



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

Monday, June 8, 2020, 7:00 p.m.

Broadcasted via YouTube

<https://bit.ly/3czx8bA>

Chairperson: Trustee Watters

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Pages

**A. COMMENCEMENT OF MEETING**

**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 June 8, 2020 Operations Policy & Planning Committee meeting agenda be approved.

**A.3 Approval of the Minutes**

- a. Operations Policy and Planning Committee Meeting of March 2, 2020 & May 11, 2020

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Recommended Motion:  
That the March 2, 2020 Operations Policy and Planning Committee meeting minutes be approved.

Recommended Motion:  
That the May 11, 2020 Special Operations Policy & Planning Committee meeting minutes be approved.

**A.4 Business arising from Minutes**

**B. PRESENTATIONS TO THE COMMITTEE**

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H.3	Safe Design Council Certification Funding - Trustee Painter	

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) direct Staff to make application for federal or provincial grant funding to undertake Safe Design Council certification for a new, replacement or retrofit capital project, at no cost to the Board;

**AND FURTHER;**

That staff secure letters of support from the Ministries of Education and Public Safety & Solicitor General, to support relevant grant applications.

#### H.4 SJ Burnside Upgrade Project - Trustee Duncan

Recommended Motion:

The Board of Education of School District 61 direct the Audit Committee to review the SJ Burnside upgrade project from the fiscal year 2018/19 and 2019/20 and provide the Board of Education a report that identifies the following:

1. the budget allocated to the SJ Burnside upgrade project in all relevant fiscal years;
2. the expenses and the resulting surplus or deficit for each fiscal year;
3. the work that is outstanding to date;
4. the budget and cost management processes in place during the SJ Burnside upgrade project;
5. reporting and monitoring measures in place during the SJ Burnside upgrade project;
6. external reporting standards in place during the SJ Burnside upgrade project;
7. all steps taken to enforce financial controls and to mitigate financial risks to the School District during the SJ Burnside upgrade project; and
8. the Audit Committee's recommendations regarding possible areas of improvement to District risk assessment, risk management and internal financial controls.

#### I. NOTICE OF MOTION

#### J. GENERAL ANNOUNCEMENTS

#### K. ADJOURNMENT

Recommended Motion:

That the meeting adjourn.

**Note:** This meeting is being audio and video recorded. The video can be viewed on the District website.



**Combined Education Policy and Directions Committee & Operations Policy and Planning Committee Meeting**

**REGULAR MINUTES**

**March 2, 2020, 7:00 p.m.**

Trustees Present: Nicole Duncan, Elaine Leonard, Rob Paynter, Angie Hentze, Ann Whiteaker, Jordan Watters, Tom Ferris, Ryan Painter

Trustee Regrets: Diane McNally

Administration: Shelley Green, Superintendent of Schools, Deb Whitten, Deputy Superintendent, Kim Morris, Secretary-Treasurer, Colin Roberts, Associate Superintendent, Greg Kitchen, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Jim Soles, Associate Director of Facilities, Harold Caldwell, Director of District Team, Andy Canty, Director of IT for Learning, Lisa McPhail, Communications and Community Engagement Officer, Sean McCartney, District Principal, Shelly Niemi, District Administrator of Indigenous Education, Craig Schellenberg, District Principal of Indigenous Education, Leonie Ebert, Student Representative, Kristil Hammer, VCPAC Vice-President Representative, Connor McCoy, VPVPA Representative, Cindy Graf, GVTA Representative, Angela Leong, CUPE 947 Representative, Andree Porter, Executive Assistant (Recorder)

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**1. COMMENCEMENT OF MEETING**

The meeting was called to order at 7:06 pm

March 2, 2020/Combined Education & Operations Committee Meeting

### **1.1 Acknowledgement of Traditional Territories**

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

### **1.2 Approval of the Combined Education Policy and Directions Committee & Operations Policy and Planning Committee Meeting Agenda**

**Moved by** Ann Whiteaker

That the March 2, 2020 Combined Education Policy and Directions Committee/Operations Policy and Planning Committee meeting agenda be approved with the following amendments:

Remove Item B.4.c Ad Hoc Committees – Trustee McNally

Add item C.6.b - Budget 2020-2021: Talking Tables Report

Move items C.3.a and C.3.b to B.3.b and B.3.c

**Motion Carried Unanimously**

## **2. EDUCATION POLICY AND DIRECTIONS COMMITTEE - Trustee Duncan, Chair**

### **2.1 Approval of the Minutes**

- a. Approval of the February 3, 2020 Education Policy and Directions Committee meeting minutes

**Moved by** Tom Ferris

That the February 3, 2020 Education Policy and Directions Committee meeting minutes be approved.

**Motion Carried Unanimously**

### **2.2 Business arising from Minutes**

### **2.3 Presentations to the Committee**

- a. French Immersion/International Bacculaureate Programs - Evelyn Funk

Ms. Funk outlined her concerns relative to space for students to enroll in the French Immersion/International Bacculaureate programs.

## **2.4 New Business**

- a. Introduction of Student Representative - Shelley Green

Superintendent Green introduced and welcomed Student Representative, Leonie Ebert of Lambrick Park Secondary School.

- b. District Team Update - Harold Caldwell

Mr. Caldwell, Director of the District Team, reported on the District Team's learning opportunities for February 2020, reviewing the work being done in literacy, numeracy, mental health, student engagement and early years. Questions of clarification were asked.

- c. Aboriginal Education Annual Report - Shelly Niemi & Craig Schellenberg

Craig Schellenberg, District Principal of Indigenous Education and Shelly Niemi, District Administrator of Indigenous Education, reported on Indigenous student demographics and graduation rates within the district, and provided a walk-through of targeted goals and coordinated efforts being made to improve achievement rates for indigenous students. Ms. Niemi noted that more indigenous participation is being seen via opportunities offered through the district, such as the Pathways & Partnerships department. Mr. Schellenberg highlighted the work being done to support literacy at Craigflower School, as well as the work with the Teacher Librarian Local Specialist Association in the decolonizing of libraries. A handout related to the Indigenous Learning Leadership Series was provided to attendees. Ms. Niemi and Mr. Schellenberg thanked the Board of Education and District Staff for the ongoing support. Questions of clarification were asked.

- d. Privacy Update - Andy Canty

Director of Information Technology for Learning Canty, provided an update on the work being done in the district relative to privacy and security, including highlighting privacy related initiatives and privacy

projects that are currently underway. Mr. Canty outlined the relationship between privacy and security, noting that the overall goal is to better equip staff, students and parents with information on how to protect personal data. Questions of clarification were asked.

## **2.5 Notice of Motion**

## **2.6 General Announcements**

### **3. OPERATIONS POLICY AND PLANNING COMMITTEE - Trustee Leonard, Chair**

#### **3.1 Approval of the Minutes**

- a. Approval of the February 10, 2020 Operation Policy and Planning Committee meeting minutes

**Moved by** Ann Whiteaker

That the March 2, 2020 Operations Policy and Planning Committee meeting minutes be approved.

**Motion Carried Unanimously**

#### **3.2 Business Arising from Minutes**

#### **3.3 Presentations**

- a. STAR Project - Audrey Smith
- b. STAR Project - Colin Kronchite

Ms. Smith and Mr. Kronchite presented on the proposed Spectrum Turf and Rink Project (STAR), and provided an update on their findings since the last presentation to the Operations Policy & Planning Committee in June 2019. The group requested the following: 1. That the Board of Education for SD No. 61 formally ask the Municipality of Saanich to consider the STAR Project in their feasibility study for an additional rink in Saanich. 2. That the STAR Committee receive permission to gather feedback from Burnside neighbours, and 3. Permission to begin formalizing turf partnerships. Questions of clarification were asked.

#### **3.4 Superintendent's Report**

#### **3.5 Personnel Items**

March 2, 2020/Combined Education & Operations Committee Meeting

### 3.6 Finance and Legal Affairs

a. Policy Sub-Committee Report

Trustee Loenard presented a list of policies recommended to the Board of Education for abandonment or reclassification as administrative procedures. Questions of clarification were asked.

**Moved by Angie Hentze**

That the Board of Education of School District No. 61 (Greater Victoria) abandon Policies 4117, 4122, 4210.1, 4302, 5118.4, 5119.5, 5125, 5125.1;

AND FURTHER

That the Board refer Policy 5118.3 to the Superintendent for administration manual consideration.

**Carried Unanimously**

b. Budget 2020-2021: Talking Tables Report

Secretary-Treasurer Morris presented a handout reporting on the Budget 2020-2021 Talking Tables event which took place on February 20<sup>th</sup> 2020. The report was received for information purposes and will be posted on the district website.

### 3.7 Facilities Planning

a. Climate Action Report: Information Technology for Learning – Andy Canty & Greg Kitchen

Director of Information Technology for Learning Canty, presented the "IT for Learning Department - Climate Action Report" which outlined a number of initiatives currently underway within the ITL Department and District to help reduce our carbon footprint. Some of the initiatives are the managed print services which reduces the number of unused printed documents, application development which digitizes paper workflows, and computer energy management, which helps reduce the amount of energy being used to power computers and other devices across the district. Mr. Canty highlighted next steps and made note of the ITL Monthly Updates hand-out which was circulated to the committee and will be uploaded to the district website.



b. 2019 Seismic Risk Re-Assessment

Secretary-Treasurer Morris provided an overview of the Seismic Re-Assessment report noting the importance of this information for the Board of Education's upcoming Capital Planning session. Ms. Morris introduced Jim Soles, Associate Director of Facilities Services, who noted that the new Seismic Retrofit Guidelines had a significant impact on Vancouver Island, and Victoria specifically.

c. Monthly Operations Update

Secretary-Treasurer Morris presented the Monthly Operations Update and made note of two items. The first item is in relation to the current work being done by district custodians to mitigate the risk of infection due to concerns related to the coronavirus. These concerns have created a need to revise the daily work procedures. The current state of daily work and the proposed daily work of custodians were discussed. Ms. Morris also made note of the recent decision to choose gas heating as the energy source for Victoria High School. Mr. Soles provided the rationale for this decision. Questions of clarification were asked.

d. Inclusion for Learning Strategy Update - Sean McCartney

District Principal, Sean McCartney, provided a brief overview of the Inclusion for Learning Strategy, created in May 2018, which aims to ensure that appropriate infrastructure and supplies are available so that each school within the district can offer an Inclusive Learning environment, and he provided an update on the status of capital, operations and equipment. Mr. McCartney presented a grid within the report which outlines completed work to date and the progress that is being made across the district. Questions of clarification were asked.

e. Capital Planning Cycle

Secretary-Treasurer Morris brought forward the Capital Planning Cycle report for information, encouraging the Board and Committee members to review the information presented as it can help provide a clear understanding of the sources of funding, and ways in which projects can be paid for within the capital budget. The 5 year capital plan will be put forward for Board approval in June 2020.

### 3.8 New Business

March 2, 2020/Combined Education & Operations Committee Meeting

**3.9 Notice of Motion**

Trustee Whiteaker stated her intention to put forward a notice of motion to the March 9, 2020 Board meeting relative to the Spectrum Turf and Rink project.

**3.10 General Announcements**

**4. ADJOURNMENT**

The meeting adjourned at 9:38 pm.

**Moved by** Angie Hentze

That the meeting adjourn.

**Motion Carried Unanimously**

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Chair

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Secretary-Treasurer



**Special Operations Policy and Planning Committee Meeting**

**Broadcasted via YouTube**

**<https://www.youtube.com/channel/UCRtty8Uak0IVS-wxIwPeuXw/featured>**

**REGULAR MINUTES**

**May 11, 2020, 7:00 p.m.**

Trustees Present: Elaine Leonard, Rob Paynter, Angie Hentze , Ann Whiteaker,

Other Trustees Present: Nicole Duncan, Diane McNally, Ryan Painter

Administration: Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Colin Roberts, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Hervinder Parmar, Acting Director of Finance, Budgets and Financial Reporting, Chuck Morris, Director of Facilities Services, Lisa McPhail, Communication and Community Engagement Officer, Harold Caldwell, Director of District Team, Louise Sheffer, Director of District Team, Andy Canty, Director of IT for Learning, Jane Massy, CUPE 947 President, Winona Waldron, GVTA President, Jeanette Alexander, ASA President, Connor McCoy, VPVPA President, Andree Porter (recorder)

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**1. Call to Order**

The meeting commenced at 7:00 pm.

Ann Whiteaker, Vice-Chair of the GVSD Board of Education, chaired the meeting on behalf of Jordan Watters.

**2. Acknowledgement of Traditional Territories**

**3. Approval of the Agenda**

**Moved By** Trustee Leonard

**Seconded By** Trustee Paynter

That the May 10, 2020 Special Operations Policy and Planning Committee meeting agenda be approved as presented.

**Carried Unanimously**

**4. 2020-2021 Budget Presentations to the Committee:**

**4.1 Greater Victoria Teachers' Association - Winona Waldron**

Winona Waldron, President of the Greater Victoria Teachers' Association, presented the committee with recommendations for the 2020-2021 Budget. The recommendations presented prioritized the following needs: Avoiding cuts to direct student support, Facilities, Inclusion, Professional Development, In-service and Training, and Recruitment and Retention. Questions of clarification were asked.

**4.2 CUPE 947 - Jane Massy (No Attachment)**

Jane Massy, President of the Canadian Union of Public Employees (CUPE) 947, provided a brief summary of the context of her report which focuses on clerical staffing and the inequities across school levels. President Massy noted that her report will be submitted following the meeting for consideration. Additional questions of clarification were asked.

**5. Adjournment**

The meeting adjourned at 7:50 p.m.

**Moved By** Trustee Leonard

**Seconded By** Trustee Hentze

That the meeting adjourn.

**Carried Unanimously**

# Office of the Associate Superintendent

School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4220 Fax (250) 475-4112

*Colin Roberts – Associate Superintendent*

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**To:** Board of Education  
**From:** Colin Roberts, Associate Superintendent  
**Date:** June 8, 2020  
**RE:** Summer School 2020

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Due to the COVID-19 public health restrictions, Summer School for 2020 will be offered as a combination of in-class instruction and remote learning, in alignment with the guidelines for Stage 3 of BC's Education Restart Plan.

Registration for this year's program is later than in many previous years as we had been awaiting specific information with respect to the "Restart Plan".

Our aim is to provide an opportunity for students to register online, with a target date set of June 15-26, 2020.

Summer School will run from June 29, 2020 to July 23, 2020.

**Colin Roberts**

Associate Superintendent

Greater Victoria School District No. 61

Office: 250-475-4220

 [www.sd61.bc.ca](http://www.sd61.bc.ca) |   @sd61schools

To: Operations Policy and Planning Committee  
From: T. Sherstobitoff, District Principal  
Date: June 2020

## Summary of Staffing Numbers for the 2019-2020 School Year

	Continuing Contracts	"On-Call" Status <small>Note: These employees could be in Temporary Contracts</small>	New Hires <small>August 1, 2019 – June 1, 2020</small> <small>&lt;--- Note: New hires included in totals</small>
<b>ASA</b>	26	n/a	5
<b>BCPVPA</b>	106	n/a	1
<b>CUPE 382</b>	230	41	35
<b>CUPE 947</b>	236 – Support Staff 496 – EA/SS	19 – Support Staff 127 – EA/SS	20 – Support Staff 97 – EA
<b>EXEMPT</b>	45	n/a	5
<b>GVTA</b>	1174	836 <small>Note: This number may include Teachers choosing to TTOC while "on leave"</small>	163

## Recruitment

- Local Career Fairs
- "Make A Future"
- Website
- Student Teacher Presentations
- University Fairs (BC, Alta, Ont.)
- Radio Ads
- Bus Ads
- Email
- Signs
- Social Media
- Word of Mouth
- SD61: EA Bridge Program
- Hiring Fair
- Practicum Placements

## Challenges

- Expertise and Qualifications
- Supply and Demand ----> Competitive Market
- Wages and Cost of Living
- CoVID

## Celebrations

- EA Bridge Program
- Hiring Process
  - Screening
  - Interview Questions
- Educational Staffing
  - French Immersion
  - FSL
  - Specialized Areas (Diplomas)

**Bus Advertisement:**  
February and March 2020  
*Aurora Burton-Barrios*  
From Quadra Elementary School



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# FACILITIES SERVICES

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

## Update for June 8, 2020 Capital Projects, Operations, Transportation & Planning

### MAJOR CAPITAL

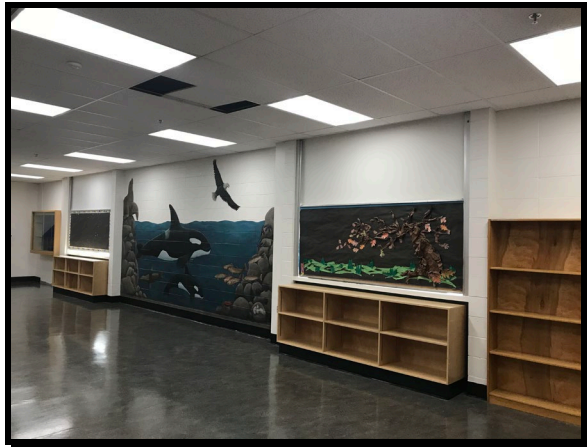
#### Braefoot Seismic Upgrade:

Work is proceeding with only minor impact from COVID-19, though there has been a few delays due to material deliveries and increased scope. We are not aware of any further supply or construction issues that will impact completion, and are anticipating Substantial Completion in mid-July. Moving furniture and teaching materials back from Richmond School could start in late June, or perhaps earlier from some rooms, if furniture and materials are ready to be moved. We are well along in floor finishing of completed areas and are keeping up with new spaces as they become available.

*New Exterior Paint*



*Completed Library*



## Vic High Seismic Upgrade and Addition:

Renovations at SJ Willis are proceed with only minor impact from COVID-19. We are now Substantial Completion of interior work in late July. Moving furniture and teaching materials over from Victoria High School could start in mid-June, now that we are aware of early closures of classrooms at Vic High. We are well along in floor finishing of completed areas and are keeping up with new spaces as they become available.

At Victoria High School, we are planning on being completely moved out by mid-August, and starting demolition and hazmat abatement in September, and do not anticipate any significant delay to this schedule due to COVID-19. Classrooms are already being closed and packed, with stuff starting to be being moved to Topaz soon. Demolition of the north bleacher section is planned for the summer, as well as installation and rerouting of temporary services to supply Fairey Tech.

### **MINOR CAPITAL**

#### Tolmie Trades Training Centre Building

- Minor fixtures to install and front apron to pave, then need to obtain occupancy permit

#### Tolmie Parking lot

- Target completion date end of June

#### Doncaster Room 10

- Room level, painting to complete, should give room back early June

### Child Care Locations

#### Doncaster Out of School Care

- Interior work complete
- Outside work (parking lot and fence) to complete. Then moving towards occupancy permit

#### Vic West Out of School Care

- Framing inspection Friday, then boarding, insulating and taping will commence.
- Electrical, plumbing, and framing inspections next week

#### Tillicum Out of School Care

- Walls are up and beam being placed next week
- Side walk and parking lot done

### Tenders

- Roofing tenders complete and awarded – Spectrum (old gym), Facilities, Quadra Warehouse
- Tillicum DDC – closes on May 27<sup>th</sup>



### Inclusive Learning

Will take a break for month of June and return July due to COVID (less employees in the schools).

- Tillicum – minor shelves to install, and flooring patches and baseboard install
- Eagle View - Complete
- Marigold – Complete
- Craigflower – Service request created
- Macaulay – Service request created
- Willows – Service request created

### Campus View

- Three portables moved May 27
- POD having framing and roofing inspection Friday
- Crews working on interior and exterior work
- Estimates for underground and new electrical underway
- BC Hydro design completed
- Parking lot – Waiting for Saanich to approve permit

*Campus View – Shifting scattered portables into a pod while renovation work readies them for September*



### Mt. Doug Windows

- Hoarding walls going up as is scaffolding in preparation for window upgrading one wall section

## Torquay Exterior Paint

- Underway with new colors. Grey getting cut in and dove white just starting.



### *New Paint colors Torquay*

#### Doncaster Inclusive Playground

- PAC has decided structure, and consulting with community in progress

#### George Jay Music Studio

- Still waiting on the Building Permit from City of Victoria
- Waiting on an electrical inspection and then will board the interior walls

## OCCUPATIONAL HEALTH & SAFETY

### Items:

- Covid-19 JOHS Checklist
- Covid-19 First Aid Protocols
- Coordinate Training – Crane/First Aid
- Weekly DOHS Meetings regarding Covid-19
- Hazardous Waste Removal from all labs
- WHMIS training
- Incident/Near miss investigations
- Support schools with Covid-19 site safety plans
- Environment Violence Risk Assessment spreadsheet
- Collect/distribute first aid kits to all schools
- Source masks for staff working with vulnerable students (feeding/toileting)
- Deep clean procedure

### Priority (June 2020)

- Support schools during the stage 3 return

## MAINTENANCE MAY REPORT

There have been a great number of changes in the past weeks and I am continually impressed with our staff's ability to adapt and evolve with processes and procedures to continue the level of service our schools have become accustomed.

The maintenance department has been assisting where supplies allow, with the districts efforts to reopen schools for June 1<sup>st</sup>. Droplet guards, tape and various other custom protection methods have been distributed and we continue to support the districts needs as we move into stage 3 of the restart plan.

Maintenance has recently instilled a process to make all of our staff more accountable for time and material spent on all service requests. We are in the training stage at the moment and will be in full swing for the 20/21 fiscal year. This is part of a larger project to accurately track and record the condition and place in the life cycle of all major assets in the district. Part of this process involves creating permanent maintenance schedules and tracking hundreds of our assets in each building district wide. This is a major push from our department to take our maintenance program from a reactive model to a preventative model. By this time next year we should have an detailed account of asset costs for a year, with increasing accuracy every year after.

In conjunction with minor capital we are increasing the level of service to all the district shops. As Capital is installing new equipment, Maintenance is going school to school servicing / adjusting existing equipment and giving access to Tech Ed teachers to create service requests to ensure the shops stay in safe working order.

#### **NETWORKS COMMUNICATION & SECURITY SYSTEMS DEPARTMENT**

A lot has happened since my last report. My team has responded well to the changes and adapted to our new and required mode of operation. The little things like staggering the start and finish time so there are never more than two people in the shop at any one time has kept everybody calm and focused. The fact that we have been able to provide gloves and sanitizer and show support by being out and visible on the sites has played a significant role in keeping everyone positive and on track. Going back to the beginning of March and adapting to our new procedures we managed to complete 723 Service Requests and we focused on classroom technology upgrades since the rooms were available to us.

We have taken advantage of all the changes and modifications around access controls and security and fine-tuned the way the schools are configured and how the system is set-up. The need to have things done quickly and efficiently saw members of my team, Hilary Russell and Greg Russell step up and work with our Security Technician Josh Delgado and all three gained something from that experience. Looking ahead we are now focusing on the relocation of Vic High into S.J. Willis and the reopening of Braefoot as well as the portable cluster at Campus View and the new studio at George Jay. By the looks of things it's going to be a very busy summer.

#### **OPERATIONS DEPARTMENT**

Our custodial group have been working very diligently cleaning and disinfecting our buildings on a daily basis during these uncertain times.

With the new protocols in place we have all adapted to the change very well. We are preparing to have Children and Staff return to the classrooms for June 1<sup>st</sup>

Our Cartage Department is anticipating a busy summer moving a number of schools.

This has been a challenging time for our staff and they have risen to the occasion very professionally. We appreciate their efforts.

*Melchor Lucas-always happy and doing a great job at George Jay*



#### **TRANSPORTATION & FLEET**

Transportation has been busy! Registration for the 2020/21 school bus has opened and closed. We have a total of 160 Garden City riders and 95 Third Wave riders registered for September and currently 26 Garden City and 37 Third Wave riders for the rest of June.

Due to the recent catchment/boundary review we will be adding a 4<sup>th</sup> route that will service the Thetis Vale area.

We are holding off issuing stop assignments at this time until some permanent protocol measures are introduced for distancing and passenger loads on school buses.

School bus passes for the newly registered students have been delivered to the respective schools for distribution in June.

#### **COVID-19**

Needless to say the past few months have been hectic, scary, and worrisome as we worked to develop safe methods to work and then get ready to receive children in classrooms for the first three weeks of June. All our work force pulled together through some trying times and succeeded. My congratulations to all of them for a job very well done. Thanks Team!

**TO: Education/Operations Policy & Planning Committee**  
**FROM: Mark Baggott, Manager of Building Operations**  
**RE: Rentals and Leases – Effect of COVID-19**  
**DATE: June 3, 2020**

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Since the onset of the coronavirus outbreak, known as COVID-19, all internal and external rentals have been cancelled. This includes all gymnasium, theatre, classroom, and field spaces. As of June 3, 2020, these spaces remain closed to internal and external rental clients. The only exception is the Moss Street Farmer's Market which was cancelled for April, but allowed to reopen in May, following the recommendation of the BC Public Health Office. Their re-open plan was approved once a health and safety analysis was conducted. The revenue from this client is \$1,852.50. The lost revenue for all internal and external rentals is estimated to be \$185,474.

Effective April 1, 2020, daycares and out-of-school care operators had their lease invoices forgiven. Although some have remained open to a small group of Essential Service Worker's children, they have not received the revenue required to offset lease payments. For operators open during COVID, rental invoices were calculated based on daily enrolment. More childcare organizations opened with limited capacity in June and will be charged rent based on day to day enrolment. The estimated lost revenue from daycare and out of school care operators is \$156,828.

In July 2020, we will honour our Joint-Use Agreements with the Municipality of Saanich, so that they can operate their day camps at Gordon Head and Colquitz Middle Schools. These day camps are required to provide supervision of Essential Service Workers' children. The operations of these camps will be reviewed to ensure the health and safety is maintained for all involved.

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# One *Learning* Community



# Climate Action Report: Energy Manager

Operations Policy & Planning Committee

June 8, 2020

Presented by: Chuck Morris

# Climate Action

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Facilities Services has identified a number of options that we are initiating to deal with the Climate Emergency.

Some options are Net Zero on new buildings, collecting energy from solar panels, heat from solar wall collectors and much more.



## Climate Action

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# ENERGY MANAGER

- An ENERGY MANAGER will assist in identifying realistic GHG reductions over an identified period of time.
- This will include Electric and gas reductions and in some cases gas elimination because of net zero initiatives.

# ENERGY MANAGER

- Lower Electricity consumption by up to 9% through staff behavior change
- Acquire external funding for energy conservation projects
- Utilizes data and formulas to identify best case scenarios for Solar Energy install, solar heat capture installs and other methods of lowering GHG emissions towards target goal

- We have been working with B.C. Hydro to acquire this Hydro supported position. They support it by providing a guaranteed percentage of the Managers salary (through contract between Hydro and the District).
- Hydro has quarterly expectations that the district must meet, all formula driven to allow the district to meet its intended goals (and Hydro's goals).

Other initiatives that are on the horizon spearheaded by the ENERGY MANAGER and in consultation with our Team are:

- Reduce energy loads in buildings, encouraging passive design standards and provide protection during power loss
- Provide where applicable, low carbon energy sources
- On-site renewable energy
- Solar readiness
- Implement Heat Recovery where feasible
- Perform energy audits
- Nurture Educational benefits for schools with the work carried out

## **POLICY 2100.1**

### **SUPERINTENDENT EVALUATION**

Drafted: January 2020

Adopted:

The Superintendent's evaluation provides for both accountability and growth, as well as for strengthening the relationship between the Board and the Superintendent. The written Superintendent evaluation report will affirm specific accomplishments and identify areas of growth, where applicable.

#### Guiding Principles

The Superintendent's evaluation:

1. Will be reasonably related to the roles and responsibilities of the Superintendent and the goals of the District strategic plan.
2. Will provide for a written evaluation of the Superintendent's performance at least once in a four-year trustee term with preference being the middle years of the Superintendent's contract.
3. Will emphasize the need for and use of evidence for evaluation purposes within the interview process.
4. Will utilize the following:
  - a. An anonymous leadership survey tool agreed upon by two trustees and the Superintendent to survey select staff (e.g. principals, vice-principals, exempt staff, past presidents of partner groups, where applicable);
  - b. An external consultant conducting interviews for direct reports, trustees and partner group leaders.

Process:

1. The Chair, in consultation with the Superintendent, will appoint two trustees to work with the Superintendent to make mutually agreeable decisions about the evaluation process, specifically but not limited to, in regards to choosing an external consultant, choosing the leadership survey tool, choosing the recipients of the survey tool and choosing the staff who will be interviewed.

2. The two appointed Trustees and the Superintendent will appoint an external consultant that is mutually agreeable to both parties, and such consultant's estimated cost will be reported to the Board.
3. The anonymous leadership survey will be sent to members of the following groups that have a recent working relationship with the Superintendent:
  - VCPAC Executive – as chosen by the two trustees and Superintendent
  - District Leadership Team – All members
  - Principals – as chosen by two trustees and Superintendent
  - Teachers that the Superintendent has worked with – as chosen by the two trustees and Superintendent)
  - Indigenous Leaders – as chosen by the two trustees and Superintendent
  - Union Executive staff – as chosen by the two trustees and Superintendent
  - Community Organization Partners who have worked with the Superintendent
  - Other – to be discussed with the two trustee representatives.
4. The external consultant will conduct interviews using the questions from the question bank, with direct reports, trustees and leaders of partner groups.

These would include Senior Leadership Team, Trustees, VCPAC President, President and Vice-President of VPVPA, GVTA President and Contract Chair, CUPE 382 and 947 Presidents, other (to be determined by the two Trustees and Superintendent), select Executive Assistants, President of ASA.

The interview questions will be chosen from the question bank that will align to Roles and Responsibilities of the Superintendent (see attachment) and the goals of the Strategic Plan.
5. The external consultant will gather all evidence from the anonymous leadership survey and interviews, analyze the information and prepare a written evaluation report.
6. The evaluation report will reflect areas of strength and identify areas of growth for the Superintendent to create a growth plan that will be reviewed with the Board on an annual basis.

Question Bank:

Below are recommended questions that align with the goals of the District Strategic Plan and the roles and responsibilities of the Superintendent. Four to five questions will be chosen by the external consultant to align with the role of the person being interviewed.

Does the Superintendent ensure that:

1. school principals prepare and report meaningful annual action plans for school improvement?
2. the District does a good job of ensuring learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship?
3. the District can demonstrate measurable improvement of student learning over time?
4. the District does a good job of measuring and monitoring progress relative to providing a safe and caring environment for all?
5. the District develops and effectively implements quality recruitment, orientation, staff development, disciplinary, evaluation and supervisory processes?
6. the District fosters high standards of instruction and professional improvement?
7. the District provides for training of administrators and the development of leadership capacity within the District?
8. the District appropriately involves individuals and groups in the development of new administrative procedures?
9. the District ensures adherence to policies and administrative procedures?
10. the District ensures the strategic planning process involves opportunity for stakeholder input?
11. the District strategic plan is based on data and issues and trends related to student achievement?
12. the District ensures that key objectives identified for improvement are achieved?
13. they are providing clear direction for the School District?
14. they provide effective educational leadership?
15. they model a commitment to personal and professional growth?
16. they demonstrate a high commitment to meeting student needs?
17. they establish and maintain positive professional working relationships with staff?
18. they unite people towards common goals?
19. they empower others?
20. they effectively solves problems?

Roles and Responsibilities:

Final Question:

In your opinion, does the Superintendent provide leadership in all matters relating to education in the District and can you provide evidence to support your opinion?

Does the Superintendent ensure that learning environments actively facilitate student learning and student wellbeing and can you provide evidence to support your opinion?

DRAFT



# 2019 CARBON NEUTRAL ACTION REPORT



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# Executive Summary

On behalf of the Board of Education No. 61 (Greater Victoria) I am pleased to submit our Carbon Neutral Action Plan for 2019. Our 2019 report clearly demonstrates our District's ongoing commitment to the reduction of our greenhouse gas emissions. Our Board, as in previous years, continues to work diligently, to improve the learning environment for students and staff through its demonstrated support and leadership in the reduction of our carbon footprint.

The integration of environmentally sustainable considerations continues to influence all of our business decisions supported by our Board approved Environmental Change Policy.

Recognizing the importance of reducing our carbon footprint, a focus on energy savings and greenhouse gas emission reductions continue to be a priority in our ongoing commitment towards carbon neutrality. Projects that include the installation of high efficiency condensing boilers, heating control upgrades, and the installation of energy efficient windows. We continue to demonstrate to students, staff and community the importance of environmental sustainability fully supported by our Board of Trustees' ongoing commitment towards carbon neutrality.

As part of our 2019 energy savings program we have replaced more of our older inefficient heating systems, installed new heating controls, and replaced windows to ensure energy efficiency and were part of an energy program through BC Hydro. In the coming year, we have plans to hire an Energy Manager who will be invaluable and will work on auditing our buildings while we continue to complete these very successful energy savings initiatives. These initiatives will allow us to move forward in our efforts to further reduce our carbon footprint while providing opportunities to modernize our schools and fleet.

As reported previously, our District continues to receive tremendous support from students, staff and parents for initiatives that embrace and model sustainability, social responsibility and reductions to our carbon footprint. The students' passion for change and enthusiasm in reducing our impact on the environment is an inspiration to us all. We are extremely proud of our achievements to date and look forward to continued success in this area.

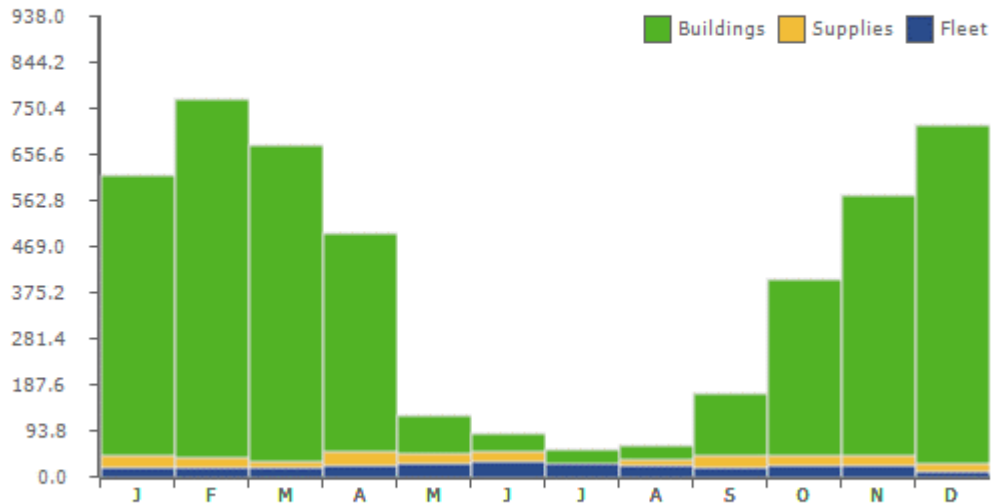
For the 2019 reporting period the Greater Victoria school district has used the 2018 total offsets of 4,849 tons. With an adjustment of 19 tons, for a net offset of 4868. There was an adjustment to the GHG emissions for previous year totaling -258 tons. The total investment for these offsets is \$120,566.25.

The Board of Education No. 61 (Greater Victoria) clearly recognizes its role as a leader in environmental stewardship and will continue to support initiatives that will reduce energy consumption and reduce our impact on the environment.

## School District 61 - Greater Victoria Greenhouse Gas Emissions by Source for the 2018 Calendar Year (tCO<sub>2</sub>e\*)

### Total Emissions Calendar Year 2018 School District 61 - Greater Victoria

Metric tonnes  
CO<sub>2</sub> equivalent (tCO<sub>2</sub>e)



Click on the bars to view data for each month

**Total Emissions: 4,868**

#### Offsets Applied to Become Carbon Neutral in 2018

Total offsets required: **4,868**. Total offset investment: **\$120,566.25**. Emissions which do not require offsets: **19**

\*Tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

\*\* Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.

**Declaration statement:** This Carbon Neutral Action Report for the period January 1<sup>st</sup>, 2019 to December 31<sup>st</sup>, 2019 has utilized the 2018 results and summarizes our emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2019 to reduce our greenhouse gas emissions and our plans to continue reducing emissions in 2020 and beyond.

By June 30, 2020 the Greater Victoria's School District's final *Carbon Neutral Action Report* will be posted to our website at <https://healthyschools.sd61.bc.ca>

# Offsets Applied to Become Carbon Neutral in 2019

**Greater Victoria School District #61 offsets applied to become Carbon Neutral in 2019  
(using 2018 data)**

Total Emissions: 4,868 tonnes

Total Offsets: 19 tons

Total Adjustments: 256

Total emissions that require an offset investment: **\$120,566.25 for 2018**

*\*\*Under the Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.*

## Changes to Greenhouse Gas Emissions and Offsets Reporting from Previous Years

Year	Totals	Emissions	Offsets Purchased
2010	6082	6096	\$152,050
2011	6950	6974	\$173,750
2012	6362 + 22	6387	\$159,050
2013	5545 - 172	5373	\$134,325
2014	5041-20	5021	\$125,525
2015	4823-19	4804	\$120,100
2016	4,449+228	4,677	\$116,925
2017	5290+16	5,306	\$132,250
2018	4849 + 19	4,868	\$120,566
2019	TBD	TBD	TBD

# Emissions Reduction Activities

## Actions Taken to Reduce Greenhouse Gas Emissions in 2019

- Boiler replacement at Richmond Elementary. Replacement of the 2 original 1960 boilers to 2 new energy-efficient condensing boilers.
- Window replacements. Phase 2 of the window replacement program at Mt Doug was completed. Approximately 15% of the existing single-pane windows were replaced with new energy-efficient windows.

## Plans to Continue Reducing Greenhouse Gas Emissions

In 2020 we will work towards reducing our energy consumption and greenhouse gas emissions by focusing on upgrading and replacing the aging heating systems and controls, replacing aging windows, upgrading more of our aging fleet and implementing an energy awareness strategy across the school district.

As a public sector organization our ability to continue to reduce greenhouse gas emissions is dependent on government funding. Our Board remains committed to support energy saving initiatives through Ministry of Education funding received for major capital improvements and the Ministry of Education's Annual Facilities Grant (AFG) and the newly introduced Carbon Neutral Capital Plan (CNCP).

- The Greater Victoria School District No. 61 has a link for Green Initiatives on the School District Website: <https://healthyschools.sd61.bc.ca>

**Retirement of Offsets:**

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, the Greater Victoria School District is responsible for arranging for the retirement of the offsets obligation reported above for the 2019 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment ensuring that these offsets are retired on the Organization's behalf, the Organization will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

**Executive sign-off:**

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Signature	Date
Name (please print), CEO, COO or Superintendent	Title