



The Board of Education of School District No. 61 (Greater Victoria)
Operations Policy and Planning Committee
AGENDA

Monday, January 20, 2020, 7:00 p.m.
Tolmie Boardroom, 556 Boleskine Road

Chairperson: Trustee Leonard

Pages

A. COMMENCEMENT OF MEETING 7:00 PM

A.1 Acknowledgement of Traditional Territories

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.

A.2 Approval of the Agenda

Recommended Motion:
That the January 20, 2020 Operations Policy & Planning Committee meeting agenda be approved.

A.3 Approval of the Minutes

- a. Operations Policy and Planning Committee Meeting of December 9, 2019

4

Recommended Motion:
That the December 9, 2019 Operations Policy and Planning Committee meeting minutes be approved.

A.4 Business arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE 7:10 PM

B.1 Parents 4 Climate / Brian Bradley

B.2 Parents 4 Climate / Dani Bedingfield

B.3 Parents 4 Climate / Kate Lawes

B.4 George Jay Renaming / Angela Carmichael (George Jay PAC)

C. SUPERINTENDENT'S REPORT 7:30 PM

C.1 Recognition of Student Representative

Leonie Ebert - Lambrick Park Secondary

C.2 Climate Action Report - Greg Kitchen 6

C.3 Reynolds School Sustainability Project & Waste Management - Aaron Norris, Heather Coey & Student Group 8

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS 8:20 PM

E.1 MOE Updated Operating Grant 51

F. FACILITIES PLANNING

F.1 Monthly Operations Update 53

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS 8:30 PM

H.1 Organizational Chart - Trustee McNally

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) task the Superintendent with provision of one comprehensive District organization / reporting lines chart that includes personnel in all departments, to (but not including) the clerical support level, to be provided to the Board and posted in the "About Us" sub-menu under the "Our District" menu before February 24, 2020.

H.2 BCSTA Motion - Trustee Painter

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) submit the following resolution to BCSTA for the 2020 Annual General Meeting:

"That BCSTA urge the Ministry of environment to increase funds available through the Carbon Neutral Capital Program (CNCP) to the Ministry of Education to enable School Districts to increase investment in less carbon intensive infrastructure."

H.3 BCSTA Motion - Trustee Painter

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) submit the following resolution to BCSTA for the 2020 Annual General Meeting:

"That BCSTA compel the Ministry of Environment and the Ministry of Education to collaborate to develop and implement a procurement framework/structure for all School Districts to acquire less carbon intensive technologies (i.e. solar panels) and alternative energy solutions."

H.4 BCSTA Motion - Trustee Watters

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) submit the following resolution to BCSTA for the 2020 Annual General Meeting:

"That BCSTA urge the government to bring Early Childhood Development and the appropriate full funding under the responsibility of the Ministry of Education."

I. NOTICE OF MOTION

J. GENERAL ANNOUNCEMENTS

K. ADJOURNMENT

Recommended Motion:

That the meeting adjourn.

**Operations Policy and Planning Committee Meeting
December 9, 2019 – Tolmie Board Room**

REGULAR MINUTES

Committee Members Present: Rob Paynter, Committee Chair, Angie Hentze, Elaine Leonard, Ann Whiteaker

Administration: Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Greg Kitchen, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Chuck Morris, Director of Facilities Services, Shauna Johnson - CUPE 947 Representative, Jodi Whiteman – VCPAC Representative, Robin Toszak – GVTA Representative, Connor McCoy – VPVPA Representative.

The meeting was called to order at 7:01 p.m.

A. COMMENCEMENT OF MEETING

A1. 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.

A2. Approval of the Agenda

It was moved by Trustee Whiteaker:

That the December 9, 2019 Operations Policy and Planning Committee meeting agenda be approved.

Motion Carried Unanimously

A3. Approval of the Minutes

It was moved by Trustee Whiteaker:

That the November 18, 2019 Operations Policy and Planning Committee meeting minutes be approved.

Motion Carried Unanimously

A4. Business Arising from the Minutes - None

B. PRESENTATIONS TO THE COMMITTEE

B1. Angus Matthews, Artificial Turf Field at Oak Bay High School

Angus Matthews, Oak Bay Community resident, expressed concerns regarding the disposal of the existing artificial turf field as well as the lack of a permanent perimeter around the field. Mr. Matthews also requested a meeting of involved stakeholders with District staff to discuss mitigation strategies.

C. SUPERINTENDENT'S REPORT

C1. Superintendent Shelley Green advised that there were no student representatives available for the meeting.

D. PERSONNEL ITEMS - None

E. FINANCE AND LEGAL AFFAIRS – None

F. FACILITIES PLANNING

F1. Reynolds Garden Project

Aaron Norris, Secondary Vice-Principal of Reynolds High School, introduced Leah Seltzer, LifeCycles Program Manager and Chris Hildreth, TOPSOIL Founder & CEO, along with seven students from Reynolds High School. The group provided an overview of the 9 week program “Seed the City” in which they participated during the summer/fall of 2019. Students highlighted the many positive impacts the program has had on each student. A key highlight was the recent award of a \$270,000 grant from the Vancouver Foundation to LifeCycles Program and TOPSOIL, which will help scale the project, providing core funding to the program for the next 3 years. Questions of clarification were asked.

F2. Facilities Plan Ad-Hoc Committee

Trustee Hentze, provided Trustees with an update relative to the next iteration of the Long Term Facilities Plan by way of the Board of Education’s Long Term Facilities Plan Ad-Hoc Committee. Secretary-Treasurer Morris presented a revised copy of the Long Term Facilities Plan Ad-Hoc Committee’s Terms of Reference for consideration. Suggested amendments were received. Staff to research the Board’s past resolution relative to posting of ad hoc committee minutes, and modify the procedural notes in the Terms of Reference as required to match.

It was moved by Trustee Hentze:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Terms of Reference for the Long Term Facilities Plan Ad Hoc Committee, as amended.

Motion Carried Unanimously

F3. George Jay Renaming Consultation Report

Secretary Treasurer Morris, provided Trustees with a copy of the George Jay Engagement Summary Report along with the supporting documents for receipt, and for future consideration by the Trustees at the January 27, 2020 Board of Education Public Meeting.

F4. Monthly Operations Update

Director Morris of Facilities Services, provided Trustees with an overview of the Monthly Operations Update, including progress on minor and major capital projects, facilities maintenance, and transportation. Mr. Morris also provided an update on the Oak Bay artificial turf field, noting that a temporary perimeter has been installed on the field to avoid any further dispersing of turf debris. Questions of clarification were asked.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS – None

H. NEW BUSINESS – None

I. NOTICE OF MOTION – None

J. GENERAL ANNOUNCEMENTS – None

K. ADJOURNMENT

It was moved by Trustee Whiteaker:

That the meeting be adjourned.

Motion Carried Unanimously

The meeting adjourned at 8:08 p.m.

To: Operations Policy and Planning Committee

From: Greg Kitchen, Associate Superintendent

Date: January 13, 2020

RE: Environmental Sustainability and Climate Action

The intent of this memo is to provide the Board with an update on environmental and climate action plans and initiatives in our School District. We intend to provide the Board with a series of monthly reports on initiatives in our Schools and across the District.

These initiatives take place at a variety of levels from District and Municipal to Classroom and School Based projects. Presentations will include updates on current and future directions on Carbon and Energy Reduction, Community and Municipal Partnerships, Print Reduction, Green Career Pathway programs, Educational Initiatives, Waste Reduction, School Garden projects, School Recycling projects, Greening of school properties including planting trees and Bicycle projects.

While we are pleased with the variety of climate and environmental projects as well as the progress being made in many areas, we recognize the need for additional effort and expansion of projects. As stewards for our environment, we need to do more to address environmental issues and mitigate climate change.

These presentations will not only provide an update on current progress but will establish future direction and ensure climate action and environmental initiatives align with Board core values.

Recently we published and shared our 'What Are You Doing? - Climate Action' snapshot with students, schools and communities to inspire individuals and groups to participate as stewards of the environment.

District climate and environmental initiatives are implemented in partnership with community groups, municipalities and our schools. Within these initiatives we aspire to; increase connection to place to build an understanding and appreciation for our environment, increase sustainable practice through developing our identity as stewards in a changing environment, and increase understanding that our relationship with the environment directly affects our well-being.

Walk, Bike,
Bus or
Carpool to
school

Turn off
electronic
devices when
you are not
using them

Eat locally
grown and plant
based food
more often

Compost food
and other
green waste

Buy less
stuff

Avoid
products with
a lot of plastic
packaging

SNAPSHOT



WHAT ARE YOU DOING?

CLIMATE ACTION

Plant
native
trees

Conserve
paper

Re-use
and
re-purpose
items

Turn down
the heat &
wear a
sweater

Use a
re-usable water
bottle

Turn off
the lights



Green Reynolds Past, Present & Future

Stakeholder in the One Planet Saanich Initiative

Link to our One Planet Action Plan: <https://www.oneplanetsaanich.org/stakeholders.html>

Wahaj: Getting connected with One Planet Saanich

What are the One Planet Principles?

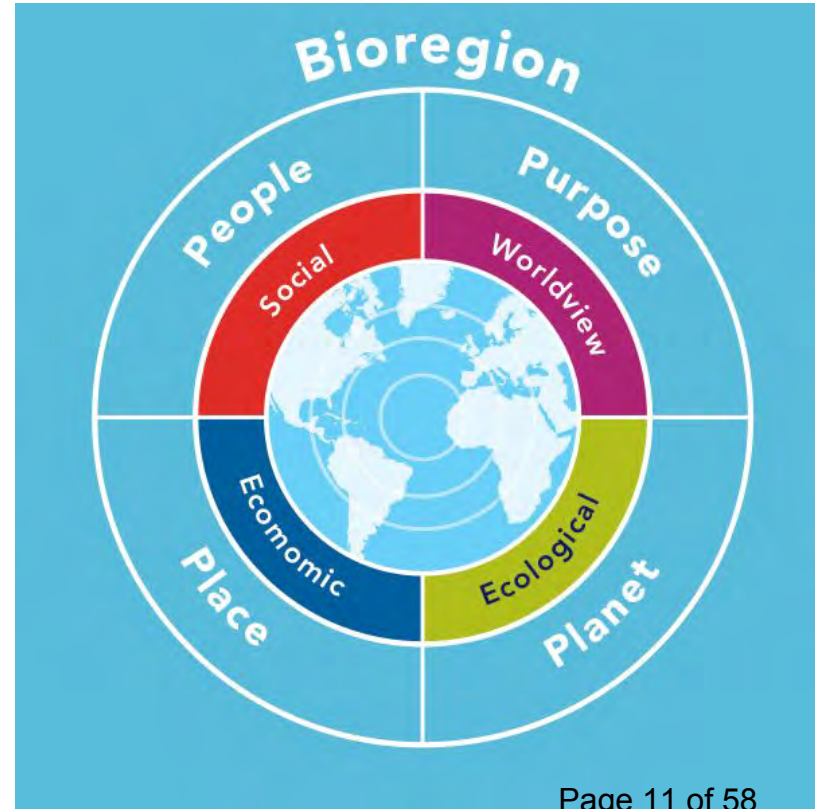


1. Health and happiness
2. Equity and local economy
3. Culture and community
4. Land and nature
5. Sustainable water
6. Local and sustainable food
7. Travel and transport
8. Materials and products
9. Zero waste
10. Zero carbon energy

One Planet Saanich

One Planet Saanich initiative is part of a new global Bioregional initiated 'One Planet Cities' project, funded by the KR Foundation, focused on four cities - Saanich (Canada), Elsinore (Denmark), Oxfordshire (UK), and Durban (South Africa). The leads in other cities are:

- **Oxfordshire, UK:** Oxfordshire County Council was the first local authority to sign up, and is working alongside [Bioregional Oxfordshire](#).
- **Durban, South Africa:** [Bioregional South Africa](#) is collaborating with a citizen-led coalition in the city to bring together local partners.
- **Elsinore, Denmark:** This municipality in Denmark is supported by [The Ecological Council](#).





First Unitarian Church
of Victoria



TM



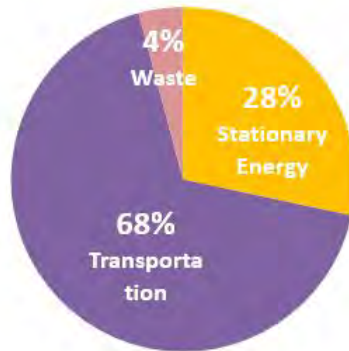
uptown



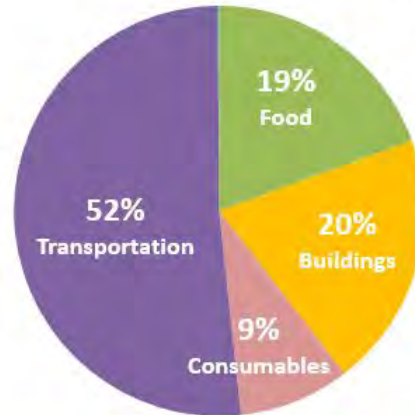
This footprint data from the One Planet Saanich Report shaped our Research Modules we chose to engage in with Be the Change Earth Alliance:

Results - Overview

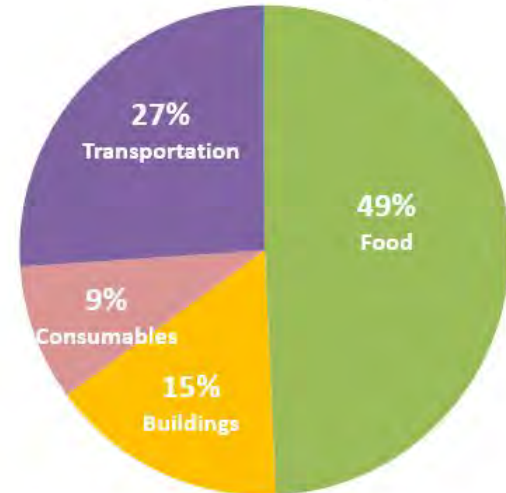
**Territorial
Inventory**
(“Traditional”)



**Consumption-Based
Emissions Inventory**
(CBEI)



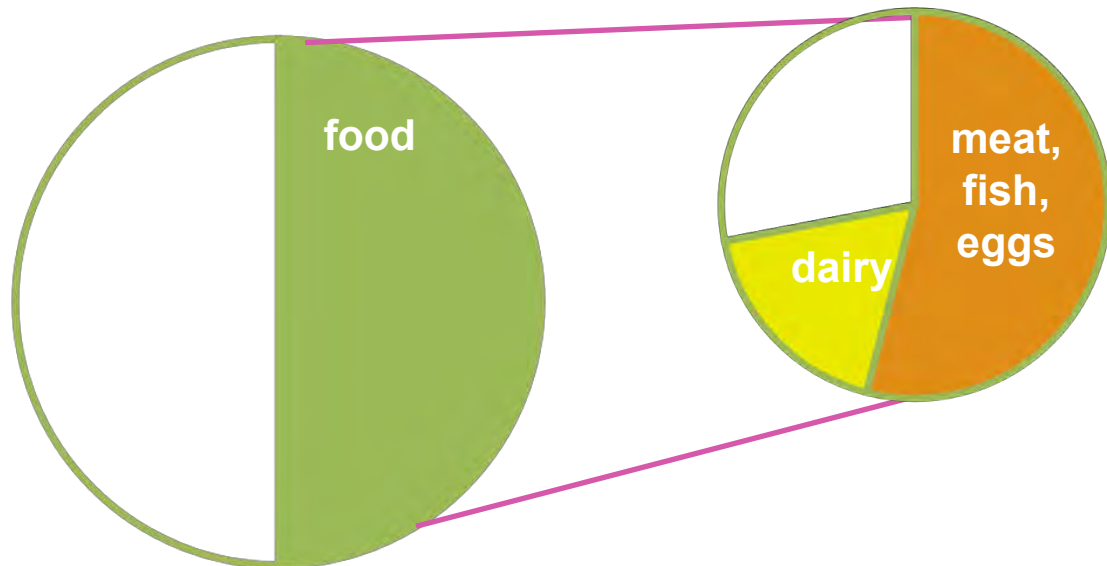
**Ecological
Footprint**



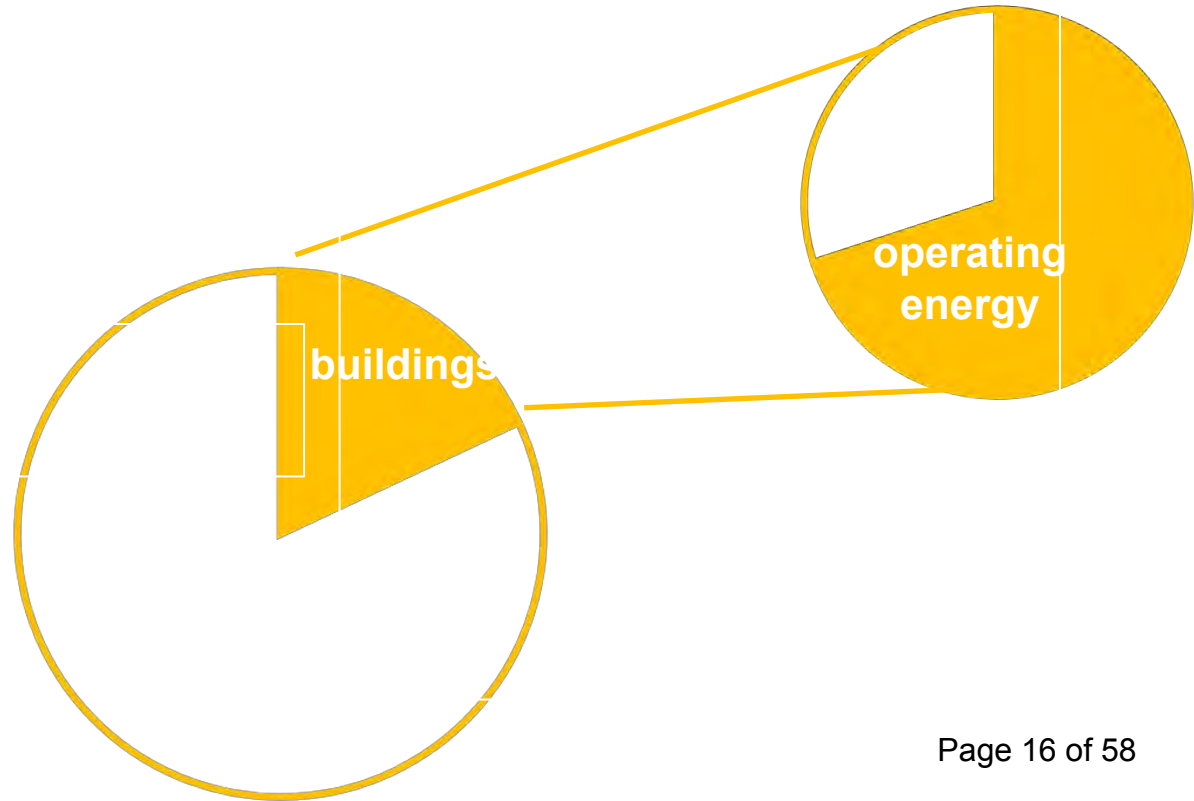
- Waste/Consumables is a much lower component of the Territorial inventory
- In the CBEI the largest impact is transportation (52%)
- Food has a much greater impact in the EF

Food Footprint

Animal proteins are the biggest factor in the food portion of the CBEI

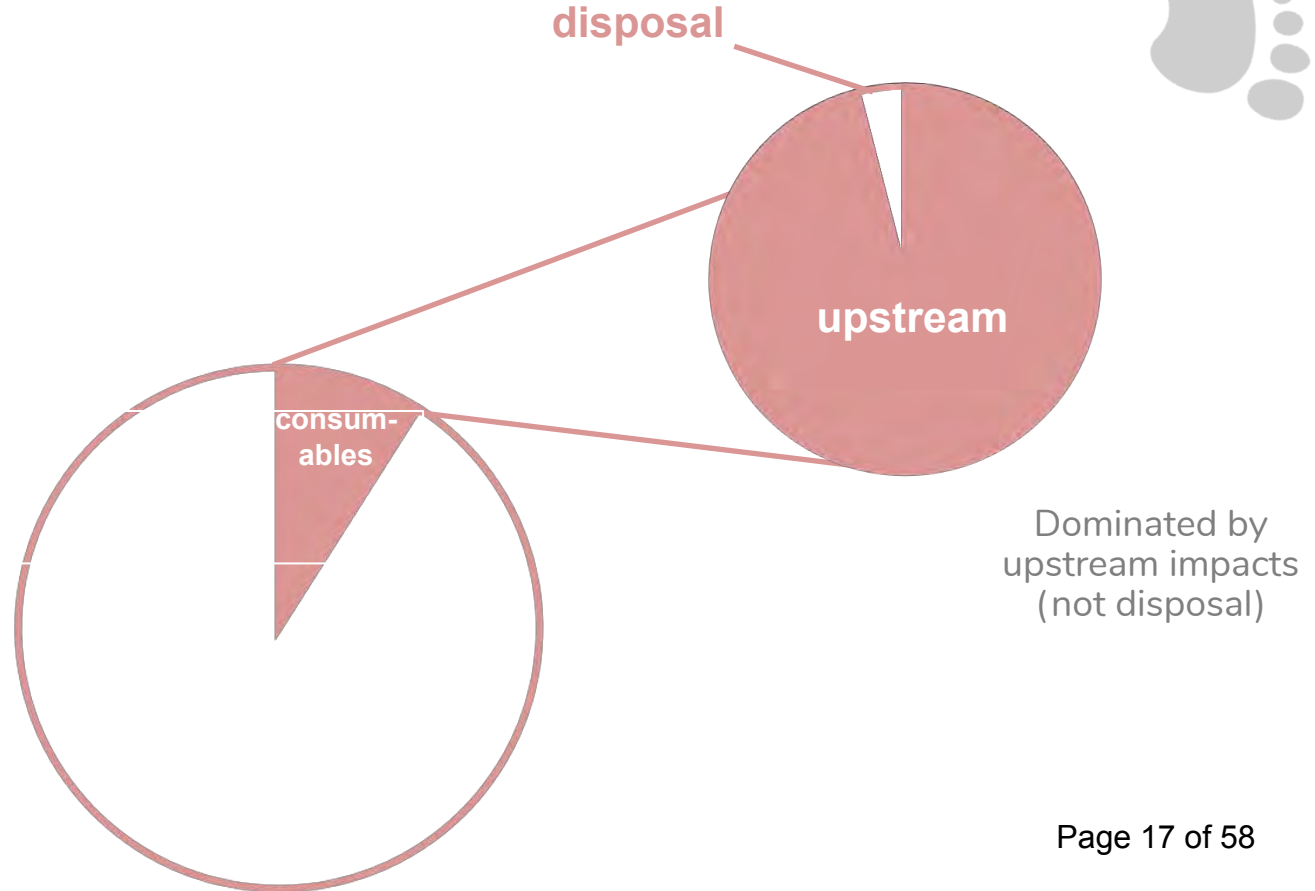


Buildings Footprint



Dominated by operating energy
This will improve with a shift to renewables

Consumables Footprint

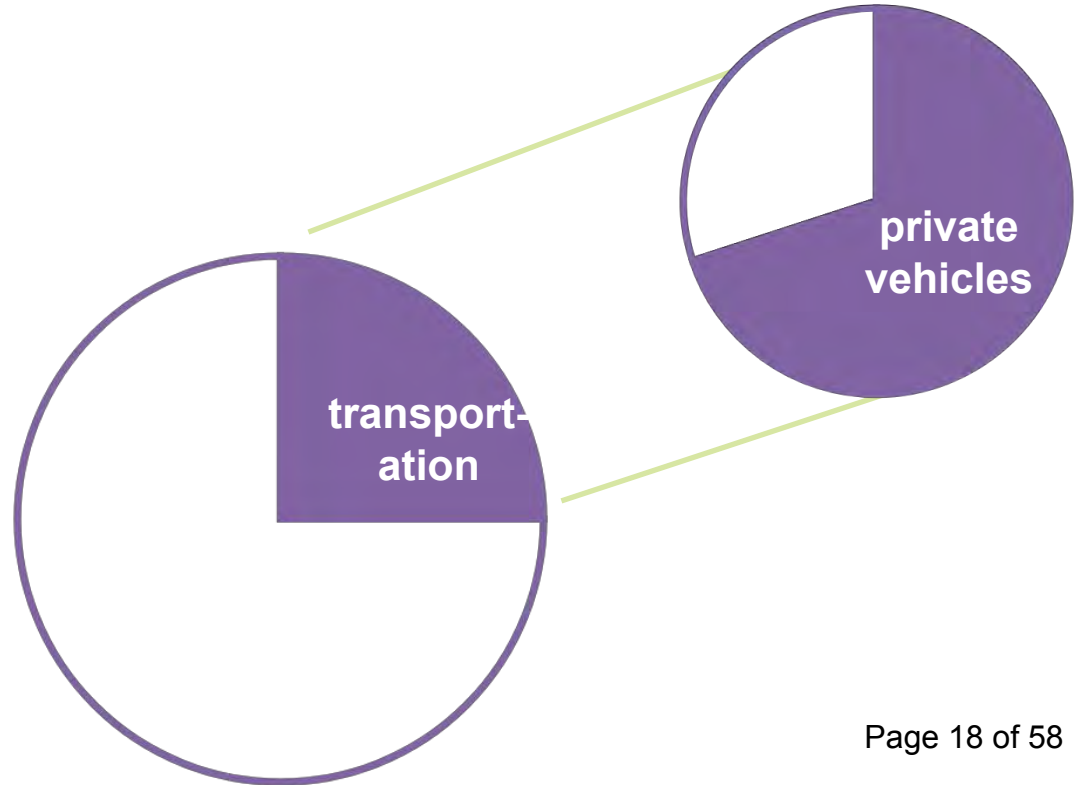


Transportation Footprint



Dominated by fuel use in private vehicles.

With embodied energy of vehicles, private vehicle transportation represents 2/3.



Jam & Owen:
Our Action Plan Report indicated
what Reynolds was already doing:

Reynolds Recycle Depot



Reclaiming our Garry Oak School Front



Our Courtyard Green Space



Salad Bar Program

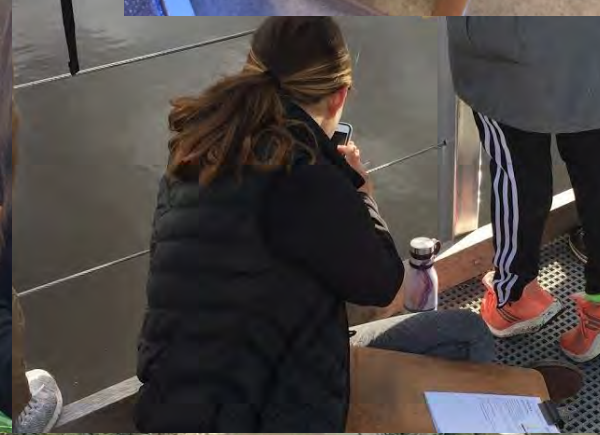




Chicken Fostering Program



Connection to Local Environment --Field Studies & Stewardship



Helping Saanich Design a New Youth Park



Silver Linings Farm Connection



Bike Racks, Water Bottle Stations & Motion Sensor Lights





Liv & Maya: Where we wanted to Focus Next

Micro Farm Partnership with Life Cycles, TopSoil & School District



Pop Up Cafe



Locally Made



Managing Waste: Reduce, Reuse, Recycle



Question

How much of the garbage around our school is from Tim Hortons?





Dates the
garbage
was
collected

October 3, 2018

October 22, 2018

November 15, 2018

January 12, 2019

February 20, 2019

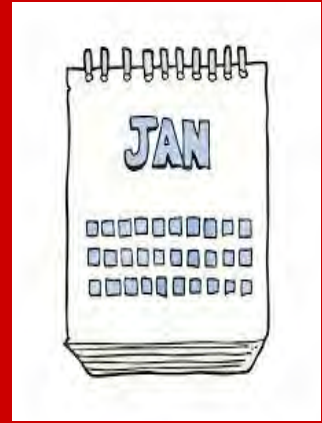
March 6, 2019

April 8, 2019

March 6, 2019

March 15, 2019

May 1, 2019



Numbers Collected

Tim Hortons -- 71

Personal -- 63

Starbucks -- 15

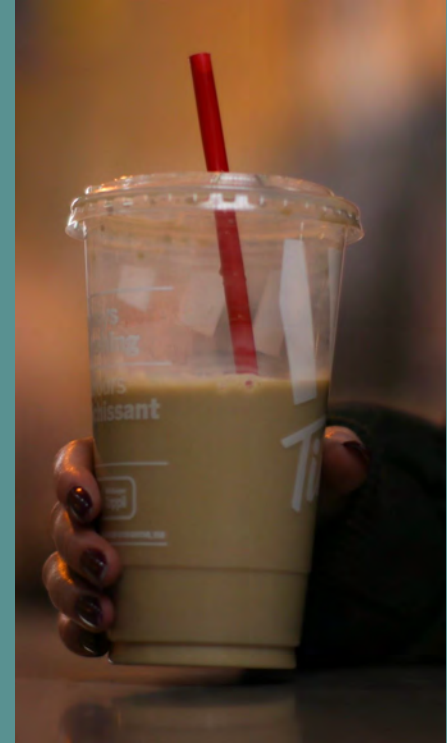
Dairy Queen -- 7

Subway -- 10



46%

46% (by number of items) of all the garbage we collected over the year was from Tim Hortons which is even more than “personal garbage” which was either garbage from your lunch or Thrifty's basically anything without commercial branding.



Conclusion



Our Hypothesis was correct.

Therefore we need to reduce our consumption of our single use containers etc.

Some ways you can reduce single used plastic is spending about \$10-20 to buy a reusable straw and cup from Amazon, Tim Hortons, Starbucks, Dollarama and some others. This is just one little thing you can do to make a big difference.



Further things we discovered...

We often think we are recycling but it is really going into the garbage :-)

Soft plastics -- we have a recycle bin for these but they apparently are not being recycled by the district right now :-)

Same with Styrofoam and foil-lined plastics :-)

If things aren't perfectly clean and sorted they go in the garbage too.... But we aren't told :-)

We need transparent discussion within our district to be able to do better...





**Lauren: Our Wish List for future...
Any Help is Welcomed :-)**

Improve our Recycling System... Figure out a reusable mug system...

<https://www.cbc.ca/news/canada/british-columbia/victoria-new-year-climate-resolution-1.5411744>



Fix our Solar Panels



Smoothie Bike Station



Pilot the One Planet Saanich Lighter Living App, Take Part in the Saanich Transportation Audit for our School & Install an EV charging station



SD #61 to become a One Planet Saanich Stakeholder



Thank you!

10 Years of Project Entries into the BC Green Games 2009-2019

<https://bcgreengames.ca/home>

Note that this is the first year we have not entered. We felt we needed to take a break after 10 years while we focussed on our One Planet Action Plans and start again next year by entering our work on that plan.

2009

Eco-Outreach 1

<https://www.bcgreengames.ca/project/eco-outreach900>

Courtyard Green Space (WINNER)

<https://www.bcgreengames.ca/project/courtyard-green-space-team41019>

Eco-Outreach 2

<https://www.bcgreengames.ca/project/eco-outreach-team-31020>

The Mighty Oak

<https://www.bcgreengames.ca/project/mighty-oak-team-21021>

Zero Waste Recycling--Finding Waste to Change

<https://www.bcgreengames.ca/project/zero-waste-recycling-finding-waste-change1022>

2010

Reynolds L.U.N.C.H. Program (Locally United for Nutrition and Courtyard Harvest) (WINNER)

<https://www.bcgreengames.ca/project/reynolds-lunch-program-locally-united-nutrition-and-courtyard-harvest1209>

Reduce--Building a Culture of Less and Local

<https://www.bcgreengames.ca/project/reduce-building-culture-less-local1210>

Sustainable City Project

<https://www.bcgreengames.ca/project/sustainable-city-project1211>

2011

Energy Reduction

<https://www.bcgreengames.ca/project/reynolds-get-real931>

Reynolds Recycles and Pushes Program District Wide (WINNER)

<https://www.bcgreengames.ca/project/reynolds-recycles-and-pushes-program-district-wide932>

How does your Garden Grow?

<https://www.bcgreengames.ca/project/how-does-your-garden-grow934>

2012

Chicken Fostering Project (WINNER)

<https://www.bcgreengames.ca/project/chicken-fostering-program1321>

Reynolds Local Salad Bar (WINNER)

<https://www.bcgreengames.ca/project/reynolds-local-salad-bar1322>

2013

Reynolds L.U.N.C.H. Program part 3--Mentoring

<https://www.bcgreengames.ca/project/reynolds-lunch-program-part-3-mentoring1520>

Reynolds Eco-Fair "Where We Live" Vision & Planning (WINNER)

<https://www.bcgreengames.ca/project/reynolds-eco-fair-where-we-live-vision-planning1521>

2014

Reynolds Electric Bike (WINNER)

<https://www.bcgreengames.ca/project/reynolds-electric-bike-prototype1597>

Reynolds Red Wiggler Ranch

<https://www.bcgreengames.ca/project/reynolds-red-wiggler-ranch1598>

2015

Hydroponics-- Greens for the Salad Bar (WINNER)

<https://www.bcgreengames.ca/project/hydroponics-greens-salad-bar121>

2016

Green it Forward (WINNER)

<https://www.bcgreengames.ca/project/green-it-forward491>

Eat your Weeds

<https://www.bcgreengames.ca/project/eat-your-weeds497>

2016
Green it Forward (WINNER)
<https://www.bcgreengames.ca/project/green-it-forward491>

Eat your Weeds
<https://www.bcgreengames.ca/project/eat-your-weeds497>

2017
Mason Farms & City Harvest Coop Growing in our Courtyard (Field Trip Winners this year to Galiano Island Conservancy)
<https://www.bcgreengames.ca/project/mason-farms-city-harvest-coop-our-courtyard1677>

Garbage Patch Kids
<https://www.bcgreengames.ca/project/garbage-patch-kids1690>

2018
Won Membership to Environmental Local Specialists Association this year
'Flex-edible' Studies- A reskilling and Food Adventure
<https://www.bcgreengames.ca/project/flexedible-studies-reskilling-and-food-adventure2219>

Zinc Saves Lives
<https://www.bcgreengames.ca/project/zinc-saves-lives-battery-recycling-campaign2222>

2019
Reynolds Pop-Up Cafe Book STOP & Clothing SWAP:
<https://www.bcgreengames.ca/project/pop-cafe-book-stop-clothing-swap2684>

Reynolds Schoolyard Garden Program (HOUNOURABLE MENTION)
<https://www.bcgreengames.ca/project/reynolds-schoolyard-garden-program2650>

Office of the Secretary-Treasurer

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4106 Fax (250) 475-4112

Kim Morris

TO: Operations Policy and Planning Committee

FROM: Kim Morris, Secretary-Treasurer/CFO

DATE: January 13, 2020

RE: **MOE Updated Operating Grant**

On December 18, 2019, the Ministry of Education (MOE) updated operating grant funding based on actual student enrolment as at September 30, 2019.

The District's preliminary budget for 2019-2020 includes operating grant funding based on projected student enrolment of 19,562.478 FTE. The actual student count for September was confirmed at 19,647.723 FTE, 85.245 FTE higher than projected. Total enrolment based funding, with the addition of Home School students and Course Challenges, increased by \$638,749.

Funding for Unique Student Needs, which includes English Language Learning (ELL), Aboriginal Education, Special Education and Adult Education, increased by \$154,705 over projections. The Supplement for Salary Differential, which provides additional funding to districts with higher average teacher salaries, increased by \$219,179.

Operating grant funding tied to the September 2019 enrolment count increased by \$1,012,533 over what was projected in the preliminary budget. Funding tied to the July 2019 enrolment count increased by \$21,500.

The overall increase in operating grant funding of \$1,034,033, along with associated cost increases, will be reflected in the final budget to be presented to the Board in February.

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.

Greater Victoria School District No. 61
2019/20 Ministry of Education Funding as at October 29, 2019

	2019/20 Prelim Operating Grant			2019/20 Final Operating Grant*			Variance	
	Enrolment	Unit Rate	Funding	Enrolment	Unit Rate	Funding	Enrol Increase / (Decrease)	Funding Increase / (Decrease)
	A		B	C		D	=C-A	=D-B
September 2019 Enrolment Count								
Enrolment Based Funding:								
Regular Schools	19,346.728	\$ 7,468	\$ 144,481,365	19,346.286	\$ 7,468	\$ 144,478,060	(0.442)	(\$3,305)
Continuing Education	14.375	7,468	107,353	22.250	7,468	166,163	7.875	58,810
Alternate Schools	158.000	7,468	1,179,944	236.000	7,468	1,762,448	78.000	582,504
Distributed Learning	43.375	6,100	264,588	43.188	6,100	263,444	(0.188)	(1,144)
Home School Students	8.000	250	2,000	17.000	250	4,250	9.000	2,250
Course Challenges	11.000	233	2,563	9.000	233	2,097	(2.000)	(466)
Total Enrolment Based Funding	19,562.478		146,037,813	19,647.723		146,676,462	85.245	638,649
Enrolment Decline Funding			0			0		0
Unique Student Needs:								
English Language Learning (ELL)	1,883	1,495	2,815,085	1,987	1,495	2,970,565	104.000	155,480
Aboriginal Education	1,564	1,450	2,267,800	1,500	1,450	2,175,000	(64.000)	(92,800)
Special Education								
Level 1	25	42,400	1,060,000	25	42,400	1,060,000	0.000	0
Level 2	803	20,200	16,220,600	809	20,200	16,341,800	6.000	121,200
Level 3	470	10,250	4,817,500	465	10,250	4,766,250	(5.000)	(51,250)
Total Special Education			22,098,100			22,168,050	1.000	69,950
Adult Education	7.000	4,773	33,411	11.625	4,773	55,486	4.625	22,075
Total Unique Student Needs			27,214,396			27,369,101		154,705
Salary Differential			3,729,008			3,948,187		219,179
Unique Geographic Factors			2,121,694			2,121,694		0
Curriculum & Learning Support Fund			390,149			390,149		0
Total September 2019 Enrolment Count			\$179,493,060			\$180,505,593		\$1,012,533
July 2019 Enrolment Count								
Summer Learning:								
Grades 8-9	38.000	215	8,170	76.000	215	16,340	38.000	8,170
Grades 10-12	270.000	430	116,100	301.000	430	129,430	31.000	13,330
Total Summer Learning			124,270			145,770		21,500
Cross-Enrolment Grade 8-9			0			0		0
Total July 2019 Enrolment Count			\$124,270			\$145,770		\$21,500
February 2020 Enrolment Count								
Distributed Learning:								
K-Grade 9 School Age	0.000	3,050	0	0.000	3,050	0	0.000	0
Grade 10-12 School Age	12.000	6,100	73,200	12.000	6,100	73,200	0.000	0
Adults	2.875	4,773	13,722	2.875	4,773	13,722	0.000	0
Total Distributed Learning			86,922			86,922		\$0
Continuing Education:								
School Age	6.500	7,468	48,542	6.500	7,468	48,542	0.000	0
Adults	13.250	4,773	63,242	13.250	4,773	63,242	0.000	0
Total Continuing Education February and May			111,784			111,784		\$0
Total February 2020 Enrolment Count			\$198,706			\$198,706		\$0
May 2020 Enrolment Count								
Distributed Learning:								
K-Grade 9 School Age	0.000	2,033	0	0.000	2,033	0	0.000	0
Grade 10-12 School Age	9.625	6,100	58,713	9.625	6,100	58,713	0.000	0
Adults	1.875	4,773	8,949	1.875	4,773	8,949	0.000	0
Total Distributed Learning			67,662			67,662		\$0
Continuing Education:								
School Age	0.000	7,468	0	0.000	7,468	0	0.000	0
Adults	10.000	4,773	47,730	10.000	4,773	47,730	0.000	0
Total Continuing Education			47,730			47,730		\$0
Total May 2020 Enrolment Count			\$115,392			\$115,392		\$0
TOTAL OPERATING GRANT FROM MINISTRY			\$ 179,931,428			\$ 180,965,461		\$1,034,033

* Totals based on December 2019 Grant Confirmation; February 2020 and May 2020 counts are still outstanding



FACILITIES SERVICES

491 CECILIA AVENUE, VICTORIA, BRITISH COLUMBIA V8T 4T4
PHONE (250) 920-3400 FAX (250) 920-3461

Update for December 2019

Capital Projects, Operations, Transportation & Planning

Networks, Communication and Security Systems

During the month of December we are looking to complete close to 220 Service Requests. Some of the highlights of the month include laying out the Print Zone project for Reynolds and Lambrick Park.

Finalizing the design for the Library projection systems for Lambrick Park and Mount Doug, Lambrick Park is now underway.

Minor network expansion projects were completed in 6 different schools as well. Quadra, Lake Hill and Torquay had all of their Tec Packages serviced and realigned this month. New or upgraded projection systems were completed in Central, Cedar Hill, Gordon Head, Monterey, Lambrick and James Bay. The Security/Access Control System team has laid out the plan for Rogers and Reynolds and we will be reviewing those plans shortly. We have also started the preparation for the Doncaster Before and after school care facilities.

Occupational Health & Safety Facilities

Items:

- Identifying trends and formulating actions for corrections/improvement
- Meeting WorkSafeBC regarding orders received (VPP)
- Table of content for HSE Manual
- Supporting DOSH committee with recommendations/concerns
- Review and follow up for all ergonomic assessments and equipment request
- Completion of incident investigations
- Preliminary assessments for air quality concerns

Priority Items (January 2020)

- Assisting HR with VPP training for all JOHS committee members
- Draft a HSE Manual
- Update training matrix
- Emergency response procedures
- ECP/Protocol for the SD61 most common communicable diseases
- Meet JOHS members and assist with inspections

TRANSPORTATION

The transportation department is actively planning the routes for next school year. We are estimating needing 3 extra buses to accommodate the most recent catchment changes. The web based vehicle inspection program will be rolled out to the grounds department early January. There have been some very minor issues hindering the rollout to grounds in December.

MAJOR CAPITAL

We continue to plan and work with Architects and Engineers on Vic High and the continuing renovation work at SJ Willis. We have also been working hand in hand with the Capital Staff at MoE as we move other documents toward completion and approval.

INCLUSIVE LEARNING

Work in progress includes the following:

Elementary Schools

- Craigflower - underway
- Marigold – Drawings Complete and work will start over X-Mas holidays
- Tillicum – Work will start after the holidays
- Eagle View and South Park are next on list with consultations completed and drawings in progress

Middle School

- Gordon Head has undergone a walk through – drawings being facilitated

Completed work includes the following:

Elementary Schools

- Sir James Douglas
- George Jay
- McKenzie
- James Bay
- Frank Hobbs

Middle School

Central

MINOR CAPITAL REPORT

The facilities capital employees have been hard at work finishing a number of projects. The remediation at Victor is now complete and work is underway installing the vinyl board and putting the school back together.

The two child care units at Frank Hobbs are now licensed, while the two child care units at Doncaster now have the roofs and windows installed and work has started on the interior. The site prep for the Vic West child care units is complete and we have started building on site.

The last pour for the Tolmie building is now complete and the structure will be built in the New Year.



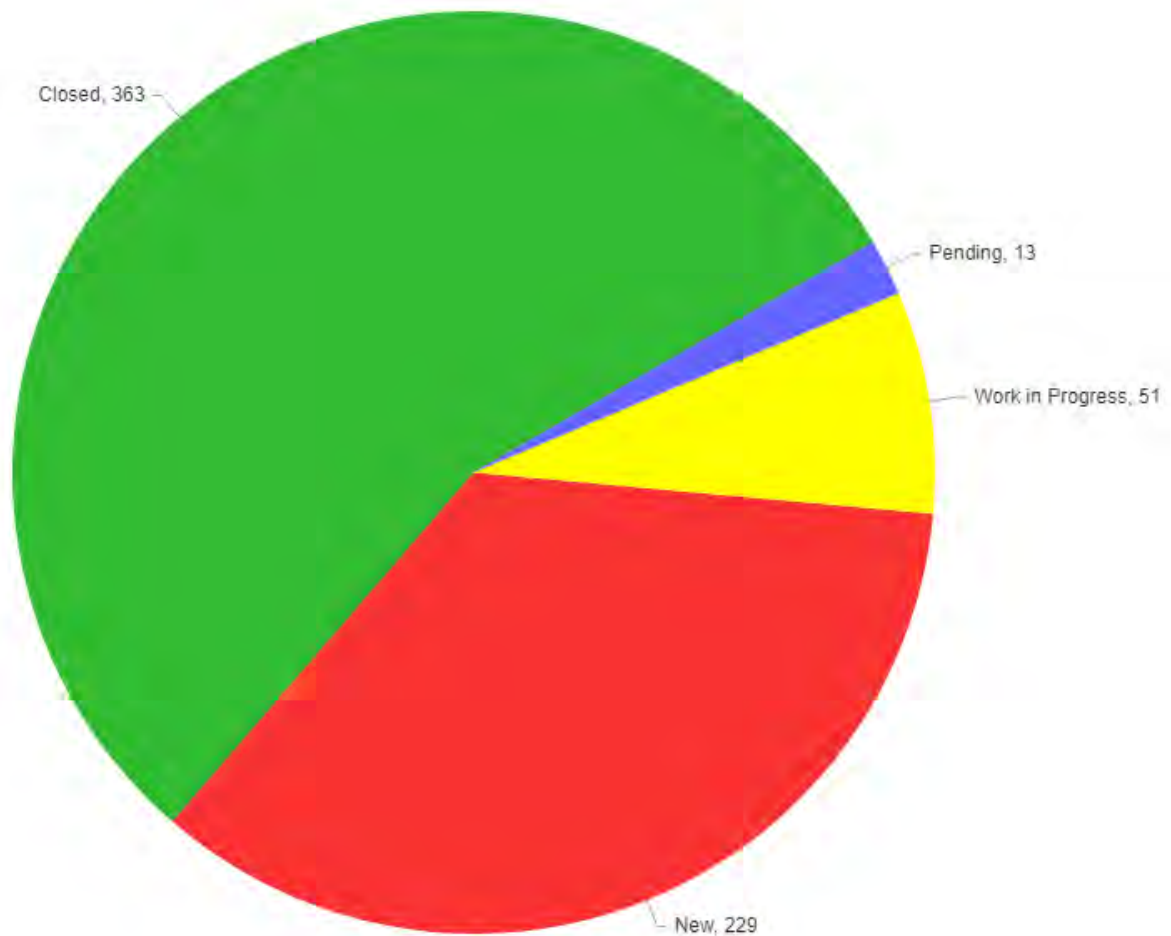
Completed concrete slab (floor) at Tolmie Trades Training Centre

The abatement of the Marigold Portable is complete with a new HRV and heating system being installed with a tentative completion date being middle of January. The Braefoot outdoor classroom is well underway with a completion date early in the New Year. Work is still underway for the installation of the portable at George Jay and the two portables at Sundance. Work will also be starting on the newly approved child care units at Oakland's and Braefoot.

FACILITIES MAINTENANCE

December is a month whereby calls for service begin to diminish. This past December was no exception. The fewer calls allowed staff to delve deeper into some work that needs completion without interruption.

Service Request Volume by Status
Up to December 18th



TRANSPORTATION AND FLEET

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OPERATIONS DEPARTMENT

December 2019 marked the end of the illustrious career of Richard Renault. He began his career over 40 years ago as a relief custodian. His fondest memories were working at Victor School as a day custodian.



Richard is holding a framed photograph taken with 3 seconds left in the last game of the semifinals last year with the Toronto Raptors. This was a 3-point shot with barely anytime left in the game. The Raptors won and moved on to the finals, bringing the NBA Championship home to Toronto!

All his life Richard played basketball and when he could he coached and helped young players in our schools and elsewhere. A number of staff including Senior Management was on hand to wish him well.

Richard also read a prepared statement highlighting portions of his career. Of the highlights it would seem his time at Victor were his most poignant memories. Times there he worked with children and helped them along. He illustrated at one point how the staff surprised him with thanks regarding his willingness to help the kids who may have been struggling. Through his unique way of helping, we all like to think these children were able to improve themselves because of Richard.

He continued upward, earning promotions to become the foreman, Supervisor, and eventually Manager of Building Operations. He has been a well-respected member of EFMABC (Educational Facility Managers Association of BC) for many years. We wish Richard all the rewards of retirement!

December is also the month where our school's activity levels increase in advance of the winter break period. Our cartage team moved tables and chairs throughout the district for various winter concerts/events. Our custodial staff has been hard at work ensuring the schools are ready for each new day. Our custodial relief staff picked up the pieces in case of illness and continues to work diligently through the break period.

End