mental wellness initiatives, the Committee is exploring moving forward with the following goals:

- Goal #1 - Raise awareness and create a supportive dialogue about mental health literacy and mental wellness.
 - Provide information to the school district community on the initiatives being undertaken in the district to support student mental wellness.
 - Promote leading practice to the Ministry of Education as appropriate.
- Goal #2 - Create a shared coordinated table with Songhees and Esquimalt Nations and our partner groups to investigate mental health concerns.
 - Invite stakeholders to participate in an ongoing discussion to identify and address mental wellness of children and youth in the district.
- Goal #3 - Achieve the creation of a Neighbourhood Learning Center (NLC) and Wellness Hub for the Craigflower/Shoreline project.
 - Engage Songhees and Esquimalt as partners in advocacy for the NLC and Wellness Hub.
 - Communicate the value of an NLC to the Craigflower and Shoreline communities.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept the report of the Advocacy Ad Hoc Committee.
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TO: The Operations Policy and Planning Committee

FROM: Mark Walsh

DATE: September 17, 2018

RE: **Access to Ministry Restricted Capital**

Background:

In 2017-2018, the District received School Enhancement Program (SEP) funding to support the replacement of the boiler and control systems at Sir James Douglas. Following completion of this project, there was an unspent balance of \$80,154.59. At June 30, 2018, this unspent balance was transferred into the Ministry of Education Restricted Capital account.

Since 2015-2016, the District has been actively testing and remediating water fountains and filtration systems in all of its facilities. In 2017-2018, the District received SEP funding to support these efforts. At June 30, 2018, the water quality upgrade funding had been fully expended.

Discussion:

The District's Facilities Department has estimated that there is \$135K of remaining work to bring the water quality upgrade to completion. While all of our schools have new water fountains and bottle fillers, the remaining work involves the installation of pre-filtration systems on the water mains at several locations.

The Capital Delivery Branch of the Ministry of Education (MOE) has indicated that it would consider approval of a request to transfer the \$80K surplus from the Sir James Douglas project to offset the additional costs to complete the water quality upgrade. The District would be required to submit a list of the work to be completed at each site and the cost estimate.

To proceed in this direction, the Board would need to approve a motion that the Secretary-Treasurer request access to the \$80K surplus funds in MOE Restricted Capital for the purpose of completing the water quality upgrade.

Recommendation:

<p>That the Board of Education of School District No. 61 (Greater Victoria) direct the Secretary-Treasurer to request access to \$80,154.59 of Ministry of Education Restricted Capital funding for the purpose of completing the water quality upgrade.</p>
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OFFICE OF THE
SECRETARY-TREASURER

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

TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: September 17, 2018

RE: Childcare Space Applications

Background:

The Board of Education has been very supportive of expanding childcare. Currently, the District has over 1000 licensed childcare spaces in or at our schools. They are predominantly, but not exclusively, before and after school care. They are located at 23 of our schools (21 elementary schools and 2 middle schools). This doesn't include services provided at Oaklands and James Bay Community school sites. This number has slightly increased year over year. These numbers do not include all of the new spaces coming on line from Ministry of Children and Family Development (MCFD) funding. Once funded spaces are complete (e.g. Northridge) we will only have 4 elementary schools (Craigflower, Tillicum, Vic West and Willows) not served with before and after care on site with Vic West currently examining options to bring that number down to 3.

Further, in April the Board passed the following motion unanimously:

<p>That the Board of Education of School District No. 61 (Greater Victoria) empower the Superintendent to negotiate partnerships with Childcare providers to apply for funding from the Ministry of Children and Families to build purpose built space on our sites with a space guarantee for 10 years less a day.</p>

As previously reported, the District also sits on the City of Victoria's Childcare Solutions working group which has brought together various levels of government and childcare providers to discuss potential solutions to the childcare crisis.

As noted in April, we anticipated significant funding becoming available for this purpose and were preparing for the opening of the funding application process. Currently, we have applied for 24 spaces at 16 locations with 1 additional location to be added to bring the total to 26 spaces at 17 locations. The current request is for \$11,541,000. We have also had additional interest to potentially bring that number up to 27 spaces at 18 locations and have had preliminary discussions with the Victoria Native Friendship Centre.

The spaces would be a combination of small expansions (e.g. at the current stand-alone View Royal childcare facility) and our purpose-built Learning Studios combined with other minor improvements in schools that would allow for the potential to share space.

Subsequent to our applications, we have met with the MCFD to highlight the need for multiple approvals in order for the School District to support the project with predictable funding to ensure we can hire appropriately.

The plan would be that we hire multiple crews of individuals to build the units. When the infrastructure funds are expended, we anticipate needing additional trades for seismic upgrades in our schools. Therefore, we anticipate at least 6 years of work for our new hires.

Next Steps:

The immediate next step is to get approval on our funding applications. We are aiming for approvals to proceed on 6 sites in year one, 6 sites in year two and 5 sites in year three. This also gives the childcare providers the opportunity to prepare staff appropriately.

We are applying for funding for the following sites (subject to change):

Frank Hobbs
Vic West
Tillicum
Macaulay
Doncaster
Richmond
Willows
Glanford
Strawberry Vale
Braefoot
View Royal
George Jay
James Bay
Oaklands
Eagle View
Marigold
South Park

Further, with multiple sites we have the flexibility to move current resources to different sites if there are building permit issues which has been significant as we have begun to grow.

We also intend to consult with the communities impacted by the siting of the childcare facilities. The consultation will begin very soon and will be focused on siting, aesthetics, and other concerns.

Finally, we will need to create a handbook detailing how our schools will work with our childcare providers to ensure positive relationships and seamless movement between dedicated spaces and shared spaces within our schools.

Conclusion:

It is likely that our District provides more licensed childcare spaces than any other single entity in the region and there is the potential to add to that total by approximately 50%.

The plan allows the District to provide parents an integrated space for their children to attend both childcare and school and we are hopeful that increased connections will be created between the childcare providers and our schools.



OFFICE OF THE
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PHONE (250) 475-4108 FAX (250) 475-4112

TO: Operations Policy and Planning Committee
FROM: Mark Walsh, Secretary-Treasurer
DATE: September 17, 2018
RE: **Seismic Update**

Background:

As the Board is aware, the District is working on multiple reports to seek Ministry of Education funding on seismic projects. We are also currently in the process of carrying out new Seismic Risk Assessments on most of our facilities due to changes in the 2015 National Building Code.

Discussion:

This report is intended to provide an update on progress on seismic projects.

Vic High

We have provided a draft Project Definition Report (“PDR”) to the Ministry of Education. Due to the extremely hot construction market this report was slightly delayed as our consultants were working on multiple projects.

Currently, we are working with the Ministry to ensure that the project is supportable. The PDR does recommend the preferred option of the Board (e.g. upgrade with additional capacity and an NLC) and continues to be in draft form while we complete any required updates. We continue to be optimistic that the business case for the project is solid. We are also continuing to plan to move Vic High to SJ Willis in September of 2019 for two years. This timeline may be moved, however, if approval does not come in relatively short order.

Cedar Hill Middle

We have provided a PDR to the Ministry of Education. Similarly to Vic High, due to the extremely hot construction market this report was slightly delayed as our consultants were working on multiple projects.

The PDR indicates that the business case for a new build at Cedar Hill is strong. While there is a slight immediate delta between a new build and a seismic upgrade of approximately \$4 million, the savings over the life of the building make a new build a far better option. Our Consultants advise that the estimated Life Cycle costs (over 40 years) are approximately \$29 Million LESS for the new build option (\$78M vs. \$107M).

We do not anticipate a significant delay given the straight forward nature of the project. The issue may arise with respect to whether there is an expected capital contribution from the District.

Braefoot Elementary

We have provided a PDR to the Ministry of Education. Similarly to Vic High and Cedar Hill, due to the extremely hot construction market, this report was slightly delayed as our consultants were working on multiple projects.

The PDR recommends that we proceed with a complete seismic upgrade of Braefoot Elementary School. We considered the options of full or partial replacement of the school, but these Options were not financially or functionally viable.

We are hopeful that the Braefoot project will get approval soon so that we can move the school to Richmond for September of 2019. The project is slightly under \$10 million.

Shoreline/Craigflower

We are hopeful that a PDR will be provided to the Ministry by late October and will provide an update upon its submission.

Seismic Risk Assessments

We have completed Seismic Risk Assessments of approximately 100 building blocks at 35 schools in the District. From preliminary results, our earlier reported concern of an increased number of high risk blocks has been confirmed. It is anticipated that the Ministry will complete their review and summary of these Assessments in October. We will report immediately to the Board when we receive confirmation from the Ministry of those building blocks and schools that need to be added to our seismic program.

OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Shelley Green, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: Operations Policy and Planning Committee

FROM: Shelley Green, Superintendent of Schools

DATE: September 17, 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.