



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

Tuesday, September 20, 2022, 7:00 p.m.
Broadcasted via YouTube <https://bit.ly/3czx8bA>

Chairperson: Trustee Leonard

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 September 20, 2022 agenda be approved.

A.3. Approval of the Minutes

Recommended Motion:
That the June 13, 2022 Operations Policy and Planning Committee meeting minutes, be approved.

A.4. Business Arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

B.1. Salish Sea Environmental Educators Provincial Specialist Association Chapter – Chloe Faught and Amelita Kucher.

C. SUPERINTENDENT'S REPORT

C.1. Seizure Action Plan

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: August 2022

E.2. Budget Change Report: September 2022

E.3. New Policy 8110 Role of the Board

Referred from the June 13, 2022 Operations Policy and Planning Committee Meeting.

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve new Role of the Board policy.

E.4. New Policy XXXX Role of the Chair and Vice-Chair

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve new Role of the Chair and Vice-Chair policy.

F. FACILITIES PLANNING

F.1. Operations Update: August 2022

F.2. Victoria High School Seismic Project Update

F.3. Revised Minor Capital – 2023-2024 Annual Five-Year Capital Plan

Recommendation:

WHEREAS the Board of Education of School District No. 61 (Greater Victoria) approved its 2023-2024 Five Year Annual Capital Plan in June 2022 and wishes to revise the Minor Capital projects in the approved plan;

BE IT RESOLVED that the Board of Education of School District No. 61 (Greater Victoria) approve the revised Minor Capital projects in the 2023-2024 Annual Five Year Capital Plan, as presented.

- G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS
- H. NEW BUSINESS
- 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.



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

Regular Minutes

Monday, June 13, 2022, 7:00 p.m.

Broadcasted via YouTube <https://bit.ly/3czx8bA>

Trustees Present: Elaine Leonard (Chair), Ryan Painter, Angie Hentze, Jordan Watters, Tom Ferris, Nicole Duncan, Anne Whiteaker

Trustees Suspended: Diane McNally, Rob Paynter

Administration: Deb Whitten, Interim Superintendent of Schools, Kim Morris, Secretary-Treasurer, Colin Roberts, Interim Deputy Superintendent, Harold Caldwell, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Chuck Morris, Director of Facilities Services, Marni Vistisen-Harwood, Associate Director Facilities Services, Brian Leslie, Energy Manager, Andy Canty, Director, Information Technology for Learning, Kelly Gorman, Recorder

Stakeholders: Connor McCoy, President, VPVPA

A. COMMENCEMENT OF MEETING

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

A.1. Acknowledgement of Traditional Territories

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

A.2. Approval of the Agenda

Moved By Trustee Watters

That the June 13, 2022 agenda be approved.

Moved By Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) add a presentation at B.5. Jesse Brown from Mason Street City Farm.

Motion Carried Unanimously

Moved By Trustee Duncan

That the following motion be added to the agenda under New Business H.1.:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to schedule the planned storm drain installation at Vic High for a period after mid-September 2022 to allow the Vic High Learning Farm growing season (including planting and harvesting) to conclude without interruption.

For: Hentze, Duncan, Whiteaker

Against: Leonard, Ferris, Watters, Painter

Motion Defeated (3 to 4)

Moved By Trustee Watters

That the June 13, 2022 agenda be approved, as amended.

For: Leonard, Ferris, Hentze, Watters, Painter

Against: Duncan, Whiteaker

Motion Carried (5 to 2)

A.3. Approval of the Minutes

Moved By Trustee Painter

That the May 9, 2022 Operations Policy and Planning Committee meeting minutes, be approved.

Motion Carried Unanimously

A.4. Business Arising from Minutes

None.

B. PRESENTATIONS TO THE COMMITTEE

- B.1.** Bruce Bidney, Principal of Spectrum, along with the STAR project team presented on the Spectrum Secondary Artificial Turf Project and requested a formal joint use agreement to move fundraising forward.

Trustees had questions of clarification.

- B.2.** Graham Tarling, Dogwood's Beyond Gas presented on May's Climate Action Report.

Trustees thanked Mr. Tarling for the presentation.

- B.3.** Kate Lawes, Parents for Climate did not attend the meeting.

- B.4.** Isabella Miskiewicz, Esquimalt High student presented on Climate change and the electrification of new buildings.

- B.5.** Jesse Brown, owner of Mason Street City Farm presented on the Victoria High School learning garden and how it will be affected by the proposed construction schedule.

Trustees had questions of clarification. A staff report will be provided at the June 20, 2022 Board meeting.

C. SUPERINTENDENT'S REPORT

C.1. Freedom of Information Requests

Interim Superintendent Whitten provided the memo for information.

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: May 2022

Secretary-Treasurer Morris provided the report for information.

Trustees provided thanks questions of clarification were asked.

E.2. 2023-2024 Annual Five Year Capital Plan

Secretary-Treasurer Morris presented the 2023-2024 Annual Five Year Capital Plan and indicated that 3 separate motions by funding category would be on the June Board agenda, as per the Ministry's submission guidelines.

Moved By Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2023-2024 Annual Five Year Capital Plan.

Trustees discussed the plan and had questions of clarification.

For: Hentze, Ferris, Leonard, Whiteaker, Watters, Painter

Against: Duncan

Motion Carried (6 to 1)

Moved By Trustee Leonard

That the Board of Education of School District No. 61 (Greater Victoria) recess for five minutes.

Motion Carried Unanimously

Meeting recessed at 8:33 p.m.

Meeting reconvened at 8:38 p.m.

E.3. Revised Policy 3170, Operating Surplus and Revised Regulation

3170, Operating Surplus

Secretary-Treasurer Morris presented the revised Policy.

Moved By Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) approve the revisions to Policy 3170 Operating Surplus (formerly Reserves) as presented.

Trustees discussed the Policy and made revisions.

Amendment

Moved By Trustee Whiteaker

3.8 That the Board of Education will strive to maintain an unrestricted operating surplus between 2 and 4 percent and will achieve this by 2025.

Trustees discussed the amendment.

For: Duncan, Whiteaker

Against: Leonard, Painter, Watters, Hentze, Ferris

Motion Defeated (2 to 5)

Moved By Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) approve the revisions to Policy 3170 Operating Surplus (formerly Reserves) as amended.

Motion Carried Unanimously

E.4. Revised Policy 8210, Orienting New Board Members

Trustees discussed the Policy and made revisions.

Moved By Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) approve the revisions to Policy 8210 Orienting New Board Members as amended.

Motion Carried Unanimously

E.5. New Policy XXXX Role of Trustee

Trustees discussed the Policy and made revisions.

Moved By Trustee Watters

That the Board of Education of School District No. 61 (Greater Victoria) approve new Role of Trustee policy.

Amendment

Moved By Trustee Duncan

3.5 iii Arrange personal contact with the Staff through the Superintendent *who will ensure that all Trustees receive the resulting information.*

For: Duncan

Against: Leonard, Watters, Ferris, Hentze, Painter

Abstain: Whiteaker

Motion Defeated (1 to 5)

Moved By Trustee Watters

That the Board of Education of School District No. 61 (Greater Victoria) approve new Role of Trustee policy, as amended.

For: Watters, Ferris, Leonard, Hentze, Painter

Against: Duncan

Abstain: Whiteaker

Motion Carried (5 to 1)

E.6. New Policy XXXX Role of the Board

Moved By Trustee Painter

That the motion “*That the Board of Education of School District No. 61 (Greater Victoria) approve new Role of the Board policy*” be referred to the September 19, 2022 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

E.7. 2022-2023 Meeting Format Options

Interim Deputy Superintendent Roberts presented 2022-2023 meeting format options for Trustees to consider.

Trustees expressed thanks for the information.

F. FACILITIES PLANNING

F.1. Operations Update: June 2022

Director of Facilities Services Morris presented the report for information.

Trustee Duncan asked if whether or not the Aviation program at Mount Douglas Secondary school had received students. Staff will provide the information at a future Operations Policy and Planning Committee meeting.

Trustees had questions of clarification.

F.2. Victoria High School Seismic Project Update

Associate Director of Facilities Services Vistisen-Harwood provided the update. The project is on schedule for completion September 2023.

Trustee Duncan asked why the capacity increase was 175 instead of the 200 student increase previously communicated. Staff will provide the information at a future Operations Policy and Planning Committee meeting.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None.

H. NEW BUSINESS

None.

I. NOTICE OF MOTION

Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to schedule the planned storm drain installation at Vic High for a period after mid-September 2022 to allow the Vic High Learning Farm growing season (including planting and harvesting) to conclude without interruption and to provide support for the temporary move and preservation of the indigenous plant garden and Garry oak meadow.

J. GENERAL ANNOUNCEMENTS

None.

K. ADJOURNMENT

Moved By Trustee Painter

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 10:49 p.m.

Chair

Secretary-Treasurer

DRAFT

September 1, 2022

To the GVSD School Board and Climate Action Committee

We are the Salish Sea Environmental Educators Provincial Specialist Association Chapter (SSEEPSA). We are a local chapter of the EEPsA PSA that spans the districts on the south island (mainly School Districts 61, 62 & 63). We are a group of teachers who care for the Earth and aim to provide support (such as professional development opportunities and mentoring), best practices, and advocacy for outdoor and environmental initiatives and teaching in our schools.

In the Spring of 2021, we heard through the board meetings that the students in School District 61 would like to reinstate the Green Schools initiatives. We heard that students were amazed at how little some schools in the district do towards the 5 R's (Reduce, Reuse, Recycle, Rot, Refuse). We also have had this concern and have had several discussions amongst teachers in all three of the core districts as well as conversations with facilities to uncover some of the reasons for the removal and failure of the previous Green Schools initiatives. We support recreating district wide initiatives that allow ALL schools to work towards zero waste with adequate support for these programs and monitoring that can allow us to track and improve this initiative. We are very aware of many of the systemic issues that led to the previous problems with the Green Schools Initiatives; However, we are also very aware that the Hartland Landfill is nearly full and that diverting waste through a 5R program is not just a very visible way to "walk the talk" on sustainability but also an important step for school districts to help the Earth and to help reduce the magnitude of climate change.

We would like to help create this new program and system. Please feel free to connect with us as many of us have years of experience being the local champions in the schools and know the pitfalls that can happen when implementing this program.

Here are some of our key learnings so far:

- Litterless lunch seems to work fairly well at elementary & middle school levels but has been unsuccessful at the highschool level
- Composting of paper towel & accumulated yard waste are easy to do, don't attract pests and could be done on site or at a central site.
- Recycling and the cleaning & contamination issue for lunch items is onerous and requires training students, staff and prioritizing it for it to work (i.e. appropriate bins, cleaning supplies and sinks, staffing emphasis)
- The whole school needs to be in on the project, not just the "environmental champions" and training is needed as well as measurement to track improvements.
- We value our custodians and know that they are overworked. There needs to be a solution that does not 'add on' to their existing jobs but supports new roles at facility levels.

We recommend the following for setting up a successful program:

- Create a working group of school staff and district staff to help develop a program with targets, support and best practices. (Release time needed for leadership meetings as well as staff training is needed).
- Create a paid coordinator position with continuous funding that allows for training, mentoring and tracking of the program and the waste streams.
- Help schools and the district set goals and targets and create systems to allow for monitoring, tracking and reporting so we can continue to improve the system.
- That all staff and stakeholders in the school district be educated and trained and listened to (students, parents, teaching staff, administrators, custodians, etc.)

We really want this initiative to succeed. It is such a visible part of the student's environmental experience and can bring such a sense of pride and empowerment for youth and for all of us.

We also plan to apply for one of the new CRD Rethink Waste Community Grant Program's grants and would love to have your thoughts on how best to direct this grant.

We look forward to hearing from you and to making a better future together.

Sincerely,

The Salish Sea EEPsa Chapter, (contact us at salishseaeepsa@gmail.com)

Chloe Faught, President of the Salish Sea EEPsa Chapter, Secondary Teacher in SD 63

Kiersten Brookes, EEPsa, Teacher at Strawberry Vale Elementary, SD 61

Dayna Christ-Rowling, EEPsa & Teacher at Belmont Secondary, SD 62

Lara Kremler, EEPsa, teacher at Doncaster Elementary School, SD 61

Joanna Linger, EEPsa, Teacher at Claremont Secondary, SD 63

Gillian Petrini, EEPsa, Teacher at George Jay Elementary, SD 61

Amelita Kucher, EEPsa, Teacher at Mount Douglas Secondary, SD 61

and other supporters whose signatures are below:

Lisa Owen, Teacher at Hillcrest Elementary, SD#61

Chris McDonald, Teacher at Stelly's School, SD #63, Parent in SD #61

Melissa Sharratt, Teacher at Macaulay Elementary, SD#61

Carlene Nex, Teacher at Willows Elementary, SD61

Cathie Lamont, L.S.T at Willows Elementary SD61

Jen Loukras, Teacher at George Jay Elementary, SD61

Gabrielle Dann, Teacher at Willows Elementary, SD#61

Mitchel du Plessis, Teacher Counsellor, L'Ecole George Jay Elementary, SD61

Brad Hartley, Teacher at Mount Douglas Secondary, SD61

Erin Stinson, Teacher at Parkland Secondary, SD#63

Graham McLaren, Teacher at Mount Douglas Secondary, SD61

Stephanie Dawson, Career Coordinator at Mount Douglas Secondary, SD61

Laura-Lyn Helton, Sustainable Resources Exploratory teacher, Colquitz Middle School, SD 61
 Leigh Pharis, teacher, James Bay Community School, SD 61
 Heidi Dyck, Teacher at Spectrum Community School, SD61
 Dom Butcher, Teacher at Spectrum Community School, SD61
 René Schwarz, Teacher at Spectrum Community School, SD61
 Alan Clark, Teacher at Spectrum Community School, SD61
 Nora Havelaar, Teacher at Spectrum Community School, SD61
 Emma Milliken, Teacher at Spectrum Community School, District IED, SD 61
 Sean Goode, Teacher at Spectrum Community School, SD61
 Sarah Alpert, Teacher at Spectrum Community School, SD61
 Alison Bott, Career Coordinator, Spectrum Community School
 Heather Coey, Teacher at Reynolds Secondary School, SD61
 Susan K. Smith, Teacher at Oak Bay High School, sd61
 Will Moore, Counsellor, Oak Bay High School, SD 61
 Tristan Boomer, Oak Bay High School, SD61
 Marlo Taylor, TTOC, SD63 & SD61
 Leanne Saxby, teacher, sd61, Oak Bay
 Tegan Soros, Teacher, SD61, Oak Bay
 Dani Guy, Teacher, Oak Bay High School, SD61
 Jaqueline Gillespie, Oak Bay High School, SD61
 Connie Warrender, Spectrum high School, SD61
 Rafe Sunshine, retired educator, SD63
 Danielle Billings, Teacher at Spectrum Community School, SD61
 Leslie Haberl, Learning Support Teacher, Macaulay Elementary, SD61
 Steve Sran, Teacher at Oak Bay High School, SD61
 Erin Porter, Teacher at Spectrum Community School, SD61
 Tim Bradshaw, Teacher at Oak Bay High School, SD61
 Chelsea Mason, Teacher at Lansdowne Middle School, SD61
 Alison Hall, Gordon Head Middle School, SD61
 Hailey Stangowitz, Teacher at Mount Douglas Secondary, SD61
 Marisa Wiens, EA Mount Douglas secondary, SD61
 Selena Jensen, Teacher-Librarian at Mount Douglas Secondary, SD61
 Jennifer Parlee, Teacher at Strawberry Vale Elementary School, SD61
 Deb Garner, Teacher at Spectrum High School, SD61
 Charlie Crossno, Spectrum Highschool Grad
 Thomas Webster, Spectrum Highschool Grade 11
 Shonna Hernon, Spectrum Highschool Grade 11
 Leonardo Balthazar da Silveira, spectrum highschool grade 12
 Laura Santos e Silva, student at Spectrum Secondary School, SD61
 Kurt Agno, Spectrum Community School, grade 12
 Jesse Knaggs, Spectrum Community School, grade 12
 Isabella McNally, Spectrum Community School, Grade 12,
 Sasha Naefken, Spectrum Community School, Grade 11
 Shilo Hisaam, Spectrum Community School, Grade11

Tiffany Rasmussen Spectrum Student
Nicholas Fairfield-Carter, Spectrum Student, Grade 12
Ellen McLean, Spectrum Community School, Grade 11
Tawny Bui Spectrum Community School Grade 11
Denise Sparrow, McKenzie Elementary School Teacher (Grade 2)
Alden Jay Sefton, Spectrum Community School, Teacher, SD61
Jonathan Berry Spectrum Community School Teacher
Sadikshya Baral, Mount Douglas Secondary, Grade 11
William Kennedy, Mount Douglas Secondary, Grade 11
Paige Schoening, Mount Douglas Secondary, Grade 12
Brady Quast, Mount Douglas Secondary Teacher
Evan Woo, Mount Douglas Secondary, Grade 12
Sarah Matheson, Teacher at Stelly's Secondary, SD63
Oliver McLean, Mount Douglas Secondary, Grade 12
Rhiannon Cockayne, Teacher at SIDES, SD63
Kate Smith, Mount Douglas Secondary, Grade 11
Charlie Knutson, Mount Douglas Secondary, Grade 12
Kasey Chen, Mount Douglas Secondary, Grade 11
Koji Zolbrod-Oak Bay Secondary School, Teacher
Chloe McConchie, McKenzie Elementary, Teacher

SSEEPSA's Letter to the Board Green Schools & Waste



Presented by Chloe Fought, SSEEPSA President, SD63 teacher, SD61 parent
&
Amelita Kucher, SSEEPSA Vice President, Teacher in SD61

Who are we? The Salish Sea EEPSEA Chapter

- A network & collective of passionate teachers who care deeply about Earth. We represent teachers & school staff in the CRD, mostly SD 61, 62 & 63.
- Supported through membership in Environmental Educators Provincial Specialist Association (EEPSA).
- Organize events and professional development opportunities, help connect and support educators across multiple districts, network with community
- Facilitate collaboration on climate action steps within our districts



Why did we write this letter?

- Students in the district have asked this board to reinstate 'Green Schools' initiatives & you approved this in June 2021.
- We are in a climate emergency, your board has declared this. We need leadership & coordinated action.
- Waste practices are a very visible way to demonstrate to kids that we are 'walking the talk' with climate action-- we know Hartland Landfill is almost full & so much waste could be diverted.

Who signed?

>50 Teachers from 14 schools, >20 secondary students & other community members



The Challenge

- The Green Schools plans existed but didn't work for a number of reasons.
- There is a lack of clear messaging & leadership from the district level. Educators don't feel supported, students get mixed messaging.
- It is too big for our custodial staff to do on top of their other responsibilities and is a big, messy job for students and staff to do as 'volunteers'. Green champion burnout is real
- Little/no tracking to check on progress and fix problems, little time and opportunity to communicate with custodial staff & others doing the job.

It's everybody's problem but it is a huge (and gross) problem to deal with. We need EVERYONE to be a part and feel supported.



Our Offer We want to help! Please connect

We want to help coordinate, collaborate & help set up better systems.

We have a network of experienced educators happy to advise and help implement better strategies.

We know there are no easy answers but...

We are going to apply for a grant from the CRD's "Rethink Waste Community Grant" program to help address one of the gaps we see.



Contact us salishseaeepsa@gmail.com

To: Board of Education

From: Deb Whitten, Superintendent

Date: September 20, 2022

RE: Seizure Action Plan

For the 2022-2023 school year, the Ministry of Health announced changes regarding the administration of seizure rescue medications in schools.

To date, Nursing Support Services (NSS), a program of the Provincial Health Services Authority (PHSA), has delegated the administration of seizure rescue medication to a student's dedicated Educational Assistant (EA) under their professional license. Ministry of Health Regulations and professional standards do not permit seizure rescue medications to be delegated by a nurse. The current model of NSS delegation requires changes to ensure students receive the care they need at school. The model is being aligned with the administration of other emergency rescue medications, like EpiPen for anaphylaxis.

This means that going forward, non-medical school staff will continue to be able to administer rescue medication, but it will not be attached to the nurses' license as a delegated task. The non-medical school staff are instead covered by Section 14 (b) of the *Health Professions Act* that allows for persons not designated as health professionals to give first aid or temporary assistance in an emergency.

While this model is like the NSS delegated model, there are some important changes for families. Instead of an NSS Delegated Care Plan signed off by the NSS nurse and the non-medical school staff, there will now be a Seizure Action Plan.

The Seizure Action Plan includes detailed information regarding student's care needs, medications, and acknowledgment that medications will be administered in the school setting by school staff. A student's Seizure Action Plan requires approval by their school administration, their physician, and a parent/guardian.

Once a student's Seizure Action Plan and medication have been provided to their school, school staff will submit a request for training to NSS. NSS will provide training to school staff on seizure care, including the administration of seizure rescue medication for the 2022/23 school year. NSS will develop a training schedule with an aim to complete training as early in the school year as possible and will also be available to support with training throughout the school year should there be changes to a student's medication, school staff, or school setting. After training is completed, schools will refer all questions about a student's seizure care to the family/caregiver. NSS is available to provide further

training at the request of the school.

During this period of transition, District staff will work closely with our District NSS team to gain clarity and provide support and guidance for schools and families. In addition District staff will be updating our Toolkit for Management of Medical Alert Conditions posted on our Healthy Schools website to include the new Seizure Action Plan and Medical Alert Information.

Deb Whitten

Superintendent

 www.sd61.bc.ca |   @sd61schools

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.

One *Learning* Community



MONTHLY FINANCIAL REPORT - OPERATING REVENUES - August 2022

	2022-2023					2021-2022				
	Budget	August 2022	YTD	Available	% !!	Budget	August 2021	YTD	Available	%
602 CE/HL OTHER FEES	20	0	0	20	100% !!	300	0	0	300	100%
605 CE/HL REGISTRATION FEES	5,100	240	240	4,860	95% !!	10,650	150	200	10,450	98%
621 MINISTRY BLOCK FUNDING	194,583,765	5,812,552	11,625,104	182,958,661	94% !!	188,719,912	5,631,640	11,263,280	177,456,632	94%
629 OTHER MIN OF ED GRANTS	2,214,753	0	0	2,214,753	100% !!	2,265,789	0	0	2,265,789	100%
641 REVENUE -OTHER PROV MINISTRIES	111,290	0	1,540	109,750	99% !!	137,818	0	25,068	112,750	82%
642 REVENUE - OTHER SCHOOL DIST	2,700	0	0	2,700	100% !!	0	0	0	0	
643 SUMMER SCHOOL FEES	0	0	0	0	!!	0	0	0	0	
644 CE/HL COURSE FEES	2,900	710	710	2,190	76% !!	25,000	0	0	25,000	100%
645 REVENUE-CAFETERIA	0	0	0	0	!!	0	0	0	0	
647 OFFSHORE STUDENTS TUITION FEES	15,104,719	268,542	11,425,326	3,679,393	24% !!	12,217,537	152,682	12,308,667	(91,130)	-1%
648 LOCAL EDUCATION AGREEMENTS	989,902	205,007	205,007	784,895	79% !!	966,444	257,931	257,931	708,513	73%
649 MISC FEES & REVENUE	845,894	18,041	446,998	398,896	47% !!	1,018,758	124,617	494,851	523,907	51%
651 COMMUNITY USE OF FACILITIES	1,687,020	4	4	1,687,016	100% !!	938,226	60,451	105,191	833,035	89%
652 COMMUNITY USE OF FIELDS	83,218	0	0	83,218	100% !!	33,664	23,907	31,433	2,231	7%
653 COMMUNITY USE OF THEATRE	59,144	0	0	59,144	100% !!	45,205	1,336	1,558	43,647	97%
654 PARKING FEES	36,860	0	272	36,588	99% !!	14,650	7,899	13,085	1,565	11%
655 RENTALS LIAB INS REVENUE	6,120	0	0	6,120	100% !!	20	20	55	(35)	-175%
659 OTHER RENTALS & LEASES	768,212	146,509	175,469	592,743	77% !!	748,109	51,673	79,819	668,290	89%
661 INTEREST	6,100	2,221	2,221	3,879	64% !!	5,537	567	567	4,970	90%
669 INVESTMENT REVENUE	362,660	122,641	130,151	232,509	64% !!	347,115	36,818	66,200	280,915	81%
671 SURPLUS FROM PRIOR YEAR	8,218,621	0	0	8,218,621	100% !!	13,192,739	13,192,739	13,192,739	0	0%
GRAND TOTAL	225,088,998	6,576,467	24,013,043	201,075,955	89%	220,687,473	19,542,429	37,840,644	182,846,829	83%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - August 2022

	2022-2023							2021-2022						
	Budget	August 2022	YTD	Encumbrances	Total Exp	Available %	!!	Budget	August 2021	YTD	Encumbrances	Total Exp	Available %	
SALARIES														
111 CERTIFICATED TEACHERS	96,542,770	(6,250)	(26,154)		(26,154)	96,568,924	100% !!	91,944,918	(5,888)	(29,054)		(29,054)	91,973,972	100%
112 P&VP SALARIES	13,974,493	1,149,113	2,359,513		2,359,513	11,614,980	83% !!	14,426,114	1,139,356	2,316,061		2,316,061	12,110,053	84%
114 ALLIED SPECIALISTS	1,868,199	0	0		0	1,868,199	100% !!	1,822,554	0	0		0	1,822,554	100%
115 DEPARTMENT HEAD ALLOWANCES	265,171	0	0		0	265,171	100% !!	261,249	0	0		0	261,249	100%
120 EXEMPT STAFF (CERT)	1,050,443	73,452	138,567		138,567	911,876	87% !!	1,256,679	96,288	204,356		204,356	1,052,323	84%
121 EXEMPT STAFF (NON-CERT)	4,187,937	237,065	546,416		546,416	3,641,521	87% !!	3,982,029	290,054	645,115		645,115	3,336,914	84%
122 CUSTODIANS	1,436,744	82,153	179,866		179,866	1,256,878	87% !!	2,469,775	165,360	308,851		308,851	2,160,924	87%
123 JANITORS	4,008,951	278,874	567,488		567,488	3,441,463	86% !!	3,649,570	320,267	590,438		590,438	3,059,132	84%
125 FOREMEN	518,053	35,948	59,434		59,434	458,619	89% !!	518,053	43,048	71,584		71,584	446,469	86%
126 TRADESMEN/LABOURERS	3,911,658	334,884	586,401		586,401	3,325,257	85% !!	3,778,151	356,830	616,004		616,004	3,162,147	84%
131 SCHOOL ASSISTANT SALARIES	17,802,988	31,637	169,936		169,936	17,633,052	99% !!	16,959,309	25,782	174,731		174,731	16,784,578	99%
142 CLERICAL SALARIES	9,128,895	429,464	828,631		828,631	8,300,264	91% !!	8,969,115	436,721	855,515		855,515	8,113,600	90%
161 TTOC SALARIES	7,781,989	26,884	52,172		52,172	7,729,817	99% !!	7,633,124	41,714	81,096		81,096	7,552,028	99%
165 RELIEF LABOUR	281,852	31,977	65,150		65,150	216,702	77% !!	401,326	74,441	135,814		135,814	265,512	66%
166 382 EXTRA STAFF SALARIES	309,591	67,339	67,230		67,230	242,361	78% !!	0	0	0		0	0	
167 SCHOOL ASSIST RELIEF	222,190	847	3,431		3,431	218,759	98% !!	656,901	2,118	4,024		4,024	652,877	99%
168 CASUAL CLERICAL SALARIES	92,298	3,372	5,752		5,752	86,546	94% !!	140,520	147	2,657		2,657	137,863	98%
170 MONITORS	0	0	0		0	0	!!	25,000	0	0		0	25,000	100%
191 TRUSTEES INDEMNITY	232,137	19,097	38,194		38,194	193,943	84% !!	233,660	18,513	37,160		37,160	196,500	84%
199 RECOVERIES	(686,491)	0	(47,371)		(47,371)	(639,120)	93% !!	(365,131)	0	(11,301)		(11,301)	(353,830)	97%
TOTAL -- SALARIES	162,929,868	2,795,858	5,594,657	0	5,594,657	157,335,211	97% !!	158,762,916	3,004,751	6,003,051	0	6,003,051	152,759,865	96%
BENEFITS														
211 TEACHER BENEFITS	23,170,265	12,137	957,544		957,544	22,212,721	96% !!	21,699,001	(1,834)	909,674		909,674	20,789,327	96%
212 P&VP BENEFITS	2,850,796	209,841	461,473		461,473	2,389,323	84% !!	2,899,650	186,811	420,576		420,576	2,479,074	85%
214 ALLIED SPECIALISTS BENEFITS	431,555	0	12,391		12,391	419,164	97% !!	368,157	0	10,083		10,083	358,074	97%
215 DEPT HEAD ALLOWANCE BENEFITS	63,641	0	0		0	63,641	100% !!	61,655	0	0		0	61,655	100%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	443,778	5,404	5,404		5,404	438,374	99% !!	397,039	3,639	35,622		35,622	361,417	91%
220 EXEMPT (CERT) - BENEFITS	194,333	12,790	26,537		26,537	167,796	86% !!	231,155	15,526	36,700		36,700	194,455	84%
221 EXEMPT (N-CERT) BENEFITS	799,895	41,854	111,827		111,827	688,069	86% !!	763,618	52,298	129,550		129,550	634,068	83%
222 CUSTODIAN BENEFITS	300,279	22,066	52,542		52,542	247,737	83% !!	500,703	36,678	80,498		80,498	420,205	84%
223 JANITOR BENEFITS	837,871	67,094	146,759		146,759	691,112	82% !!	740,182	57,917	126,755		126,755	613,427	83%
225 FOREMEN BENEFITS	108,273	7,627	14,820		14,820	93,453	86% !!	110,862	9,017	17,599		17,599	93,263	84%
226 TRADESMEN/LABOURER BENEFITS	817,535	70,764	141,846		141,846	675,689	83% !!	808,344	73,898	149,622		149,622	658,722	81%
231 SCHOOL ASSISTANT BENEFITS	4,272,720	6,819	136,052		136,052	4,136,668	97% !!	3,893,389	(2,252)	116,297		116,297	3,777,092	97%
242 CLERICAL BENEFITS	2,190,934	101,875	249,785		249,785	1,941,149	89% !!	2,099,940	97,539	260,186		260,186	1,839,754	88%
261 TTOC BENEFITS	1,478,578	2,447	7,826		7,826	1,470,752	99% !!	1,323,599	7,802	17,365		17,365	1,306,234	99%
265 RELIEF LABOUR BENEFITS	27,903	3,387	6,415		6,415	21,488	77% !!	49,363	13,802	25,817		25,817	23,546	48%
266 382 EXTRA STAFF BENEFITS	30,650	7,100	7,089		7,089	23,561	77% !!	0	0	0		0	0	
267 RELIEF ASSISTANT BENEFITS	22,442	140	407		407	22,035	98% !!	84,207	216	466		466	83,741	99%
268 CASUAL CLERICAL BENEFITS	9,391	68	369		369	9,022	96% !!	7,990	0	0		0	7,990	100%
270 MONITORS BENEFITS	0	0	0		0	0	!!	2,550	0	0		0	2,550	100%
291 TRUSTEE BENEFITS	13,464	1,100	2,200		2,200	11,264	84% !!	14,721	1,150	2,309		2,309	12,412	84%
299 OTHER - BENEFITS	(123,983)	0	0		0	(123,983)	100% !!	(90,895)	0	0		0	(90,895)	100%
TOTAL -- BENEFITS	37,940,320	572,512	2,341,285	0	2,341,285	35,599,035	94% !!	35,965,230	552,207	2,339,119	0	2,339,119	33,626,111	93%
SERVICES & SUPPLIES														
310 PROFESSIONAL & TECHNICAL SERVICES	0	0	0	0	0	0	!!	10,000	0	0		0	10,000	100%
311 AUDIT	29,972	0	(1,524)		(1,524)	31,496	105% !!	27,940	15,240	(6,700)		(6,700)	34,640	124%
312 LEGAL	225,000	0	7,708		7,708	217,292	97% !!	175,000	30,998	31,563		31,563	143,437	82%
323 SOFTWARE MAINTENANCE	1,068,131	349,295	505,708	106,224	611,932	456,199	43% !!	1,310,025	16,754	303,114	30,633	333,747	976,278	75%
324 HARDWARE MAINTENANCE	109,741	32,824	53,304		53,304	56,437	51% !!	109,634	31,180	31,995		31,995	77,639	71%
331 CONTRACTED TRANSPORTATION	880,500	9,224	14,973		14,973	865,527	98% !!	1,057,045	4,300	4,300		4,300	1,052,745	100%
332 TRANSPORTATION ASSISTANCE	15,000	0	0		0	15,000	100% !!	14,000	0	0		0	14,000	100%
334 SCHOOL JOURNEYS	9,268	395	395		395	8,873	96% !!	12,047	450	495		495	11,552	96%
341 PRO-D & TRAVEL	1,158,381	47,061	53,885	33,961	87,846	1,070,535	92% !!	913,943	11,237	71,328		71,328	842,615	92%
342 TRAVEL MILEAGE	2,600	0	0		0	2,600	100% !!	2,250	0	0		0	2,250	100%
343 LOCAL MILEAGE	65,529	1,937	2,057		2,057	63,472	97% !!	76,214	1,979	2,775		2,775	73,439	96%
345 STAFF TRAINING	0	0	0		0	0	!!	0	0	0		0	0	
364 LEASES	109,851	9,154	18,308		18,308	91,543	83% !!	109,851	9,154	18,308		18,308	91,543	83%
371 MEMBERSHIP FEES	110,896	3,948	81,651		81,651	29,245	26% !!	107,877	4,994	91,870		91,870	16,007	15%
391 PREMIUMS	427,403	41,733	28,920		28,920	398,483	93% !!	420,103	(2,599)	40,317		40,317	379,786	90%
399 SERVICES RECOVERY	0	0	(10,646)		(10,646)	10,646	!!	0	0	(3,662)		(3,662)	3,662	

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - August 2022																
	2022-2023							!!	2021-2022							
	Budget	August 2022	YTD	Encumbrances	Total Exp	Available	%		Budget	August 2021	YTD	Encumbrances	Total Exp	Available	%	
421 VISA EXPENSE	16,200	516	2,039		2,039	14,161	87%	!!	26,200	817	1,351		1,351	24,849	95%	
422 BANK SERVICE CHARGES	124,555	3,931	8,280		8,280	116,275	93%	!!	120,055	4,925	(3,237)		(3,237)	123,292	103%	
431 LAND TELEPHONE	173,713	26,092	26,240		26,240	147,474	85%	!!	196,005	3,058	14,077		14,077	181,928	93%	
438 CELL PHONES	164,975	18,423	33,649		33,649	131,326	80%	!!	167,338	15,614	31,821		31,821	135,517	81%	
439 DIGITAL SERVICES RECOVERY	793,240	0	0		0	793,240	100%	!!	622,518	0	0		0	622,518	100%	
441 POSTAGE	29,818	2,875	4,071	3,245	7,316	22,502	75%	!!	37,993	5,399	7,695	1,895	9,590	28,403	75%	
444 COURIER SERVICE	24,309	459	567		567	23,742	98%	!!	34,354	490	(189)		(189)	34,543	101%	
445 ADVERTISING	110,166	53,292	77,151		77,151	33,015	30%	!!	102,852	4,232	30,243		30,243	72,609	71%	
446 PHOTOCOPYING	10,911	15,660	15,660		15,660	(4,749)	-44%	!!	68,055	0	0		0	68,055	100%	
447 PRINTING SERVICES	9,458	88	1,220		1,220	8,238	87%	!!	38,131	0	0		0	38,131	100%	
448 AGENT FEE	819,926	16,169	641,719		641,719	178,207	22%	!!	463,554	20,420	654,275		654,275	(190,721)	-41%	
450 GRANTS	96,515	0	0		0	96,515	100%	!!	93,193	0	0		0	93,193	100%	
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100%	!!	7,800	0	0		0	7,800	100%	
452 HONORARIA	13,100	0	0		0	13,100	100%	!!	13,747	0	0		0	13,747	100%	
453 SCHOLARSHIPS	8,000	0	0		0	8,000	100%	!!	0	0	0		0	0		
457 GIFT / GIFT CERTIFICATES	3,103	0	0		0	3,103	100%	!!	369	220	220		220	149	40%	
460 LICENCES	22,065	0	0		0	22,065	100%	!!	20,500	0	0		0	20,500	100%	
461 FREIGHT AND CARTAGE	0	0	0		0	0		!!	200	(177)	(177)		(177)	377	189%	
462 SECURITY	84,000	8,876	12,027	13,970	25,997	58,003	69%	!!	84,000	6,866	10,636	13,691	24,327	59,673	71%	
467 FLEET TELEMATICS	24,500	6,468	6,524		6,524	17,976	73%	!!	24,500	1,100	4,924		4,924	19,576	80%	
468 CONTRACT SERV - FACIL	0	0	0		0	0		!!	0	0	0		0	0		
469 MISCELLANEOUS SERVICES	3,377,804	182,199	278,178	480,086	758,264	2,619,540	78%	!!	2,934,928	237,847	419,541	298,304	717,845	2,217,083	76%	
481 PORTABLE MOVES	60,000	6,024	18,312		18,312	41,688	69%	!!	60,000	5,400	5,400	40,838	46,238	13,762	23%	
499 COST RECOVERIES	0	0	0		0	0		!!	(15,000)	0	2,169		2,169	(17,169)	114%	
501 CAFETERIA FOOD	19,708	0	0		0	19,708	100%	!!	27,808	0	0		0	27,808	100%	
503 WOOD	2,284	934	934		934	1,350	59%	!!	2,598	0	0		0	2,598	100%	
504 METAL	0	0	0		0	0		!!	0	0	0		0	0		
505 APPLIED TECHNOLOGY SUPPLIES	801	0	0		0	801	100%	!!	801	0	0		0	801	100%	
506 DRAFTING SUPPLIES	0	0	0		0	0		!!	0	0	0		0	0		
508 AUTOMOTIVE	(43)	0	0		0	(43)	100%	!!	(1,566)	19	19		19	(1,585)	101%	
511 ADMINISTRATIVE SUPPLIES	131,472	6,025	8,766		8,766	122,706	93%	!!	148,374	10,538	10,265		10,265	138,109	93%	
512 COPY/PRINTER SUPPLIES	31,031	518	518		518	30,513	98%	!!	40,535	364	364		364	40,171	99%	
514 JANITORIAL SUPPLIES	462,000	41,700	61,057		61,057	400,943	87%	!!	462,400	6,924	29,613		29,613	432,787	94%	
515 VEHICLE SUPPLIES	45,000	12,776	17,029		17,029	27,971	62%	!!	45,000	9,412	15,604		15,604	29,396	65%	
516 MEDICAL SUPPLIES	1,277	0	0		0	1,277	100%	!!	1,651	0	0		0	1,651	100%	
517 TIRE PURCHASES	25,000	2,307	8,015		8,015	16,985	68%	!!	0	0	0		0	0		
518 VEHICLE FUEL PURCHASES	180,534	22,322	13,147		13,147	167,387	93%	!!	154,905	15,247	28,466		28,466	126,439	82%	
519 INSTRUCTIONAL SUPPLIES	6,922,932	158,162	260,095	55,984	316,079	6,606,853	95%	!!	9,941,128	203,265	334,372	158,306	492,678	9,448,450	95%	
520 BOOKS & GUIDES	841,249	6,179	6,190	11,930	18,119	823,130	98%	!!	862,887	1,569	15,073	9,729	24,802	838,085	97%	
525 MAGAZINES & PERIODICALS	1,061	0	0		0	1,061	100%	!!	531	0	117		117	414	78%	
530 AUDIO VISUAL MATERIALS	0	0	0		0	0		!!	0	0	0		0	0		
534 SOFTWARE	9,001	12,237	12,237		12,237	(3,236)	-36%	!!	80,863	40,080	79,222		79,222	1,641	2%	
541 LIGHT & POWER	1,537,413	93,823	95,313		95,313	1,442,100	94%	!!	1,567,413	94,198	115,233		115,233	1,452,180	93%	
551 GAS	1,340,500	16,307	(122,651)		(122,651)	1,463,151	109%	!!	1,131,138	6,015	(53,022)		(53,022)	1,184,160	105%	
552 OIL	55,000	0	0		0	55,000	100%	!!	120,000	0	0		0	120,000	100%	
561 WATER	442,617	22,184	15,724		15,724	426,893	96%	!!	442,617	36,859	42,940		42,940	399,677	90%	
562 SEWER USER CHARGE	298,153	21,581	28,580		28,580	269,573	90%	!!	283,784	18,619	32,289		32,289	251,495	89%	
563 STORMWATER	80,678	0	0		0	80,678	100%	!!	77,360	0	0		0	77,360	100%	
572 GARBAGE DISPOSAL	255,000	6,716	6,777		6,777	248,223	97%	!!	206,280	12,530	34,027		34,027	172,253	84%	
581 FURNITURE & EQUIP PURCH	626,419	83,353	88,407	132,628	221,035	405,384	65%	!!	544,781	48,587	193,161	130,663	323,824	220,957	41%	
582 VEHICLE PURCHASES	341,925	0	0	43,274	43,274	298,651	87%	!!	65,000	0	15,476		15,476	49,524	76%	
590 COMPUTER PURCHASES	1,774,223	149,169	193,936	557,088	751,024	1,023,199	58%	!!	1,310,598	105,047	162,733	37,530	200,263	1,110,335	85%	
594 RECONCILIATION ADJUSTMENTS	0	17	17		17	(17)		!!	0	(984)	(984)		(984)	984		
595 INTERFUND TRANSFERS	(1,388,855)	0	0		0	(1,388,855)	100%	!!	(1,000,000)	0	0		0	(1,000,000)	100%	
599 SUPPLIES RECOVERIES	(4,000)	0	(7,253)		(7,253)	3,253	-81%	!!	(4,780)	504	(29,942)		(29,942)	25,162	-526%	
TOTAL -- SERVICES & SUPPLIES	24,218,810	1,492,953	2,567,215	1,438,390	4,005,605	20,213,205	83%	!!	25,959,327	1,038,691	2,789,478	721,589	3,511,067	22,448,260	86%	
					0											
GRAND TOTAL	225,088,998	4,861,323	10,503,157	1,438,390	11,941,547	213,147,451	95%	!!	220,687,473	4,595,649	11,131,648	721,589	11,853,237	208,834,236	95%	

2022-2023 Budget Change Report: September 2022 - Operating

2022-2023 Preliminary Budget - Operating (CARRIED April 7, 2022)

Revenue	Expenses
217,320,773	219,620,773

Surplus Appropriation (Board Approved)

Budgeted 22-23 Surplus Appropriation April 7, 2022 - Allocated to Expense

2,300,000

2,300,000	0
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Changes - Surplus Appropriation (Pending September 2022 Board Approval)

Net School Funded Balances	1,347,625	1,347,625
The Link School Funded Balance	76,694	76,694
International Student Program	-	-
Continuing Education	-	-
Purchase Order Commitments	1,273,565	1,273,565
Department Carry Forwards	1,719,483	1,719,483
	4,417,367	4,417,367
	224,038,140	224,038,140

Changes - Amended Budget

Early Learning Framework Implementation (ELFI) Supports	2,907	2,907
Industry Training Authority Grant	(30,511)	(30,511)
Enrolment Adjustment (in misc revenue - enrol will be recalculated in December)	(324,291)	(324,291)
ASSAI 21/22 Deferred Revenue	1,540	1,540
ASSAI PEN Funding Adjustment (none in 2022/23)	(3,000)	(3,000)
Misc Donations and Revenues to August 31	8,331	8,331
BC Hydro Grant (Energy Manager Salary)	50,626	50,626
Adjust Cafeteria Revenue budget (budget adjusted as actual revenues received)	(100,000)	(100,000)
Adjust Theatre Revenue budget (budget adjusted as actual revenues received)	(55,998)	(55,998)

Total Changes: **(450,396)** **(450,396)**

Amended Budget to September 19, 2022

223,587,744	223,587,744
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Reserves

- Reserve - District (Pending Board Approval)	1,172,813
- Reserve - International	328,441
Total Reserves (0.67% of revenue)	1,501,254
- Local Capital Fund	3,477,091
- Ministry of Education Restricted	2,980,325
	6,457,416

2022-2023 Budget Change Report: September 2022 - Special Purpose

	Revenue	Expenses
Changing Results for Young Children (CR4YC) & Strengthening Early Years to Kindergarten Transitions (SEY2KT)		
Ministry Grant - Changing Results for Young Children (CR4YC)	11,250	11,250
Ministry Grant - Strengthening Early Years to Kindergarten Transitions (SEY2KT) Project	19,000	19,000
	<u>30,250</u>	<u>30,250</u>

Early Learning and Child Care Capacity Funding		
Ministry Grant	175,000	
1.0 FTE Acting District Principal, Early Learning		150,871
Unallocated (TBD)		24,129
	<u>175,000</u>	<u>175,000</u>

Student and Family Affordability Fund		
Ministry Grant	1,953,010	
Unallocated (TBD)		1,953,010
	<u>1,953,010</u>	<u>1,953,010</u>

Mental Health in Schools		
Ministry Grant - Early Action Initiative	48,000	
Unallocated (TBD)		48,000
	<u>48,000</u>	<u>48,000</u>

2022-2023 Budget Change Report: September 2022 - Capital

	Revenue	Expenses
Local Capital		
Pacifica Housing Advisory Quit Claim	1,000,000	
	1,000,000	0

POLICY 8110

ROLE OF THE BOARD

Drafted: December 2020/May 2022

Adopted: TBA

Revised:

Frequency of Review: TBA

1.0 RATIONALE

- 1.1 As the corporate entity established by provincial legislation and given authority by the School Act and attendant regulations, the Board of Education shall provide overall direction and leadership to the Greater Victoria School District #61. It is accountable for the provision of appropriate educational programs and services to enrolled students of the District to enable their success, in keeping with the requirements of government legislation.
- 1.2 The Board is therefore charged with the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through setting of clear strategic direction and the wise use of resources in alignment with the strategic plan and District goals.

2.0 DEFINITIONS

Nil

3.0 POLICY

3.1 Accountability to the Provincial Government

The Board shall:

- i. Act in accordance with all statutory requirements of provincial legislation to implement educational standards and policies.
- ii. Perform Board functions required by governing legislation and existing Board policy.

3.2 Develop and maintain a Culture of Student Learning

The Board shall:

- i. Ensure board agendas reflect the Board's commitment to improving student success
- ii. Ensure the GVSD strategic plan references student learning key results.
- iii. Ensure the Framework for Enhancing Student Learning and the Indigenous Education Enhancement Agreements, Terms of Reference and Memorandum of Understanding are reviewed at least annually including identification of trends and areas of focus.
- iv. Ensure resources for approved initiatives to improve student outcomes are included in the annual budget.

3.3 Accountability to and Engagement of Community

The Board shall:

- i. Make decisions that address the needs of the student population in the District.
- ii. Establish processes and provide opportunities for community engagement.
- iii. Report District outcomes including student outcomes to the community at least once annually.
- iv. Develop procedures for and hear appeals as required by statute and/or Board policy
- v. Model a culture of respect and integrity.

3.4 Strategic Planning

The Board shall:

- i. Provide overall direction for the District by establishing foundational statements.
- ii. Annually set District priorities and key results to be included in the District's Strategic Plan.
- iii. Annually ensure evaluation of the effectiveness of the District in achieving established priorities and key results.
- iv. Approve the District's Strategic Plan and any adjustments thereto

3.5 Policy

The Board shall:

- i. Identify how the Board is to function
- ii. Delegate the authority to the Superintendent and define commensurate accountabilities.
- iii. Identify the purpose and the criteria for any new policies.
- iv. Make the final decision as to the approval of all policy statements.
- v. Develop, assess, review and revise policies as required to ensure intended results are being achieved and that policies are consistent with legislation.
- vi. Ensure motions which are intended to have continuing effect are integrated into existing or new policy statements.

3.6 Board/Superintendent Relations

The Board shall:

- i. Select the Superintendent
- ii. Provide the Superintendent with clear Board direction
- iii. Delegate in writing administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations
- iv. Evaluate the Superintendent in accordance with a pre-established performance appraisal mechanism, Policy 2100.1 Superintendent Evaluation.
- v. Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position
- vi. Ensure all Board members interact with the Superintendent in a respectful and professional manner

3.7 Political Advocacy/Influence

The Board shall:

- i. Engage with Ministry of Education, BCSTA and BCPSEA and other provincial partners.
- ii. Advance District positions and priorities including through BCSTA where applicable
- iii. Act as an advocate for public education and the District

3.8 Board Development

The Board shall:

- i. Annually develop a Board development plan aligned with District priorities and Board evaluation outcomes
- ii. Formally evaluate the Board's effectiveness in the second year in a four-year term in accordance with a pre-established performance appraisal mechanism Policy#_____

3.9 Fiscal Accountability

The Board shall:

- i. Approve budget process and timelines at the outset of the budget process
- ii. In collaboration with the Superintendent, identify budget assumptions and draft priorities to be used in the creation of the draft annual operating budget
- iii. Approve the annual budget and allocation of resources to achieve desired results
- iv. Annually approve the District's updated Five-Year Capital Plan
- v. Annually appoint or reappoint the auditor and approve the terms of engagement
- vi. Review annually the audit report and management letter and approve those recommendations to be implemented
- vii. Make decisions regarding ratification of any memoranda of agreement in local bargaining matters
- viii. Approve the acquisition and disposition of District land and buildings
- ix. Monitor the fiscal management of the District through receipt of quarterly variances analyses and year-end projections
- x. Approve borrowing for capital expenditures within provincial restrictions
- xi. Approve transfer of funds to/from restricted and non-restricted surplus funds
- xii. Approve the audited Annual Financial Statements, including appropriation of surplus as set out in Policy 3170 *Operating Surplus*.

3.10 Additional Responsibilities

The Board shall:

- i. Approve annual District calendar in accordance with legislation and collective agreements

- ii. Approve Board Authorized Courses
- iii. Provide direction at the commencement of a naming or renaming process and approve the naming or renaming of educational facilities and land in accordance with Policy #1421 *Naming School Sites*
- iv. Recognize students, staff and community members for significant accomplishments
- v. Approve contracts and agreements as required by legislation
- vi. Review the student enrolment and staffing report
- vii. Approve changes to student fee schedules
- viii. Hear unresolved complaints of discrimination or harassment that cannot be heard by the Superintendent
- ix. Approve the implementation and cessation of District programs
- x. Approve catchment areas for schools and District programs
- xi. Approve changes in grade configurations
- xii. Approve the closure of a school or reopening of a closed school

4.0 RESPONSIBILITIES

- 4.1 The Board of Education is responsible to ensure compliance with the *School Act* and Policies of the Board.

5.0 REFERENCES

- 5.1 The *School Act*

POLICY XXXX

Role of Chair and Vice-Chair

Drafted: May 3, 2022/September 9, 2022

Adopted:

Revised:

Reviewed:

Frequency of Review: Annual

1. RATIONALE

The Chairperson provides Board leadership and is primarily responsible for safeguarding the integrity of the Board's governance processes. The Chairperson is the Board's spokesperson and represents the Board in the community. More specifically, the Chairperson shall:

2. POLICY

2.1.Meetings

- i. Preside over all Board meetings ensuring they are fair, open and thorough yet efficient, orderly and productive.
- ii. Ensure that Board meetings are conducted in accordance with the *School Act* and remain focused on Board governance matters.
- iii. Ensure that Roberts Rules of Order are followed.
- iv. Ensure the Board adheres to its Governance Policies and Meeting Procedures.
- v. Act as an ex-officio member of all committees appointed by the Board.

2.2.The Agenda

- i. Prior to each Board meeting confer with the Vice-Chair, Secretary-Treasurer and Superintendent to develop the Board Agenda in a manner that is consistent with the Board's Annual Work Plan.
- ii. Encourage all Trustees present to vote on all Agenda items.

-
- iii. Ensure that each Trustee has a full and fair opportunity to be heard.

2.3. Chairperson-Superintendent

- i. Keep the Superintendent and the Board informed on all matters that might affect the District.
- ii. Convey directly to the Superintendent any concerns which may affect the administration of the District.
- iii. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
- iv. Facilitate, or arrange for the facilitation of, the Superintendent evaluation in accordance with Policy 2100.1 Superintendent Evaluation and take responsibility for compiling and reporting the Superintendent evaluation.

2.4. Corporate Responsibilities

- i. Bring all matters requiring a corporate decision to the Board.
- ii. Act as a Signing Officer for the District.
- iii. Serve as an officer of the Board authorized to witness the use of the Board's Corporate Seal.
- iv. Act as official spokesperson for the Board by stating positions consistent with Board direction and policies.
- v. Appoint members of all Board Committees.

2.5 Board Integrity

- i. Monitor the Board's conduct to ensure it is consistent with Board Governance Policies and any other lawful obligations imposed on the Board.
- ii. Lead Board Meeting debriefings and periodic Board Self-Evaluations to ensure continuous improvement of Board governance practices.

2.6 Duties of the Vice-Chair

- i. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.
- ii. In the absence of the Chair and Vice-Chair, the Board shall designate another trustee to perform the duties of the Chair.

2.7 Leadership – Board Chair and Vice Chair

- i. Treat all Trustees equally and ensure that each Trustee has equal access to information.
- ii. Practice leadership in a manner that is viewed ethically and has the support of those with whom they work most directly.

3. REFERENCES

3.1 Policy 2100.1 Superintendent Evaluation



FACILITIES SERVICES

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

Update for September 19, 2022

Maintenance Services | Minor Capital | Major Capital | Operations
Transportation | Health & Safety | Networks / Communication / Security | Climate / Energy Management

BUILDING MAINTENANCE SERVICES

- 1) We have found training for our electricians, through Canadian Fire Alarm Association (CFAA) to accredit them to do annual inspections of our fire alarm systems, this will ultimately allow us to inspect our systems on our tight schedules and save the school district money. As expected our excellent staff on the electrical crew have had multiple individuals step forward to take the training.
- 2) The Rogers school gymnasium floor was completed on schedule for the start of school and looks amazing.
- 3) Even with material shortages and shipping delays, the Paint Department was able to step up and complete the gym floor refinishing throughout the district.
- 4) The Grounds Department with the help of the seasonal and student staff worked diligently to have the ground set up and ready for the start of the school year, this seasons grass growth was more than normal and kept the crew very busy over the summer. We are happy to say we are in a good position for September.

MINOR CAPITAL

Woodshop Upgrades 95 % (17 of 17 Shops Complete)

- There are a few shops that need to have teacher outlet for projectors, outlet(s) on sanding tables (waiting on parts) and equipment installed once arrived but interlocks, safety spacing and painting complete.

Metal Shop Consultations = 80 % (5 out of 5 Consultation Completed for equipment placement)

- Consultations underway for equipment placement and ventilation requirements at:
 - Reynolds (complete) – Consultant reviewing future welding booths
 - Cedar Hill (complete)
 - Mt. Doug (complete)
 - Lambrick Park (In Progress) - Consultant reviewing ventilation for grinders
 - Oak Bay (complete)
 - Esquimalt –equipment placement and safety lines complete

Aviation Shop

- Mt. Doug – Consultation in process
 - Student teaching area inside school and placement of equipment in process
 - Airplane hangar storage reviewed and clean up in process

DDC Upgrade

Tender complete for Direct Digital Control (DDC) upgrade at Spectrum (work in progress), Rogers, South Park and Frank Hobbs – work to be complete by Feb 2023.

Childcare Update

- **Hillcrest** -Building permit now received. Site prep well underway.
- **Lake Hill** -Site prep well underway
- **McKenzie** - Development permit received. Waiting on building permit to start parking lot

MAJOR CAPITAL

Victoria High School

- See project update report attached to the Operations Policy & Planning Committee agenda

Cedar Hill Seismic Project

- Design sent to the Ministry for review

OPERATIONS

We have had a very busy summer in Operations.

The school interiors look great; our Custodial Staff worked very hard all summer washing and waxing classrooms floors and deep cleaning the classrooms, including high-dusting, window cleaning and furniture scrubbing. A dedicated team spent the entire summer cleaning all elementary carpets, in preparation for them to be reintroduced into the learning environment. We had a window washing crew cleaning high windows to continue our plan to wash each high window in the district every 2-3 years.

Cartage was very busy with a large number of teacher and principal moves throughout the district.

The upcoming school year will look very different this year with a 50% reduction of the Daytime Custodians in Elementary and Middle Schools. The last week of summer and first week of school has already identified many gaps in the process that will need to be addressed.

We are happy to have an increased number of rentals in the schools through the summer.

There were some hiccups welcoming renters while our gym floors were being refinished, but we are confident that we can smooth this out for next summer. A huge change for all schools will be the introduction of the new rental software, eBase, which will give much more visibility to school staff on the community use of our schools. We are excited to get feedback on how this software is experienced in schools.

TRANSPORTATION

We are in the middle of school bus start-up. We have had an incredible number of late student registration for busing. We are trying to accommodate all registrations, but some will need to be postponed until October.

We have a total of 15 inclusive routes and 5 scheduled bus routes.

New this year we have added the Songhees bus route servicing Songhees First Nations, taking students to Craigflower and Shoreline schools.

We have FINALLY taken delivery of 4 electric buses. All of our drivers are now trained to operate these units and 2 electric buses are in regular service with the goal to have all 4 electric buses on scheduled routes by month end.

We are actively recruiting for one more continuing position and one on call bus driver position.

HEALTH & SAFETY

With the Health and Safety Advisor leaving SD 61, Eric Fischer, Transportation Manager has taken over training for the Facilities operation and anything associated with this. This is a perfect fit and ensures we stay current with mandatory licensing in a wide variety of fields.

NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT

The Tec team completed the Tec package installation in the three new classrooms at Sundance and five upgrades at Campus View. We upgraded 85 Apple TV units and serviced over 200 Tec Packages. We completed network upgrades at Lake Hill and Marigold and a PA upgrade at View Royal. We dealt with a variety of ongoing security system issues at various sites and are prepping for new fob controlled systems going into Eagle View and James Bay.

CLIMATE and ENERGY

- 2022/23 LED Lighting upgrades have commenced with Esquimalt secondary now 90% completed over the summer months. Gymnasium lighting currently underway
- Building energy audits for Lambrick Park Secondary, and Arbutus Middle School completed, documenting of major energy systems, Potential energy saving measures, Actions taken, Historical energy use and Special attention to uncontrolled exhaust fans, and thermostats district wide.
- 3 new Electric Vehicle chargers for Fleet have been completed at Facilities with final rebate submitted
- 4 new Electric Bus chargers have been completed at Colquitz by Capital Electricians
- 2022 Strategic Energy Management Plan first draft nearing completion
- Migration to PUMA utility monitoring service near completion
- Finalizing package for student/staff engagement for “lights out” sticker campaign
- BC Hydro - Continuous optimization program for 3 schools ready for initial application are Sir James Douglas Elementary, Central Middle School and Torquay Elementary
- Lighting Audits for 2023/24 LED lighting upgrades have started



1. Project Summary

Victoria High School is the oldest high school in Western Canada. The existing school facility at the current location includes the Original School Built 1913 which is a heritage-registered building, an addition built in 1955 containing the Andrews Gym and a number of specialty classrooms, and an addition built in 2011 containing the Fairey Tech Shop Wing.

The project consists of the Seismic Upgrade of the existing 1913 and 1955 portions of the school, and an addition to increase the capacity and provide a Neighbourhood Learning Centre. The project also includes the upgrade and renewal of S.J. Willis Junior Secondary School to accommodate the students during the Vic High project.

2. Project Team

The School District Project Team is identified in Appendix 1.

3. Scope

Upgrading and renewal of SJ Willis School to accommodate 800 students during the Vic High renovation. This work is now complete.

The seismic upgrade of Victoria High School and additions comprise about 1,100 square metres of new space that will provide two new stairwells, an elevator to improve circulation and exiting of the school, and an increase to the school capacity from 800 to 1000 students. There will also be additional new space for a Neighbourhood Learning Centre (NLC) that co-locates the International Community Association, as well as, providing enhancements to the new Multi-purpose Room to make it more flexible for school and community use, and the astronomy deck/outdoor classroom. Site works will include additional parking and landscaping, and a new artificial turf field as a part of the NLC funding package.

4. Schedule

The following Table 1 sets out target milestone dates. Note that the Construction Manager has completed updates to their Construction Schedule based on the current progress of the demolition/abatement work, and of the concrete and drag struts work. They have also included scheduling information provided by the other major trades, particularly mechanical and electrical, and we have been informed that the most probable date for Substantial Completion and Occupancy is now August 2023. A general theme from the major trades is a forecast lack of skilled manpower, and concerns about the supply chain for construction materials and equipment.

Subsequent discussions with the School and District Staff have concluded that Victoria High School should stay at the Topaz campus through the end of the 2022/23 school year and relocate back to the Fernwood campus in the summer of 2023.

Unforeseen market delays are creating potential for further schedule delays. The project team is working to mitigate.

Table 1 – Timetable for Key Milestones

MILESTONES/DELIVERABLES	TARGET DATE	REVISED TARGET DATE
Complete final Tender Package	May 2021	Spring 2022
Substantial Completion of Vic High	July 2022	May 2023
Relocate School from SJ Willis	August 2022	July 2023
Final Completion of Vic High Project	October 2022	August 2023

5. Budget:

- Contract expenditures to date total to an aggregate value of approximately \$48.5 Million. The budget has now been 100% allocated and the project continues to experience unforeseen pressures.
- The Construction Manager, Durwest, is forecasting budget overages for increased scope, and the SD is working to mitigate this risk.
- A request for additional Risk Reserve funding was submitted and approved by the Ministry February 2022 for \$8.2m.
- A further request for the remaining Risk Reserve funding for \$2.6m has been approved by the Ministry.
- The \$79.75 million maximum project budget is fully allocated and the project team is preparing a subsequent update and request to the Ministry.

Vic High Seismic COA	Progress/ Completion (%)	Budget	Expenses Posted to Date	Remainder	Commitments	Remainder After Commitments	% Available	Prior Period Expenses	Change from Prior Period
Vic High Seismic Fees 2017	100%	115,070	115,070	0		0	0%	115,070	0
Vic High Seismic Fees 2019	100%	3,589	3,589	(0)		(0)	0%	3,589	0
Vic High Seismic Construction	57%	60,566,029	34,415,317	26,150,712		26,150,712	43%	30,165,866	4,249,452
SJ Construction	100%	5,933,870	5,933,870	(0)		(0)	0%	5,933,870	0
Vic High Equipment	6%	700,000	44,139	655,861	30,941	624,920	89%	28,527	15,613
Vic High Seismic Fees 2020	81%	7,000,000	5,678,981	1,321,019		1,321,019	19%	5,537,930	141,051
Vic High Capital Support	10%	100,000	10,170	89,830		89,830	90%	4,139	6,031
Vic High Millwork	29%	1,395,400	398,605	996,795	17,536	979,258	70%	216,206	182,399
SJ Capital Support	100%	114,877	114,877	0		0	0%	114,877	0
Vic High Moving	0%	100,000	0	100,000		100,000	0%	0	0
SJ Moving	100%	113,640	113,640	0		0	0%	113,640	0
Vic High Bussing	63%	40,000	25,350	14,650		14,650	37%	23,430	1,920
A Parker - Vic High Seismic Moving	11%	50,000	5,274	44,726		44,726	89%	4,748	526
A Parker - Vic High Seismic Transportation	81%	85,000	69,177	15,823		15,823	19%	62,573	6,605
A Parker - Vic High TTOC	0%	20,000	0	20,000		20,000	100%	0	0
Vic High Project Management	55%	713,450	393,385	320,065		320,065	45%	384,817	8,567
Vic High Capital Tech Support	10%	50,000	4,952	45,048		45,048	90%	4,333	619
SJ Capital Tech Support	0%	0	0	0		0	0%	0	0
Prior Year Completed Expenses		53,007		53,007		53,007	100%		0
		77,153,932	47,326,397	29,827,535	48,477	29,779,058	39%	42,713,614	4,612,783



6. Communications:

General:

- Teachers and Department Heads have been consulted on classroom and gymnasium requirements.
- A review of the heritage building components that are to be salvaged has taken place with the school and alumni groups.
- Presentations has been made to Board by the architect.
- On-going communications with the City of Victoria regarding SRW's and Frontage Upgrades.
- Consultation has occurred with the School and Community Garden Committees to discuss location of the child care unit. Consultation document has been sent to families and community for feedback. Feedback was open until March 11, 2022 and is now closed.
- The Principal will work to form a committee to plan and organize the move with Facilities staff being a key partner

7. Procurement:

- Construction Manager Durwest Construction Management was selected as the Construction Manager for the Vic High project, through a comprehensive RFP Process.
- Tender Packages 1 through 8 have competitively tendered.
- The terracotta and window scope have been awarded.
- The tender results for specialties, and wood flooring closed in December and is within budget and has been awarded.
- Gym floor tenders have been received and now awarded.
- The Building Permit Amendment for the site work was submitted in March 2022 for City of Victoria approval and after review was awarded in early September. Work is commencing on site.
- Tender package 9 for the site work was awarded over the summer months.

Work Starting Soon or Underway:

- Continuing to remove the safety shoring.
- Continuing with installation of the drag struts.
- Flooring infill (furring) for wood floors work has started.
- Installation of the ceiling support anchor grid system progressing well.
- Re-plastering on inside exterior walls.
- Exterior heritage window replacement underway with select stain glass repair in progress.
- Exterior brick and terra cotta upgrade underway.
- Chimney construction and HVAC handling underway.
- Steel stud framing installation underway.
- Millwork progressing well with installation scheduled to start in October.
- Site work underway.
- Tree removal of the 17 Lombardi Poplar trees, a species that is known to cause severe damage to hardscape and other infrastructure in progress. As directed by the COV the District will be planting a total of 44 tree replacements of a variety of species more conducive to the end use. Trees have been blessed by indigenous elders prior to removal.

Looking to October 2022

- Complete the West stairwell tower structure
- Continue concrete work for East stairwell tower structure – critical pathway.
- Complete structural steel work.
- Continue work on drag struts for Level 4.
- Continue work on NLC concrete walls, columns and slabs.
- Conceptual design for amenities updates to the auditorium nearing completion.
- Work continuing on the window installation and the brick and terra cotta upgrade
- Site work including tree removal and excavation underway.
- Drywalling in the West zone will begin.



Appendix 1 – Project Team

School District 61

- Kim Morris, Secretary-Treasurer
- Aaron Parker, Vic High Principal
- Marni Vistisen-Harwood, Director of Facilities Services
- Mora Cunningham, Manager of Major Capital Projects
- Gordon Wallace, Project Manager – Major Capital Projects

Appendix 2 – Risk Analysis

Note that Risk Items identified as “Previously Identified Project Risks” means that these are Risks that were identified as Project Risks during preparation of the Project Definition Report (PDR). As such, there is provision in the Capital Project Funding Agreement with the Ministry for additional funding to be provided against those Risks in the event of increased costs.

IDENTIFIED RISKS	Probability	Consequence / Impact		
		Cost	Schedule	
Heritage Issues	Moderate	High	High	Previously Identified Project Risk
Building Code Issues with City of Victoria	Moderate	Low	Low	Previously Identified Project Risk
Approval Delays by City of Victoria	Moderate	High	High	Previously Identified Project Risk, has caused some delay
Inflationary Pressures	High	High	High	Previously Identified Project Risk
COVID impact on supply chain and procurement	Moderate	High	High	No Ministry funding allocated to this Risk.
Land Exchange & Lease	Low	Low	Low	
City of Victoria, street frontage upgrades	High	Moderate	Low	Still under discussion, finalizing scope of design work.

Board Question from June – Please report on the additional seat increase for the Vic High

The seismic upgrade of Victoria High School and addition comprise about 1,100 square metres of new space that will provide two new stairwells, an elevator to improve circulation and exiting of the school, and an increase to the school capacity from 800 to 1000. The increase of 200 new seats was made possible through the relocation of the library and other non-classroom spaces into the addition.



Appendix 3

Article from 1971 thanking Vic High Grads for the gift of trees (note the price of \$100)



Digging the new storm line connection off Gladstone





Exterior Modillion Restoration



East Face Scaffolding Installation for Brick and Window Work



Framing Steel Stud in L3 West Corridor





Artist’s rendering of the addition and the NLC from Fernwood Street



TO: Operations Policy & Planning Committee

FROM: Kim Morris

RE: 2023-2024 Five Year Annual Capital Plan Revision – Minor Capital

DATE: September 19, 2022

Background

In June 2022 the Board approved the Five Year Annual Capital Plan for 2023-2024. The capital plan included minor capital projects as follows:

Submission Summary:	Minor 2023/2024 2022-09-30
Submission Type:	Capital Plan
School District:	Greater Victoria (SD61)
Open Date:	2022-04-01
Close Date:	2022-09-30
Submission Status:	Draft

Submission Category	Sum Total Funding Requested
CNCP	\$3,250,000
SEP	\$3,900,000
PEP	\$495,000
Total	\$7,645,000

CNCP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	156217	Victoria High	HVAC (CNCP)	Phase 2 - Vic High Mechanical Upgrade	\$750,000
2	156669	Reynolds Secondary	HVAC (CNCP)	Replace existing Boiler	\$800,000
3	151404	Lambriek Park Secondary	HVAC (CNCP)	Replace existing boilers with new energy efficient units. New units will save	\$700,000
4	151402	Doncaster Elementary	HVAC (CNCP)	Replace the original AHU that serve four classrooms and replace with unit	\$300,000
5	153612	Sundance Elementary - Leased To Sd93 Ecole Beausoleil Sundance	HVAC (CNCP)	Replace original 1999 Unit Ventilators that are at the end of their life and upgrade school's DDC system. Replacement of these units and upgrading the DDC will	\$700,000
Submission Category Total:					\$3,250,000
PEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	153613	Hillcrest Elementary	Replacement (PEP)	Hillcrest has a small older playground that is not accessible. Like to replace this	\$165,000
2	156216	Frank Hobbs Elementary	Replacement (PEP)	School has no accessible playground and currently has a playground that was	\$165,000
3	152033	Victoria West Elementary	New (PEP)	Vic West has a diverse community of needs. The school has one playground that	\$165,000
Submission Category Total:					\$495,000
SEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	151681	South Park Family School	Roofing (SEP)	Roof Replacement - Phase 1 of an historic slate roof. Roof is starting to leak in	\$1,500,000
2	153608	Esquimalt High	HVAC (SEP)	Upgrade the dust collector at Esq Woodshop to ensure collector is sized correctly	\$750,000
3	156218	Burnside Community	Exterior Wall Systems	Phase 1 - Exterior Repairs including window replacement, modillions, soffits and	\$800,000
4	156670	Mount Douglas Secondary	Exterior Wall Systems	Phase 5 - Window Upgrade	\$450,000
5	151685	Central Middle School	Interior Construction	Gym Floor Replacement. The current floor is in need of replacement which will be	\$400,000
Submission Category Total:					\$3,900,000

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.

At the meeting discussion occurred relative to the CNCP section and the projects for gas fired boilers rather than electrification in light of the Board's climate emergency motion and the climate action plan development.

Issue

Facilities has worked to modify the minor capital CNCP projects of the capital plan and will resubmit this section of the plan to Ministry. The revised minor capital project list is attached on page 3.

The heating requests have moved to a two phase approach to allow for the possibility of heat pumps as the primary heating source with a backup boiler plant.

The revision to the minor capital section of the 2023-2024 Five Year Annual Capital Plan requires Board approval before it is submitted.

Ministry response to Five Year Annual Capital Plan requests usually occur in March of the following year, in this case March 2023.

Recommendation

WHEREAS the Board of Education of School District No. 61 (Greater Victoria) approved its 2023-2024 Five Year Annual Capital Plan in June 2022 and wishes to revise the Minor Capital projects in the approved plan;

BE IT RESOLVED that the Board of Education of School District No. 61 (Greater Victoria) approve the revised Minor Capital projects in the 2023-2024 Annual Five Year Capital Plan, as presented.

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.

Submission Summary

Submission Summary:	Minor 2023/2024 2022-09-30
Submission Type:	Capital Plan
School District:	Greater Victoria (SD61)
Open Date:	2022-04-01
Close Date:	2022-09-30
Submission Status:	Draft

Submission Category	Sum Total Funding Requested
CNCP	\$3,600,000
SEP	\$4,050,000
PEP	\$495,000
Total	\$8,145,000

CNCP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	156217	Victoria High	HVAC (CNCP)	Phase 2 - Vic High Mechanical Upgrade	\$750,000
2	156669	Reynolds Secondary	HVAC (CNCP)	Phase 1 - Install Heat Pumps and Replace existing Boiler to decrease GHG	\$800,000
3	151404	Lambrick Park Secondary	HVAC (CNCP)	Phase 1 - Install heat pumps for phase 1 and Replace existing boilers with new	\$850,000
4	153612	Sundance Elementary - Leased To Sd93 Ecole Beausoleil Sundance	HVAC (CNCP)	Replace original 1969 Unit Ventilators that are at the end of their life and upgrade school's DDC system. Replacement of these units and upgrading the DDC will	\$700,000
5	151402	Doncaster Elementary	HVAC (CNCP)	Replace the original AHU that serve four classrooms and replace with unit	\$500,000
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PEP					
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4	156670	Mount Douglas Secondary	Exterior Wall Systems	Phase 5 - Window Upgrade	\$500,000
5	151685	Central Middle School	Interior Construction	Gym Floor Replacement. The current floor is in need of replacement which will be	\$400,000
Submission Category Total:					\$4,050,000