



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

AGENDA

Monday, February 13, 2023, 7:00 p.m.

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

Chairperson: Trustee Paynter

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 February 13, 2023 agenda be approved.

A.3. Approval of the Minutes

Recommended Motion:
That the January 16, 2023 Operations Policy and Planning Committee meeting minutes be approved.

A.4. Business Arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

B.1. Northridge PAC – Lindsay Plumb, PAC Chair

C. SUPERINTENDENT'S REPORT

C.1. 2023-2024 / 2024-2025 Calendars Draft – Associate Superintendent Aerts

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2023/2024 and 2024/2025 school calendars on the School District's website for a period of one month:

2023/2024 School Calendar*

School Opening	September 5, 2023
First non-instructional day	September 22, 2023
National Day for Truth and Reconciliation	October 2, 2023
Thanksgiving	October 9, 2023
Second non-instructional day (Province wide)	October 20, 2023
Remembrance Day	November 13, 2023
Third non-instructional day	November 20, 2023
Schools close for Winter vacation	December 22, 2023
Schools re-open after Winter vacation	January 8, 2024
Fourth non-instructional day	February 16, 2024
Family Day	February 19, 2024
Schools close for Spring vacation	March 15, 2024
Schools re-open after Spring vacation	April 3, 2024
Good Friday	March 29, 2024
Easter Monday	April 1, 2024
Fifth non-instructional day	May 17, 2024
Victoria Day	May 20, 2024
Administrative Day and School Closing	June 28, 2024
• Sixth non-instructional day to be chosen by each school	

2024/2025 School Calendar*

School Opening	September 3, 2024
First non-instructional day	September 23, 2024
National Day for Truth and Reconciliation	September 30, 2024
Thanksgiving	October 14, 2024
Second non-instructional day (Province wide)	October 25, 2024
Remembrance Day	November 11, 2024
Third non-instructional day	November 22, 2024
Schools close for Winter vacation	December 20, 2024
Schools re-open after Winter vacation	January 6, 2025
Fourth non-instructional day	February 14, 2025
Family Day	February 17, 2025
Schools close for Spring vacation	March 14, 2025
Schools re-open after Spring vacation	March 31, 2025
Good Friday	April 18, 2025
Easter Monday	April 21, 2025
Fifth non-instructional day	May 16, 2025
Victoria Day	May 19, 2025
Administrative Day and School Closing	June 27, 2025
• Sixth non-instructional day to be chosen by each school	

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1. 2023/2024 Enrolment

- a. Kindergarten Enrolment – Associate Superintendent Aerts
- b. Late French Immersion Enrolment – District Principal Powell
- c. February 15, 2023 Enrolment Estimates – Secretary-Treasurer Stride

E.2. Monthly Financial Report: January 2023

E.3. 2023-2024 Budget

E.4. Audit Committee Report

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) accept the December 2022 Quarterly Financial Report as presented to the Audit Committee.

F. FACILITIES PLANNING

F.1. Operations Update: February 2023

F.2. Victoria High School Seismic Project Update

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

REGULAR MINUTES

Monday, January 16, 2023, 7:00 p.m.

Trustees Present: **Operations Policy and Planning members:** Rob Paynter (Chair), Karin Kwan, Derek Gagnon, Nicole Duncan, Natalie Baillaut

Education Policy and Directions members: Angela Carmichael, Emily Mahbobi, Diane McNally, Nicole Duncan

Trustee Regrets: Mavis David

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Marni Vistisen-Harwood, Director of Facilities Services, Andy Canty, Director, Information Technology for Learning

Partners: Paula Marchese, VCPAC, Cindy Romphf, GVTA, Brenna O'Connor, VPVPA, Paul Knapik, CUPE 382

A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:02 p.m.

A.1. Acknowledgement of Traditional Territories

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

A.2. Approval of the Agenda

Moved by Trustee Paynter

That the January 16, 2023 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved by Trustee Paynter

That the December 5, 2022 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee meeting minutes as they pertain to Operations Policy and Planning Committee be approved with the following amendment:

Change Karen Kwan to Karin Kwan.

Motion Carried Unanimously

A.4. Business Arising from Minutes

None.

B. PRESENTATIONS TO THE COMMITTEE

None.

C. SUPERINTENDENT'S REPORT

C.1. Deputy Superintendent Caldwell introduced the Elementary Strings Review and the Executive Summary provided by Mr. Harris.

Trustees thanked Mr. Harris for the presentation and had questions of clarification.

Meeting recessed at 8:42 p.m.

The meeting reconvened at 8:47 p.m.

D. PERSONNEL ITEMS

None.

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: December 2022

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

E.2. 2022-2023 Budget Change Report: December 2022

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

E.3. 2023-2024 Budget

Secretary-Treasurer Stride provided the memo for information.

F. FACILITIES PLANNING

F.1. Custodial Considerations

Superintendent Whitten provided the memo for information.

Trustees had questions of clarification.

Moved by Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to hire and dispatch up to ten (10) additional CUPE 382 custodial employees for the remainder of the 2022-2023 school year, and allocate budget to the custodial relief account to a maximum of \$209,068 subject to the availability of budget in the 2022-2023 amended annual budget process,

AND FURTHER to commence conversations with CUPE 382 regarding custodial service levels for the 2023-2024 school year, and any potential efficiencies,

AND FURTHER to recommend custodial service levels for the 2023-2024 school year, including budget implications, for consideration in the 2023-2024 annual budget process.

Trustees discussed the motion.

Moved by Trustee Duncan

That the motion, *“That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to hire and dispatch up to ten (10) additional CUPE 382 custodial employees for the remainder of the 2022-2023 school year, and allocate budget to the custodial relief account to a maximum of \$209,068 subject to the availability of budget in the 2022-2023 amended annual budget process,*

AND FURTHER to commence conversations with CUPE 382 regarding custodial service levels for the 2023-2024 school year, and any potential efficiencies,

AND FURTHER to recommend custodial service levels for the 2023-2024 school year, including budget implications, for consideration in the 2023-2024 annual budget process” be referred to the Board meeting on January 30, 2023.

Motion Carried Unanimously

F.2. Operations Update: January 2023

Director of Facilities Services Vistisen-Harwood provided the report for information.

F.3. Victoria High School Seismic Project Update

Director of Facilities Services Vistisen-Harwood provided the report for information.

Trustees had questions of clarification.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS

H.1. Vic High Project Reports to Central and Vic High PAC's – Trustee Kwan

Trustee Kwan withdrew the motion as there is a communication plan in effect to provide the public reports to the schools' PAC.

Recommended Motion:

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to forward any reports, provided to the Board at Standing Committee meetings or Board meetings, on any current updates or status of the ongoing project at Vic High to the PAC president of Central Middle School, Carrie Peter, and the PAC president of Vic High, Kate Wallace.

I. NOTICE OF MOTION

None.

J. GENERAL ANNOUNCEMENTS

None.

K. ADJOURNMENT

Moved by Trustee Gagnon

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:59 p.m.

Chair

Secretary-Treasurer

Northridge PAC

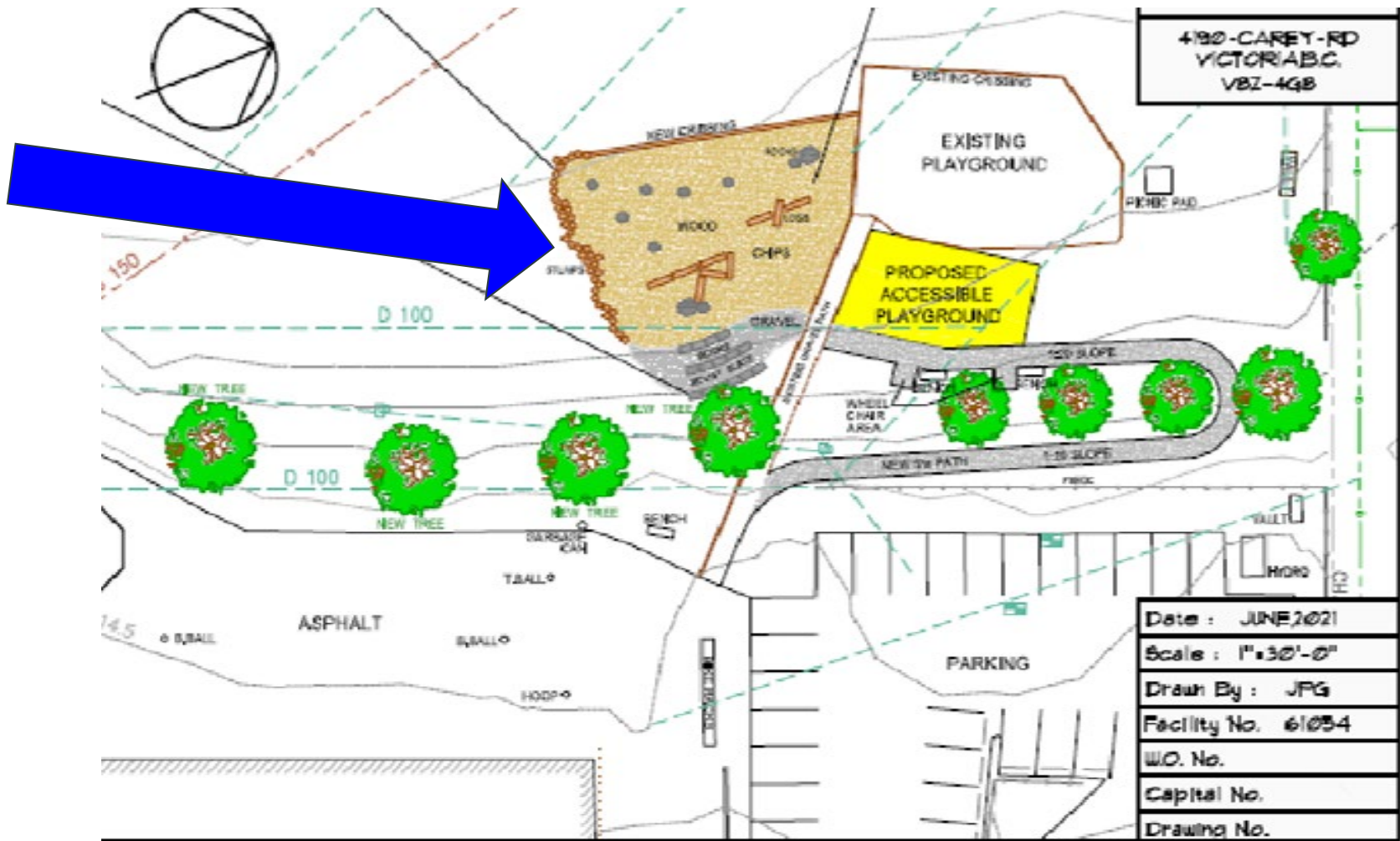
Naturescape Outdoor Playground Project

Focus Questions

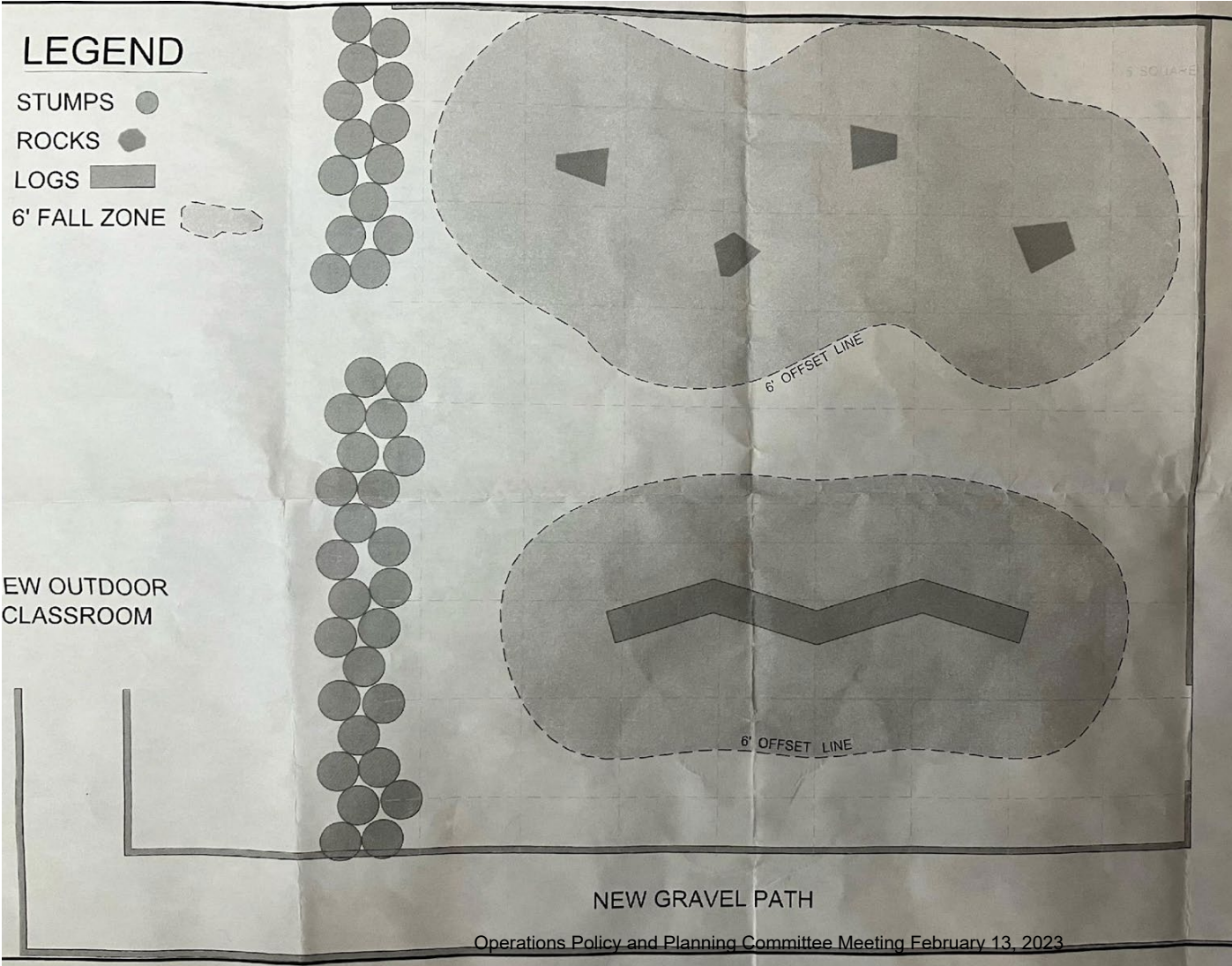
1. How can the Board of Trustees support or advise Northridge PAC to respond to the situation that will be described?
1. How can this situation be changed to avoid the same situation repeating for future PAC's?
1. What is the current required reporting by the school district to the PAC's when they are spending the PAC's money?



Project Agreed On - September 2021



Project Delivered - June 2022



Project Comparison

Agreed Upon	Delivered
Size 90'x60'	Size 40'x40'
10 Boulders	4 Boulders
Fallen Logs	None
Vertical Logs	None
Round Stepping Logs	None
Log Clusters	Log Clusters
5 Trees	5 Trees
Accessible Pathway	Accessible Pathway
Fibar 5400sqft	Fibar 1600 sqft
Cribbing 300ft	Cribbing 140ft
Completion date - October 2021	Completion date - June 2022

Budget Communication from District

Quoted	Spent to date as per email Nov5/22
<p>Total Cost quoted for the project \$44,841 which is broken down as follows,</p> <p>Naturescape with added balance beam \$38,135</p> <p>Pathway – labor and material - \$1500</p> <p>Trees with irrigation, shrubs and split rail - \$5,206</p>	<p>“To date the following has been spent and completed,</p> <p>Labour costs - \$15,644.67</p> <p>Fibar -\$16,000</p> <p>Rocks - \$4k</p> <p>Logs / wood - \$4K</p> <p>Total spend to date - \$39,644.67</p> <p>Remainder for the completion on the irrigation, trees, shrubs and split rail, which you should start to see installed this week.”</p>

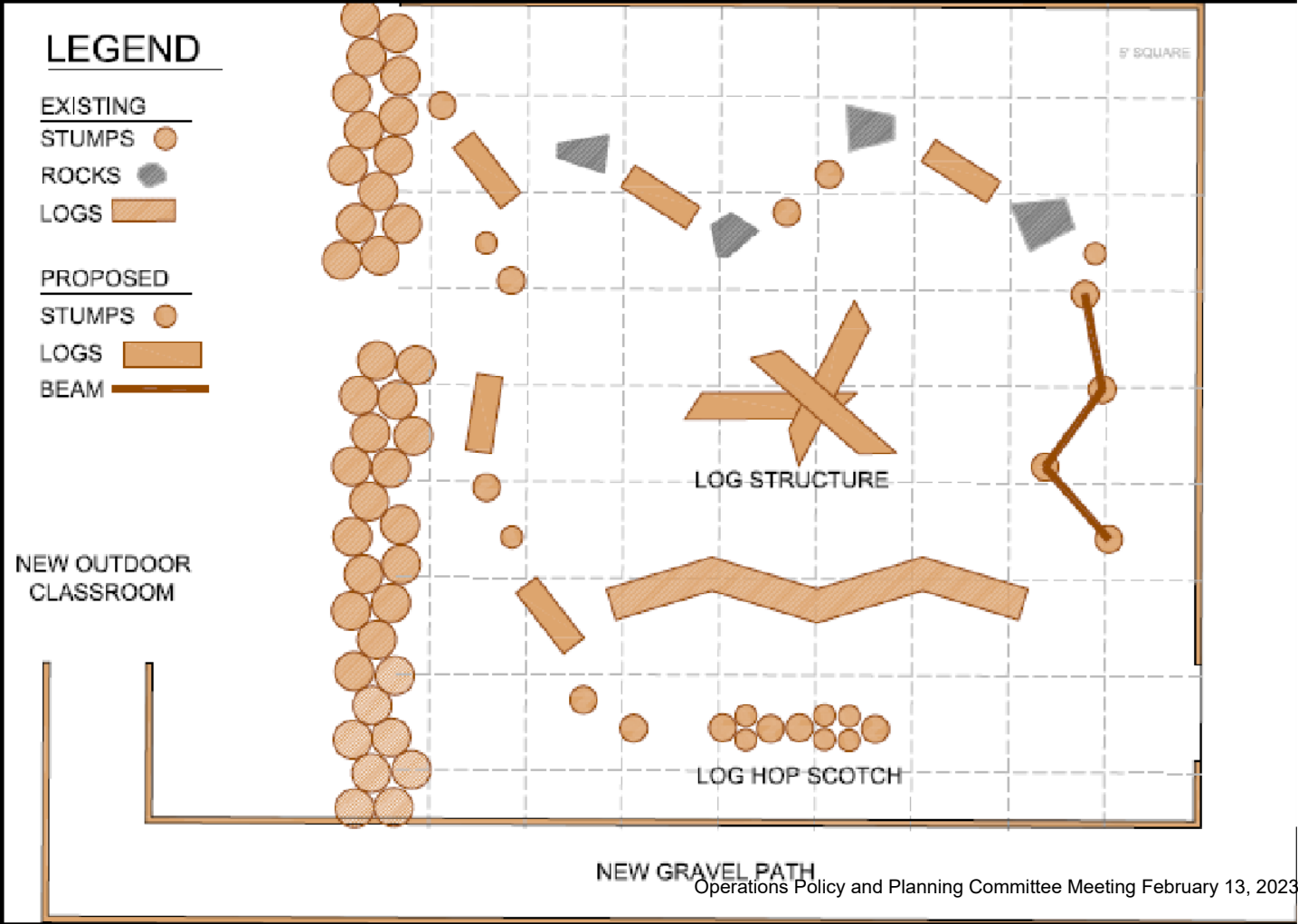
Budget Information Provided January 2023

Northridge Naturescape	Quoted	Actual
	Proposed 60' * 90'	40' * 40'
Total Monies Spent		
Trees, split rail, soil and underplantings	\$5,206	\$6,706
Pathway	\$1,500	\$1,700
Log Cluster border	\$1,400	\$1,400
Cribbing (wood border)	\$1,905	\$1,016
Disposal Costs	\$500	\$583
Labour	\$16,730	\$16,730
Balance Beam	\$1,300	\$1,300
Boulders	\$300	\$0
Fibar	\$16,000	\$4,640
Total	\$44,841	\$34,075
Difference	\$10,766	

Resolutions to Date

- ▶ Met with Eric Fischer and Mark Peaty in January 2023 to discuss the current state of the project.
- ▶ Have had several follow up meetings and communications to add components to the existing natureescape outdoor playground and to create an outdoor classroom.
- ▶ Met with Tom Alerts and Katrina Stride February 2023 to discuss the current state of the project, the PACs concerns, and steps of the project.

Revised Plan for Feb 2023



- ▶ Thank you for your time and dedication to the students of SD61!
- ▶ Northridge.PAC.info@gmail.com

2023 Northridge Naturescape/Playground Project Comparison

School: Northridge Elementary School

Date: January 29, 2023

Northridge PAC would like the Board of Trustees to include our below concerns and questions in the next standing committee meeting and the next board meeting.

General

Northridge PAC approached the district in the spring of 2021 to have a contracted company create and install a naturescape/playground on the grounds. Marni Vistisen-Harwood and Darren Reed indicated that the district was now able to complete the tasks in house and they could provide us with what we were wanting. An email was sent outlining what would have been received from the contracted company. Marni confirmed that the district could complete this for the same cost. The PAC voted to have the district provide the service to support local.

Additional emails and meetings were held with Marni and Darren to discuss the naturescape/playground and to add in additional project components (e.g., trees, irrigation, accessible pathway, balance beam, boulders). The PAC voted and agreed on a drawing with the email noted additions. The project was agreed on and paid for in September 2021. The project was scheduled to be completed in October 2021. One PAC member has been present at every single meeting/email regarding the project (where PAC was included) and several other members have attended the majority of the meetings/emails.

In March 2022, the project started. Initially, the workers were starting to measure in an incorrect location. When a PAC member questioned the placement, Darren indicated he thought he would put it beside the kindergarten playground as it would be easier for mowing/maintenance. The PAC member discussed the extra cost that was paid to place the project separated from the kindergarten playground. The project was then installed in the requested location. The project completed in June 2022 and looked completely different from the PAC approved drawing and email noted additions (e.g., quoted a 60'x90' space and it was a '40x40' space, agreed on 10 boulders and there was 4 boulders).

PAC requested a meeting with Marni and Darren in January 2023 to discuss the project and what had happened. Eric Fischer and Mark Peaty attended the meeting.

When Marni was asked to provide a cost break down of where the money was spent it took several months and follow up requests to receive the information. In November 2022, the PAC was told by Marni the money would be completely spent once the trees were installed. In January 2023, the PAC was sent information from Eric stating that \$10,766 hadn't been spent, different amounts were said to have been spend on items, and labour costs were the same from quote to actual despite the drastically smaller size of the project.

Project Specifications





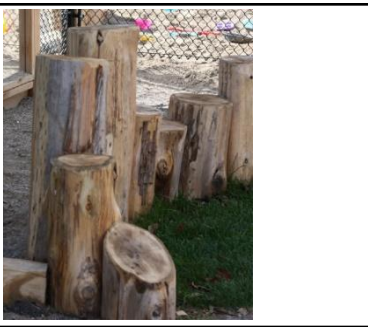
Based on email correspondence here is what was agreed on by the PAC and the School District in September 2021.

2023 Northridge Naturescape/Playground Project Comparison

Agreed to Between the PAC and the District	Provided	Comments
<p>5 trees planted, cages, stakes, ties, 3 Snowberry shrubs and 3 Oregon Grape under each tree, and mulch around the trees.</p> <p>The construction of 6 lengths of split rail fencing and installation to protect the trees</p>	Yes 😊	PAC is happy with this component
60' x 90' area which is due to the spacing required for the play components	40'x40'	
Extend the path of the naturescape and move it an additional 24 ft. to the South (labour and materials)	Path has been provided	PAC is happy with the accessible pathway
For the installation of the same wooden items listed by the PAC in their email, 10 boulders as requested, 180 yards of Fibar for the base (includes blowing in by supplier), cribbing, and all of the prep., disposal costs, etc.,	<p>Missing:</p> <ul style="list-style-type: none"> - Fallen logs & log rounds (9 pieces) - 6 boulders - Fallen log - Stepping rounds - Vertical log border <p>Installed:</p> <ul style="list-style-type: none"> - 4 boulders - Log clusters - Fibar - cribbing 	
To provide one log balance beam per 10ft section (same as Lake Hill) material and labour	One 'balance beam'	
Cost	\$44,841	

What the School District said they would provide (based on the initial email):

2023 Northridge Naturescape/Playground Project Comparison

	<p>9 Course Obstacle Course</p> <ul style="list-style-type: none"> - Set of 9 hardwood logs & discs 		<p>Stepping Rounds</p> <p>12" high x12" diameter x1</p> <p>18" high x12" diameter x1</p> <p>12" high x18" diameter x1</p> <p>18" high x18" diameter x1</p>
	<p>Fallen Log</p> <p>12" diameter x1</p>		<p>Log Cluster Border</p>
	<p>Vertical Log Border</p> <p>4' length & 6" diameter x1</p> <p>4' length & 12" diameter x1</p>		

Email Correspondence for Cost/Budget

Provided by: Marni Vistisen-Harwood

Quoted	Spent to date (November 5, 2022)
<p>Total Cost quoted for the project \$44,841 which is broken down as follows, Naturescape with added balance beam \$38,135 Pathway – labor and material - \$1500 Trees with irrigation, shrubs and split rail - \$5,206</p>	<p>To date the following has been spent and completed, Labour costs - \$15,644.67 Fibar -\$16,000 Rocks - \$4k Logs / wood - \$4K Total spend to date - \$39,644.67</p>

2023 Northridge Naturescape/Playground Project Comparison

	Remainder for the completion on the irrigation, trees, shrubs and split rail, which you should start to see installed this week.
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Provided by Eric Fischer – January 25, 2023

Northridge Naturescape	Quoted	Actual	
	Proposed 60' * 90'	40' * 40'	
Naturescape with added balance beam	\$38,135		
Pathway - labor and material	\$1,500		
Trees with irrigatons, shrubs and split rail	\$5,206		
Total	\$44,841		
Total Monies Spent			
Trees, split rail, soil and underplantings	\$5,206	\$6,706	Price of cedar split rail increased dramatically from quote
Pathway	\$1,500	\$1,700	
Log Cluster boarder	\$1,400	\$1,400	
Cribbing (wood boarder)	\$1,905	\$1,016	Adjusted price for smaller area
Disposal Costs	\$500	\$583	
Labour	\$16,730	\$16,730	
Balance Beam	\$1,300	\$1,300	
Boulders	\$300	\$0	Removed charge due to school being able to supply own
Fibar	\$16,000	\$4,640	Adjusted price for smaller area
Total	\$44,841	\$34,075	\$10766 adjusted cost difference

Next Steps/Proposal

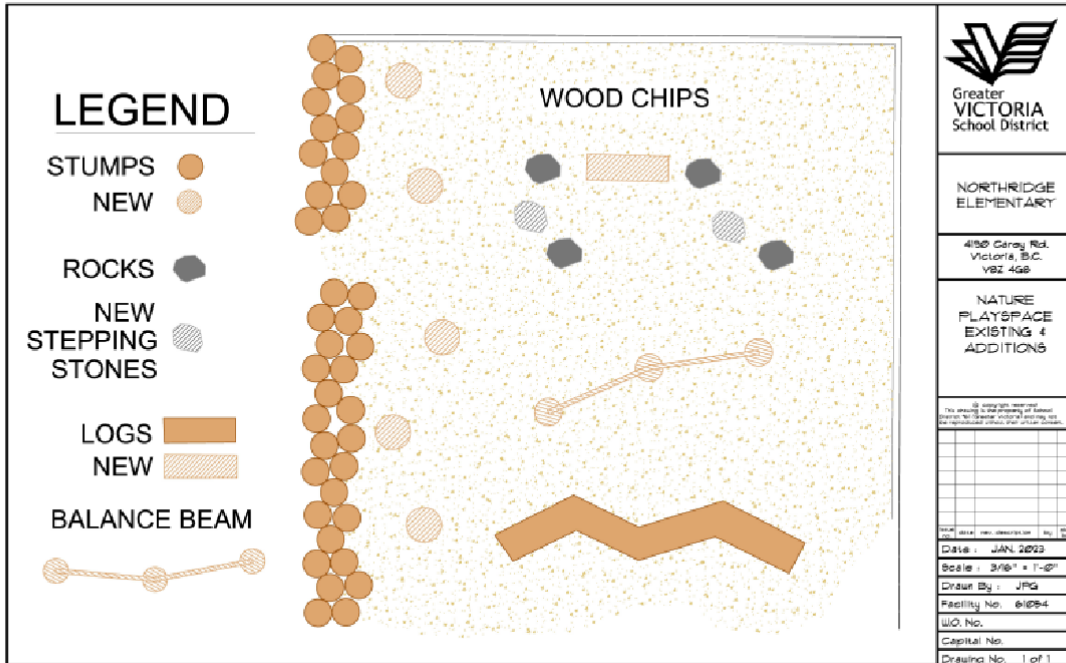
During the meeting with Eric and Mark in January 2023, it was discovered that they had a drawing of the naturescape/playground that was identical to what was installed on the

2023 Northridge Naturescape/Playground Project Comparison

property but the PAC had never seen the drawing previously. Eric and Mark agreed that something needed to be done to change the naturescape/playground based on what was originally agreed to between the PAC, Marni, and Darren.

The PAC is currently in communication with Eric and Mark regarding the proposal below.

Proposed by Eric Fischer via email January 2023



Looking back on the limited emails I could find there was mention of an Amphitheatre I would like to build for the school, at no charge of course.

Could you let me know the location that you would like this?

Below is the costing I found in the email chain to remind everyone.

Amphitheatre:

For the supply of thirty (30) 16" x 16" x 36" rectangular stone blocks, prep of the entire area for base below blocks, aggregate infill and paths, cribbing, delivery, etc. in an area spanning approx.. 20ft. x 60ft would be **\$14,620.00**

Questions

- 1) How can the Board of Trustee's support or advise Northridge PAC to respond to the situation described above?

2023 Northridge Naturescape/Playground Project Comparison

- 2) How can this situation be changed to avoid the same situation repeating for future PAC's?
- 3) What is the current required reporting by the school district to the PAC's when they are spending the PAC's money?

Thank you for your time and dedication to the students of SD61.

Sincerely,

Northridge PAC

Northridge.pac.info@gmail.com

To: Operations Policy and Planning Committee

From: Tom Aerts, Associate Superintendent

Date: February 13, 2023

RE: School Calendar 2023-24 and 2024-25

Background:

Following consultation with the following groups: CUPE 382, CUPE 947, GVTA, VCPAC, and VPVPA as well as School Districts 62 and 63, draft calendars have been developed for both the 2023/24 and 2024/25 school years. A two-year calendar is being proposed to align with our neighboring districts, Sooke and Saanich, and provide as much planning notice as possible to community members.

In accordance with the School Act, Boards must make their proposed calendar(s) public by the end of Feb 28th, 2023, and submit their calendars to the Ministry by March 31st, 2023. The Board must provide an opportunity for parents and representatives of the employees to provide comments to the Board with respect to the proposed school calendar.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approves the posting of the following 2023/2024 and 2024/2025 school calendars on the School District website for a period of one month.

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.

	2023/2024 School Calendar	2024/2025 School Calendar
Professional Development Days (Non-instructional days)	Friday, September 22, 2023 Friday, October 20, 2023 Monday, November 20, 2023 Friday, February 16, 2024 Friday, May 17, 2024 * One additional day with date chosen by each school	Friday, September 23, 2024 Friday, October 25, 2024 Friday, November 22, 2024 Friday, February 14, 2025 Friday, May 16, 2025 * One additional day with date chosen by each school
School Opening	Tuesday, September 5, 2023	Tuesday, September 3, 2024
National Day of Truth and Reconciliation	Monday, October 2, 2023	Monday, September 30, 2024
Thanksgiving	Monday, October 9, 2023	Monday, October 14, 2024
Remembrance Day	Monday, November 13, 2023	Monday, November 11, 2024
Last day of classes before Winter vacation	Friday, December 22, 2023	Friday, December 20, 2024
Schools re-open after Winter vacation	Monday, January 8, 2024	Monday, January 6, 2025
Family Day	Monday, February 19, 2024	Monday, February 17, 2025
Last day of class before Spring vacation	Friday, March 15, 2024	Friday, March 14, 2025
Schools re-open after Spring vacation	Wednesday, April 3, 2024	Monday, March 31, 2025
Good Friday	Friday, March 29, 2024	Friday, April 18, 2025
Easter Monday	Monday, April 1, 2024	Monday, April 21, 2025
Victoria Day	Monday, May 20, 2024	Monday, May 19, 2025
Last days of classes for students	Thursday, June 27, 2024	Thursday, June 26, 2025
Administrative Day and School Closing	Friday, June 28, 2024	Friday, June 27, 2025

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



To: Operations Policy and Planning Committee

From: Tom Aerts, Associate Superintendent

Date: February 13, 2023

RE: Kindergarten Enrolment

Background:

The table on the following page provides information that may be useful in assessing District enrolment trends for the 2023-24 school year.

When reviewing the information please note the following:

- The asterisk indicates which schools are dual-track.
- The enrolment counts do not reflect the exact September 2023 enrolments anticipated. Factors such as student migration between now and the beginning of the 2023-24 school year and further student transfers that might occur, will result in some changes to these numbers for several schools.
- Based on historic trends the total number of kindergarten students registered for 2023-24 is anticipated to increase by approximately 80 to 100 students between now and September 30th, 2023.
- Comparing the “K Enrolment at Feb 2023” against the “Outgoing Grade 5’s 2023” provides insight into whether an increase or decrease in the overall school population can be anticipated for the 2023-24 school year.

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.

Elementary K Enrolment Counts Summary

ELEMENTARY SCHOOL	FUNCTIONAL CAPACITY	K ENROLMENT at FEB 2021	K ENROLMENT at FEB 2022	K ENROLMENT at FEB 2023	OUTGOING GRADE 5's 2023
Braefoot Elementary	309	31	27	29	47
Campus View Elementary *	464	68	61	70	85
Cloverdale Elementary	332	45	49	57	50
Craigflower	219	25	27	23	31
Doncaster Elementary *	438	67	70	60	68
Eagle View Elementary	283	39	55	36	37
Frank Hobbs Elementary	351	31	38	26	43
George Jay *	531	63	60	61	83
Hillcrest Elementary	373	50	39	32	64
James Bay	196	29	27	31	35
Lake Hill Elementary	324	33	25	32	40
Macaulay *	483	84	87	67	79
Margaret Jenkins *	487	74	61	61	74
Marigold Elementary *	283	52	35	39	32
McKenzie Elementary	309	46	43	34	38
Northridge Elementary	286	29	42	22	41
Oaklands	487	67	69	70	95
Quadra *	505	74	71	74	75
Rogers Elementary	332	37	33	28	62
Sir James Douglas *	460	86	58	59	85
South Park	196	17	19	20	33
Strawberry Vale Elementary	309	30	35	51	43
Sundance-Bank Elementary	109	17	16	24	n/a
Tillicum Elementary	396	66	60	60	44
Torquay Elementary	327	41	43	33	58
Victoria West Elementary	332	62	39	52	51
View Royal Elementary	399	38	44	32	44
Willows *	569	69	68	61	108
TOTALS		1370	1301	1244	1545

District Learning Team

Sean Powell, District Principal –

Middle School, Languages & Multiculturalism

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

TO: Operations Policy and Planning Committee
FROM: Sean Powell, District Principal
DATE: February 13, 2023
RE: **Late French Immersion Enrolment**

Background:

The Greater Victoria School District offers three entry points to the French Immersion program: kindergarten, grade 1 and grade 6 Late French Immersion. Students in Late French Immersion stay with their class or cohort for the two years of grade 6 and grade 7 and then join with grade 8 French Immersion students, who have been immersed in French since kindergarten or grade 1. The French Immersion student population represents approximately 9.5% of the overall student population in British Columbia. In Greater Victoria, our French Immersion program represents approximately 19% of our overall student population (20,474 students). Our overall student population in the district is projected to decrease by over 1000 students by 2031.

The process of examining all financial efficiencies in the Languages portfolio, as part of the budget process, was completed in the spring of 2022. Included in this budget process was the examination of the Late French Immersion program at the five middle school sites: Arbutus Global, Cedar Hill, Central, Lansdowne and Shoreline Middle School. Through this process it was evident that the Late French Immersion program had low attendance numbers at several sites which led to exploring whether the district program could be offered in four sites instead of five sites.

Historically, Cedar Hill Middle School and Shoreline Middle School were the two schools that struggled to attain the minimum class size guideline of 23 students. Attached is a detailed enrollment spreadsheet that shows the grade 6 and grade 7 late French Immersion enrollment numbers since 2012/2013 at all five host sites.

To continue to assess the interests of the entire community, we added two steps to our Late French Immersion online application this year.

We added a checkbox at the start of the application, where families could identify:

I would only register my child at Cedar Hill Middle School for Late French Immersion if it were offered there.

If they chose this option, they were asked to complete the form and submit.

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.

If the family did not choose this box, they were asked to choose their catchment school and have the option of indicating if:

I would prefer to register my child at Cedar Hill Middle School for Late French Immersion if the program were still offered there.

When families chose their catchment school, they were also given the option to choose any of the other Late Frim sites as alternates.

With the changes to the online application form we can identify two data points: families who would only access Late French Immersion and families who would prefer to attend Late Frim at Cedar Hill, if it were available. This is the data as of February 8, 2023:

- 8 students have said they would only attend Late Frim if offered at CHMS
- 6 students have said that they would prefer to attend Late Frim if offered at CHMS

The following data shows the current demand and enrollment at the four, Late French Immersion sites of Arbutus Global Middle School, Central Middle School, Lansdowne Middle School and Shoreline Middle School.

- Arbutus has 28 students. 3 waitlisted.
- Central has 21 students. 7 spots available.
- Lansdowne has 29 students. 2 waitlisted.
- Shoreline has 28 students. 2 waitlisted.

If the district continues to offer late French Immersion in four sites (i.e., Cedar Hill remains closed), families who are choosing to enroll their children in a program of choice will transport their children to the closest Late French Immersion site. We have had the capacity to accept all interested families in nine of the past ten years. Continuing to offer the district French Immersion program at four sites, will result in a savings of approximately \$230 000 per school year. Re-opening Late French Immersion at five sites, will cost approximately \$230 000 per year. Further, as we see overall student populations decrease in the coming decade, operating five sites may require the district to continue to support classrooms far below the minimum guidelines of 23 students.

Recommendation:

The school district continues to offer the Late French Immersion program of choice at the four sites of Arbutus Global Middle School, Central Middle School, Lansdowne Middle School and Shoreline Middle School. The district continues to assess the interest of families in the Cedar Hill French Immersion catchment in Late French Immersion and continues to examine the viability of running the program of choice at four sites.

Office of the Secretary-Treasurer

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Katrina Stride – Secretary-Treasurer

TO: Operations Policy and Planning Committee
FROM: Katrina Stride, Secretary-Treasurer
DATE: February 13, 2023
RE: **February 15, 2023 Enrolment Estimates**

As per section 106.3(2) of the School Act, “A board must submit to the Minister on or before February 15 of each year an estimate of the number of students who may be enrolled in educational programs provided by the board in the next school year.” The enrolment estimates received from school districts will be used by the Ministry to facilitate the development of operating grant estimates.

Attached are the three-year enrolment estimates, and a comparison to the current year. The 2023-2024 Annual (Preliminary) Budget will be prepared based on these enrolments.

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	2022-23 Actual Enrolment	2023-24 Projected Enrolment	2023-2024 Projected vs 2022- 2023 Actual Enrolment	2024-25 Projected Enrolment (Baragar)	2025-26 Projected Enrolment (Baragar)
	FTE	FTE	FTE	FTE	FTE
Kindergarten - English	1,087.0	1,030.0	(57.0)	959.0	886.0
Kindergarten - French	317.0	324.0	7.0	284.0	286.0
	1,404.0	1,354.0	(50.0)	1,243.0	1,172.0
1 to 5 - English	5,972.0	5,953.0	(19.0)	5,818.0	5,648.0
1 to 5 - French	1,629.0	1,613.0	(16.0)	1,587.0	1,544.0
	7,601.0	7,566.0	(35.0)	7,405.0	7,192.0
Total Elementary	9,005.0	8,920.0	(85.0)	8,648.0	8,364.0
Middle - English	3,312.0	3,400.0	88.0	3,475.0	3,542.0
Middle - French	1,052.0	1,030.0	(22.0)	1,047.0	1,021.0
Total Middle	4,364.0	4,430.0	66.0	4,522.0	4,563.0
Secondary - English	5,364.6	5,459.4	94.8	5,569.4	5,647.4
Secondary - French	1,068.2	983.4	(84.8)	980.3	1,000.9
Total Secondary	6,432.8	6,442.8	10.0	6,549.7	6,648.3
Standard (Regular) School Enrolment	19,801.75	19,792.79	(8.96)	19,719.69	19,575.33

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - January 2023

	2022-2023					2021-2022					
	Budget	Jan 2023	YTD	Available	%	!!	Budget	Jan 2022	YTD	Available	%
602 CE/HL OTHER FEES	50	0	30	20	40%	!!	20	0	20	-	0%
605 CE/HL REGISTRATION FEES	6,600	1,880	5,945	655	10%	!!	5,100	675	3,600	1,500	29%
621 MINISTRY BLOCK FUNDING	197,597,845	20,154,551	98,934,004	98,663,841	50%	!!	194,634,007	20,711,524	97,039,021	97,594,986	50%
629 OTHER MIN OF ED GRANTS	2,473,861	120,355	525,199	1,948,662	79%	!!	2,216,087	113,864	517,939	1,698,148	77%
641 REVENUE -OTHER PROV MINISTRIES	111,290	0	83,852	27,438	25%	!!	171,515	0	141,078	30,437	18%
642 REVENUE -OTHER SCHOOL DISTRICTS	3,240	0	540	2,700	83%	!!	0	0	0	0	0%
644 CE/HL COURSE FEES	6,400	2,130	5,680	720	11%	!!	2,900	0	2,900	0	0%
645 REVENUE-CAFETERIA	89,145	18,971	89,144	1	0%	!!	60,722	6,687	60,711	11	0%
647 OFFSHORE STUDENTS TUITION FEES	14,111,502	347,540	14,007,717	103,785	1%	!!	14,973,989	237,726	14,977,311	(3,322)	0%
648 LOCAL EDUCATION AGREEMENTS	757,317	0	410,014	347,303	46%	!!	989,902	0	515,862	474,040	48%
649 MISC FEES & REVENUE	2,189,116	142,133	1,584,492	604,624	28%	!!	1,065,985	65,212	836,830	229,155	21%
651 COMMUNITY USE OF FACILITIES	1,638,044	209,092	942,767	695,277	42%	!!	1,588,905	146,815	867,162	721,743	45%
652 COMMUNITY USE OF FIELDS	80,115	1,080	1,355	78,760	98%	!!	51,670	0	40,793	10,877	21%
653 COMMUNITY USE OF THEATRE	49,531	1,254	12,613	36,918	75%	!!	54,221	4,258	19,618	34,603	64%
654 PARKING FEES	34,865	371	7,087	27,778	80%	!!	26,273	2,927	28,638	(2,365)	-9%
655 RENTALS LIAB INS REVENUE	6,197	230	6,207	(10)	0%	!!	6,000	(15)	4,990	1,010	17%
659 OTHER RENTALS & LEASES	780,000	54,359	503,515	276,485	35%	!!	777,126	53,273	510,759	266,367	34%
661 INTEREST	49,254	6,028	24,767	24,487	50%	!!	5,537	545	3,238	2,299	42%
669 INVESTMENT REVENUE	1,334,366	140,564	823,538	510,828	38%	!!	347,492	22,076	183,219	164,273	47%
671 SURPLUS FROM PRIOR YEAR	7,045,808	0	8,218,621	(1,172,813)	-17%	!!	13,192,739	0	13,192,739	0	0%
						!!					
GRAND TOTAL	228,364,546	21,200,538	126,187,087	102,177,459	45%		230,170,190	21,365,567	128,946,428	101,223,762	44%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - January 2023

	2022-2023						2021-2022						
	Budget	Jan 2023	YTD	Total Exp	Available	%	Budget	Jan 2022	YTD	Total Exp	Available	%	
421 VISA EXPENSE	16,000	2,086	11,074	11,074	4,926	31%	16,410	870	7,831	7,831	8,579	52%	
422 BANK SERVICE CHARGES	127,555	17,464	97,489	97,489	30,066	24%	131,243	7,411	57,266	57,266	73,977	56%	
431 LAND TELEPHONE	172,933	14,290	96,854	96,854	76,079	44%	173,733	13,952	84,271	84,271	89,462	51%	
438 CELL PHONES	205,430	14,770	114,664	114,664	90,766	44%	227,557	16,672	117,030	117,030	110,527	49%	
439 DIGITAL SERVICES RECOVERY	793,240	0	0	0	793,240	100%	792,108	0	0	0	792,108	100%	
441 POSTAGE	39,435	1,847	25,970	26,781	12,654	32%	52,747	1,901	21,692	22,450	30,297	57%	
444 COURIER SERVICE	26,505	3,226	19,325	19,325	7,180	27%	13,018	456	4,006	4,006	9,012	69%	
445 ADVERTISING	172,436	21,572	175,819	175,819	(3,383)	-2%	119,238	30,103	91,730	91,730	27,508	23%	
446 PHOTOCOPYING	202,967	53,930	138,210	138,210	64,757	32%	224,282	1,776	125,692	125,692	98,590	44%	
447 PRINTING SERVICES	11,732	1,295	5,697	5,697	6,035	51%	17,625	186	4,202	4,202	13,423	76%	
448 AGENT FEE	713,205	83,813	1,267,362	1,267,362	(554,157)	-78%	1,495,058	35,329	1,287,844	1,287,844	207,214	14%	
450 GRANTS	66,515	0	40,686	40,686	25,829	39%	66,515	0	39,945	39,945	26,570	40%	
451 CULTURAL ENRICHMENT	7,800	0	0	0	7,800	100%	0	0	0	0	0	0%	
452 HONORARIA	15,350	1,325	7,152	7,152	8,198	53%	13,747	50	2,840	2,840	10,907	79%	
453 SCHOLARSHIPS	8,450	0	7,604	7,604	846	10%	10,000	0	5,000	5,000	5,000	50%	
457 GIFT / GIFT CERTIFICATES	1,966	210	1,717	1,717	249	13%	4,295	202	1,906	1,906	2,389	56%	
459 LAUNDRY	0	161	161	161	(161)	0%	0	0	0	0	0	0%	
460 LICENCES	22,065	11,222	22,438	22,438	(373)	-2%	20,500	0	10,843	10,843	9,657	47%	
461 FREIGHT AND CARTAGE	0	0	0	0	0	0%	200	0	(177)	(177)	377	189%	
462 SECURITY	84,000	9,971	47,990	54,975	29,025	35%	84,000	7,422	50,926	63,220	20,780	25%	
467 FLEET TELEMATICS	24,500	686	12,203	12,203	12,297	50%	19,500	1,534	9,479	9,479	10,021	51%	
469 MISCELLANEOUS SERVICES	3,501,601	448,142	1,584,796	2,266,257	1,235,344	35%	3,913,768	256,853	2,095,945	2,878,145	1,035,623	26%	
481 PORTABLE MOVES	60,000	0	18,493	18,493	41,507	69%	57,769	0	5,400	46,238	11,531	20%	
499 COST RECOVERIES	(6,917)	(49)	(7,048)	(7,048)	131	-2%	(7,396)	507	(7,395)	(7,395)	(1)	0%	
501 CAFETERIA FOOD	147,538	33,896	103,510	103,510	44,028	30%	135,948	23,245	85,592	85,592	50,356	37%	
503 WOOD	8,413	369	14,303	14,303	(5,890)	-70%	14,348	858	8,254	8,254	6,094	42%	
504 METAL	1,131	0	1,239	1,239	(108)	-10%	3,664	2,947	6,653	6,653	(2,989)	-82%	
505 APPLIED TECHNOLOGY SUPPLIES	801	0	290	290	511	64%	801	0	0	0	801	100%	
506 DRAFTING SUPPLIES	0	0	103	103	(103)	0%	498	0	0	0	498	100%	
508 AUTOMOTIVE	0	0	360	360	(360)	0%	(757)	186	2,224	2,224	(2,981)	394%	
511 ADMINISTRATIVE SUPPLIES	267,197	50,461	191,505	191,505	75,692	28%	317,485	30,113	142,903	142,903	174,582	55%	
512 COPY/PRINTER SUPPLIES	148,577	49,881	113,114	113,114	35,473	24%	189,445	20,016	92,255	92,255	97,190	51%	
514 JANITORIAL SUPPLIES	462,000	47,460	346,569	399,885	62,115	13%	462,000	82,466	360,369	362,779	99,221	21%	
515 VEHICLE SUPPLIES	81,791	11,985	73,033	73,033	8,758	11%	69,311	22,427	53,505	53,505	15,806	23%	
516 MEDICAL SUPPLIES	3,223	500	2,494	2,494	729	23%	4,064	243	2,552	2,552	1,512	37%	
517 TIRE PURCHASES	25,000	1,728	15,868	15,868	9,132	37%	0	0	0	0	0	0%	
518 VEHICLE FUEL PURCHASES	180,534	44,894	136,588	136,588	43,946	24%	156,992	17,666	98,494	98,494	58,498	37%	
519 INSTRUCTIONAL SUPPLIES	5,447,828	262,088	1,558,871	1,638,208	3,809,620	70%	8,786,190	212,478	1,750,687	1,780,064	7,006,126	80%	
520 BOOKS & GUIDES	554,648	20,568	151,780	152,913	401,735	72%	688,597	34,547	184,744	185,143	503,454	73%	
525 MAGAZINES & PERIODICALS	3,705	1,080	3,421	3,421	284	8%	4,834	404	5,258	5,258	(424)	-9%	
530 AUDIO VISUAL MATERIALS	302	22	350	350	(48)	-16%	35	0	31	31	4	11%	
534 SOFTWARE	18,041	735	17,463	17,463	578	3%	30,510	(55,238)	13,851	13,851	16,659	55%	
541 LIGHT & POWER	1,416,413	49,704	571,093	571,093	845,320	60%	1,537,413	163,308	711,265	711,265	826,148	54%	
551 GAS	1,675,500	472,738	621,893	621,893	1,053,607	63%	1,321,138	156,070	357,286	357,286	963,852	73%	
552 OIL	26,200	0	0	0	26,200	100%	55,000	0	27,737	27,737	27,263	50%	
561 WATER	428,617	37,247	303,898	303,898	124,719	29%	442,617	42,126	318,315	318,315	124,302	28%	
562 SEWER USER CHARGE	338,153	12,110	183,085	183,085	155,068	46%	298,153	43,371	212,282	212,282	85,871	29%	
563 STORMWATER	82,878	0	82,786	82,786	92	0%	80,678	0	80,678	80,678	0	0%	
572 GARBAGE DISPOSAL	175,000	10,205	70,599	70,599	104,401	60%	221,560	15,679	91,072	91,072	130,488	59%	
581 FURNITURE & EQUIP PURCH	692,560	52,622	382,319	494,667	197,893	29%	1,093,826	39,956	445,776	621,040	472,786	43%	
582 VEHICLE PURCHASES	341,925	0	275,681	318,955	22,970	7%	255,093	0	15,476	15,476	239,617	94%	
590 COMPUTER PURCHASES	1,784,689	12,115	879,630	887,037	897,652	50%	1,669,867	68,283	329,560	1,089,162	580,705	35%	
594 RECONCILIATION ADJUSTMENTS	0	69	1,168	1,168	(1,168)	0%	0	(53)	(923)	(923)	923	0%	
595 INTERFUND TRANSFER	(1,388,855)	0	0	0	(1,388,855)	100%	(1,000,000)	0	0	0	(1,000,000)	100%	
599 SUPPLIES RECOVERIES	(11,377)	(478)	(13,406)	(13,406)	2,029	-18%	(303,661)	(169,015)	(371,887)	69,665	(302,222)	(1,439)	0%
TOTAL -- SERVICES & SUPPLIES	23,681,071	2,177,385	12,598,782	1,640,234	14,239,016	40%	28,381,322	1,518,592	11,639,055	2,557,935	14,196,990	14,184,332	50%
GRAND TOTAL	228,364,546	22,428,516	119,033,906	1,640,234	120,674,140	47%	230,170,190	20,265,954	112,612,676	2,557,935	115,170,611	114,999,579	50%

Office of the Secretary-Treasurer

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Katrina Stride – Secretary-Treasurer

TO: Operations Policy and Planning Committee
FROM: Katrina Stride, Secretary-Treasurer
DATE: February 13, 2023
RE: **2023-2024 Budget**

Budget Advisory Committee (BAC) Meetings:

- Draft minutes from the February 9, 2023 BAC meeting will be included in the February 27, 2023 Regular Board meeting agenda package under Board Committee Reports
- Next BAC meeting will be held in-person on February 23, 2023 with topic of discussion Custodial Services, along with the provision of department profiles and opportunity for discussion with Financial Services, Information Technology for Learning and Human Resource Services departments. This meeting is also when the BAC will begin to build consensus towards its recommendations to the Board.

Representative Advisory Council of Students Feedback:

- Representative Advisory Council of Students provided feedback in a meeting held on January 9, 2023
- Report on feedback received from the Representative Advisory Council of Students was included in the February 9, 2023 BAC meeting agenda package and will be included in the February 27, 2023 Regular Board meeting agenda package under Board Committee Reports

Student Symposium Event:

- Student Symposium Event was held on January 13, 2023
- Report on Student Symposium Event was included in the February 9, 2023 BAC meeting agenda package and will be included in the February 27, 2023 Regular Board meeting agenda package under Board Committee Reports

Public Meeting:

- Public meeting to discuss the 2023-2024 Budget will be held on March 7, 2023
- Meeting will be in-person at Uplands Campus

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Katrina Stride – Secretary-Treasurer

TO: Operations Policy and Planning Committee
FROM: Katrina Stride, Secretary-Treasurer
DATE: February 13, 2023
RE: **Audit Committee Report – February 6, 2023 Meeting**

Background:

The Audit Committee held a meeting on February 6, 2023. New business included discussion of the December 2022 Quarterly Financial Report.

There is one recommendation to the Board from the Audit Committee.

Recommendation:

December 2022 Quarterly Financial Report

Katrina Stride, Secretary-Treasurer, provided highlights of the quarterly financial report for the period ending December 31, 2022. Trustees recommended that the Board accept the December 2022 Quarterly Financial Report through the Audit Committee Report.

That the Board of Education of School District No. 61 (Greater Victoria) accept the December 2022 Quarterly Financial Report as presented to the Audit Committee.

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Office of the Secretary-Treasurer

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Katrina Stride – Secretary-Treasurer

TO: Audit Committee

FROM: Katrina Stride, Secretary-Treasurer

DATE: February 6, 2023

RE: **December 31, 2022 Quarterly Financial Report**

Background

The format of the Quarterly Financial Report is consistent with Schedule 2A “*Schedule of Operating Revenue By Source*” and Schedule 2B “*Schedule of Operating Expense by Object*” of the School District’s financial statements. The budget reflected in the financial statements is the Annual Operating Budget approved by the Board in April 2022.

The December 2022 Quarterly Financial Report uses the Annual Operating Budget which is based on estimated revenue and expenses for the year. It does not include budget related to approved surplus carry-forwards from prior years or budget adjustments made subsequent to the approval of the Annual Operating Budget. In comparison, the budget used in the Monthly Financial Report and the Monthly Budget Change Report includes budget related to approved surplus carry-forwards from prior years and budget adjustments made subsequent to the approval of the Annual Operating Budget.

The December 2022 Quarterly Financial Report shows the year-to-date actual revenue and expenditures as a percentage of the Annual Operating Budget. Actual expenditures reflect all costs for the year including those related to approved surplus carryforwards from prior years. Prior year information has been included for comparative purposes.

The March 2023 Quarterly Financial Report will be updated to include the Amended Annual Operating Budget which will be approved by the Board in February 2023. The Amended Annual Operating Budget will be based on revenue and expenses calculated on actual September 30, 2022 enrolment counts, grants confirmed subsequent to the approval of the Annual Operating Budget, and budget related to approved surplus carryforwards from prior years. It will not include budget adjustments made subsequent to the approval of the Amended Annual Operating Budget.

Revenue

Ministry of Education Operating Grant as a percentage of the related budget is 40.69% as compared to 40.65% in the prior year. Operating grant revenue is recognized as it is received.

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Other Ministry of Education Grants as a percentage of the related budget is 12.64% as compared to 12.65% in the prior year. The amount of revenue recognized in each quarter is affected by the receipt of new grants, as well as the timing of grant payments. In the current year, Other Ministry of Education Grants includes Pay Equity, FSA and Monitored Marking, Early Learning Framework and Transportation Fund.

Revenue from Other Provincial Ministries in the current year is related to the After School Sport and Arts Initiative (ASSAI) grants from the Ministry of Tourism, Arts, Culture and Sport. The revenue in the prior year was higher due to a carryforward of the ASSAI grant (\$25K), the ERASE School District Mentorship Grant from the Ministry of Public Safety and Solicitor General (\$28K), and from the sale of surplus assets through public auction by the Province of BC Asset Investment Recovery Service (\$6K).

Offshore Tuition Fees are fees received for the International Education (IE) Program. All Offshore Tuition Fees related to the current school year that were collected and deferred in the previous school year have been brought into revenue as of July 1, 2022. Offshore Tuition Fees as a percentage of the related budget are 90.44% as compared to 120.64% in the prior year. The budget in the current year was increased by 24% over the prior year in anticipation of further recovery of international student registration. Actual Offshore Tuition Fees in the current year were less than budgeted due to lower international student registration for the first semester.

Local Education Agreement (LEA) Tuition is revenue received from the Federal Government to support the LEA with the Songhees Nation. This revenue will be based on actual enrolment and the equivalent amount is deducted from the Ministry of Education Operating Grant.

The Summer School program was not offered in 2021 or 2022. Instead, individual courses were offered by Distributed Learning in The Link Summer Session.

Continuing Education Fees consist of registration and course fees for Continuing Education and The Link (Distributed Learning). Continuing Education Fees as a percentage of the related budget are 122.41% as compared to 11.60% in the prior year. The budget in the current year was reduced by \$22K to more closely reflect anticipated results. Actual Continuing Education Fees in the current year are slightly higher than the prior year.

Rentals and Leases revenue as a percentage of the related budget is 44.77% as compared to 71.06% in the prior year. The budget is higher in the current year due to the addition of new out-of-school care locations (offset by building operations and maintenance costs), rental rate increases, and the return to pre-COVID booking levels for external rentals. Actual Rentals and Leases revenue in the current year is slightly lower than the prior year.

Investment Income as a percentage of the related budget is 190.49% as compared to 46.46% in the prior year. Actual investment income is higher in the current year as a result of higher interest rates. Interest rates applied to funds held in the Ministry's Central Deposit Program started at .95% in July 2021 and had increased to 2.20% as of July 2022. Interest rates have continued to increase and were at 4.95% by the end of December 2022.

Miscellaneous Revenue includes other grants, fees, commissions and rebates, and general donations. The amount and timing of this revenue varies each year. Revenue in the current year is higher than the prior year due to donations received in support of the Elementary Strings Program (\$213K), municipal crossing guard funding (\$93K), and unspent remedy funding returned by the GVTA for teacher staffing (\$390K).

Total Operating Revenue is 44.06% of the related budget as compared to 44.28% in the prior year.

Expenditure by Object

Teacher, Educational Assistants and Substitute Salaries to date are 41.52% of the combined related budgets as compared to 41.32% in the prior year. As these positions start in September and are paid over 10 months, it is expected that approximately 4/10th (40%) of the salaries would be incurred to date. Substitute salaries expense as a percentage of the related budget is higher in the current year due to a reduction in the current year Educational Assistant replacement budget to account for a shortage of Educational Assistants to fill vacancies.

Principals and Vice Principals, Support Staff and Other Professionals salaries are 49.91% of the combined related budgets as compared to 49.15% in the prior year. These positions are generally paid over 12 months; therefore, it is expected that salaries to date would approximate 50% of the related budgets.

Employee Benefits are at 40.59% of the related budget compared to 38.58% in the prior year. Employee benefits are higher in the current year as they are tied to the higher salaries expenditure.

Total Salaries and Benefits are 42.92% of the related budget as compared to 42.37% in the prior year.

Services are at 59.60% of the related budget as compared to 75.89% in the prior year. Actual expenditures on services are \$557K lower in the current year due to one-time holdback funding used for service contracts for Songhees and Esquimalt Nations in the prior year, the timing of payments to post-secondary institutions for Pathways and Partnership programs, and the timing of other service contracts.

Student Transportation as a percentage of the related budget is at 23.75% as compared to 25.99% in the prior year. The expenses in the current year are lower due to using our own bus fleet to provide regular bussing services and due to a timing difference in the payment of the November Inclusive Education bussing invoice. The invoice was paid in January in the current year and December in the prior year.

Professional Development and Travel is at 50.51% of the related budget as compared to 28.39% in the prior year. Professional Development and Travel expenses in the current year are \$239K higher than the prior year as international travel restrictions ease and in-person professional development opportunities become available. Most of the increase can be attributed to increased travel by International Education for the recruitment of international students, travel to New Zealand by the Indigenous Education Department, and a literacy summer institute for teachers organized by the District Team.

Rentals and Leases expenditures are at 50.15% of the related budget as compared to 50.05% in the prior year. The budget for Rentals and Leases reflects the expected cost of the operating leases on fleet vehicles for Facilities Services.

Dues and Fees are at 82.04% of the related budget as compared to 96.05% in the prior year. Actual expenses in the current year are slightly lower than the prior year due to the timing of some annual membership fees.

Insurance is at 108.61% of the related budget as compared to 98.54% in the prior year. Insurance expense is higher in the current year due to an increase in the annual cost of insurance through the School Protection Program.

Supplies are at 50.62% of the related budget as compared to 38.93% in the prior year. Current year expenditures are up by 6% compared to the prior year with no significant variances to note.

Utilities are at 31.21% of the related budget as compared to 35.99% in the prior year. Overall, utilities costs have decreased in the current year given the exceptionally mild weather this past Summer and Fall. It is anticipated that utilities costs will trend higher over the remainder of the year.

Capital Asset Purchases are expenditures from the operating fund that will be transferred to the capital fund. In the current year, there are no capital asset purchases budgeted in the operating fund. However, there are

capital asset purchases in the operating fund that will be funded by prior year appropriated surplus or transferred to Local Capital. Capital asset purchases in the current year include theatre equipment; computer technology and multi-function devices; network infrastructure; furniture; portable; and vehicles and equipment for Facilities Services.

Total Services and Supplies are 55.34% of the related budget as compared to 53.05% in the prior year.

Total Operating Expenditures are 43.99% of the related budget as compared to 43.32% in the prior year.

Overall, the year-to-date results are slightly higher when compared to the prior year.

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
QUARTERLY FINANCIAL REPORT
DECEMBER 31, 2022
ACTUAL AS A PERCENTAGE OF THE ANNUAL OPERATING BUDGET

	2022/2023 Annual Operating Budget	Actual December 31, 2022	Percentage of Annual Operating Budget	2021/2022 Annual Operating Budget	Actual December 31, 2021	Percentage of Annual Operating Budget
REVENUE						
Ministry of Education Operating Grant	193,593,863	78,779,453	40.69%	187,786,620	76,327,497	40.65%
Other Ministry of Education Grants	3,201,748	404,844	12.64%	3,194,956	404,075	12.65%
Other Provincial Ministries	112,750	83,852	74.37%	112,750	141,078	125.12%
Offshore Tuition Fees	15,104,719	13,660,177	90.44%	12,217,537	14,739,584	120.64%
Local Education Agreement Tuition	989,902	410,014	41.42%	966,444	515,862	53.38%
Summer School Fees	-	-	0.00%	-	-	0.00%
Continuing Education Fees	2,900	3,550	122.41%	25,000	2,900	11.60%
Rentals and Leases	2,696,572	1,207,158	44.77%	1,779,874	1,264,701	71.06%
Investment Income	368,760	701,713	190.29%	352,652	163,836	46.46%
Miscellaneous Revenue	1,249,559	1,517,166	121.42%	1,062,708	828,588	77.97%
Budgeted Prior Year Operating Surplus Appropriation	2,300,000			5,658,406		
Total Operating Revenue	219,620,773	96,767,928	44.06%	213,156,947	94,388,120	44.28%
EXPENDITURE BY OBJECT						
Teachers Salaries	96,707,978	39,425,624	40.77%	92,198,153	37,491,369	40.66%
Principals and Vice Principals Salaries	13,921,381	6,903,585	49.59%	14,385,816	7,095,612	49.32%
Educational Assistants Salaries	19,746,848	7,955,286	40.29%	18,641,764	7,489,948	40.18%
Support Staff Salaries	18,979,392	9,217,133	48.56%	19,273,071	9,116,818	47.30%
Other Professionals Salaries	4,830,042	2,711,619	56.14%	4,957,013	2,768,265	55.85%
Substitutes Salaries	8,675,067	4,577,281	52.76%	8,570,336	4,354,551	50.81%
Employee Benefits	37,928,774	15,393,466	40.59%	36,054,086	13,909,697	38.58%
Total Salaries and Benefits	200,789,482	86,183,994	42.92%	194,080,239	82,226,260	42.37%
Services	7,106,116	4,235,108	59.60%	6,314,984	4,792,242	75.89%
Student Transportation	901,500	214,141	23.75%	1,076,545	279,825	25.99%
Professional Development and Travel	881,322	445,153	50.51%	727,897	206,620	28.39%
Rentals and Leases	109,851	55,092	50.15%	109,851	54,925	50.00%
Dues and Fees	109,831	90,104	82.04%	105,199	101,047	96.05%
Insurance	427,403	464,193	108.61%	420,003	413,875	98.54%
Supplies	5,285,907	2,681,230	50.72%	6,493,917	2,528,053	38.93%
Utilities	4,009,361	1,251,350	31.21%	3,828,312	1,377,803	35.99%
Capital Asset Purchases	-	985,027	0.00%	-	366,074	0.00%
Local Capital Transfer	-	-	0.00%	-	-	0.00%
Total Services and Supplies	18,831,291	10,421,398	55.34%	19,076,708	10,120,464	53.05%
Total Operating Expenditure	219,620,773	96,605,392	43.99%	213,156,947	92,346,724	43.32%



FACILITIES SERVICES

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

Update for February 13th, 2023

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

BUILDING MAINTENANCE SERVICES

- Facilities is in the process of consolidating extra school furniture at the SJ Willis Bunker to alleviate the storage pressure at school sites.
- The front façade at SJ Willis, Topaz appears to be detaching and pulling away from the building. Fall/impact zones are fenced off and work to secure the façade is underway.
- Woodshop audits are continuing monthly. Noticing that shop cleanliness has been to a higher standard, and equipment repair is occurring more quickly, which ultimately makes for a safer environment for the students and staff.

Metal Shop Consultations = Complete

- Metal Shop Project Work (moving equipment, safety lines, signage) = 17% Complete
 - Reynolds – Planning and implementation stage, equipment moves starting Feb
 - Cedar Hill – Planning and implementation stage
 - Mount Douglas – Planning and implementation stage
 - Lambrick Park – Aged equipment disconnected and removed. New equipment installed. Ready for installation of extraction system that will be contracted in the summer months.
 - Oak Bay – Planning and implementation stage
 - Esquimalt – Equipment placement and safety lines complete

Shops equipment removal and placement will be scheduled around classes and will be performed over the course of the year. The line painting for the equipment safety zones will take place over the summer break as multiple days are required to clean the floor prior to painting. We expect to have all shops completed before September 2023.

MINOR CAPITAL

- **District HRV Installations** - work underway to install 23 further HRVs in enrolling classrooms. March break deadline for completion.
- **Fire Alarm McKenzie Elementary** – 15% complete with verification to occur in the summer months.
- **Unit Ventilation Upgrade McKenzie Elementary** – contract awarded. Will work with the school to install unit ventilator with completion timeline end of March.
- **DDC Upgrades** – Rogers, Frank Hobbs, South Park – all progressing well with completion date over March Break.

Childcare Update

- **Hillcrest** – Main beam installed, mechanical rough-in and electrical work in progress.
- **Lake Hill** – Main beam installed, roof package and mechanical rough-in in progress.
- **View Royal addition** – Drywall installation underway.
- **Eagle View addition** – Drywall installation complete. Rough-in plumbing underway.
- **McKenzie** – Site surveyed and fenced. Excavation began Feb.1st.

Classrooms

- **Vic West portable** – finishing carpentry complete, final sheet metal work underway, with projected occupancy after March Break.
- **Shoreline** – Architect final inspection in process.

MAJOR CAPITAL

Victoria High School

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

Cedar Hill Seismic Project

- Design development approved by the Ministry and building permit drawings submitted to District of Saanich

OPERATIONS

- Custodial absenteeism began to taper off by mid-January and we have been able to dispatch extra help throughout the District on some nights.
- 5 new casual custodians were hired in January.
- Working to hire another 10 as soon as possible to address the Board's motion.
SD community use rentals has introduced online booking to external clients. Community users can now see available space throughout the District and are able to request space much more efficiently. This should have a positive effect on revenue generation.

TRANSPORTATION, AND GROUNDS

Fleet & Transportation

- In the process of transferring ownership of 9 vehicles this month as the leases run out.
- The electric bus telematics is up and running. Moving forward, will know the exact electrical consumption and can complete comparisons to gasoline buses.
- Preparations underway for servicing of the spring and summer fleet, includes all equipment inspections, repairs and services for the upcoming grass season.
- In the planning and organizational phase of student bus registration for both the door to door and regular bussing services.

Training

- Due to COVID, some internal training was placed on hold and is one again being scheduled with Facilities staff. Schedules for training are being built, with the first training being asbestos training and awareness.

Grounds

- A demonstration on tree root aeration occurred at Frank Hobbs on February 7, 2023. Event taught staff and students the importance of tree roots and tree health. A big shout out to the arborists, Bartlett Tree Services, for volunteering their time.

NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT

- Team has focused on wrapping up some tec upgrades in Doncaster, Shoreline, Frank Hobbs and Vic West.
- Tec Package maintenance was performed throughout Shoreline, Northridge and Cedar Hill.

- School Wi-Fi coverage upgrades are underway at Strawberry Vale, McKenzie, Tillicum and Lansdowne.
- Design for the new security and fob system for James Bay is complete and the parts are on order. Installation scheduled for Spring Break.

CLIMATE and ENERGY

- Energy Wise Network student/staff engagement for “lights out” sticker campaign.
 - Campaign expanded this January to now include 62% of eligible elementary schools:
 - New additions in January
 - Eagleview, Marigold, Lakehill
 - Northridge, Rogers, McKenzie
 - Cloverdale
- 2022/23 LED Lighting upgrades:
 - Esquimalt, Northridge, Tillicum, View Royal, Sundance, Cloverdale - Completed
 - Quadra Elementary is now nearly complete.
 - Margaret Jenkins, and Willows are underway.
- Climate Action Poster under development for Energy Wise Network 2023/24 campaign
 - Emphasis on proper closing of exterior doors
 - Breakdown of target schools carbon footprint
- Scheduled Low Carbon Electrification (LCE) of Electrical/ Mechanical Shops for March 2023.
 - Further the transition away from fossil fuels at facilities
- BC Hydro’s Continuous Optimization program has now begun initial investigation phase
 - Sir James Douglas, Central, Torquay
- 2023 Climate Action Plan Draft in progress



1. Project Summary

Victoria High School is the oldest high school in Western Canada. The existing school facility includes the original school built in 1913, which is a heritage-registered building, an addition built in 1955, containing the Andrews Gym and a number of specialty classrooms, and another 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 Victoria High School renovation. This work is now complete.

The seismic upgrade of Victoria High School and additions comprise approximately 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 1,000 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 work includes 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 the Project 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 Substantial Completion and Occupancy is delayed. A general theme from the major trades is a forecasted lack of skilled labour, and concerns about the supply chain for construction materials and equipment.

The unforeseen scope, market delays and labour shortages are creating schedule delays. The project team is working to mitigate the delays. With the project delays, students and staff will remain at the Topaz Campus for part of the first term of the 2023/2024 school year with a mid-year (January 2024) move.

Table 1 – Timetable for Key Milestones

MILESTONES/DELIVERABLES	TARGET DATE	REVISED TARGET DATE
Complete final Tender Package	May 2021	Winter 2022
Substantial Completion of Vic High	July 2022	September 2023
Relocate School from SJ Willis	August 2022	January 2024
Final Completion of Vic High Project	October 2022	July 2024

5. Budget

- Contract expenditures to date total to an aggregate value of about \$54 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 in February 2022 for \$8.2m.
- A further request for the remaining Risk Reserve funding for \$2.6m has been approved by the Ministry.
- The \$79.75m maximum project budget is fully allocated.

Vic High Seismic COA	Progress/ Completion (%)	Expenses		Remainder	Commitments	Remainder After Commitments	% Available	Prior Period Expenses	Change from Prior Period
		Budget	Posted to Date						
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	60%	67,176,506	45,545,433	21,631,073	4,154	21,626,919	32%	45,545,433	0
SJ Construction	100%	5,933,870	5,933,870	(0)		(0)	0%	5,933,870	0
Vic High Equipment	25%	700,000	134,590	565,410	655,545	(90,135)	-13%	134,590	0
Vic High Seismic Fees 2020	80%	7,000,000	6,338,726	661,274		661,274	9%	6,336,030	2,696
Vic High Capital Support	10%	100,000	10,287	89,713		89,713	90%	10,287	0
Vic High Millwork	50%	1,395,400	568,025	827,375	9,500	817,875	59%	545,854	22,171
SJ Capital Support	100%	114,877	114,877	0		0	0%	114,877	0
Vic High Moving	2%	100,000	604	99,396		99,396	0%	604	0
SJ Moving	100%	113,640	113,640	0		0	0%	113,640	0
Vic High Bussing	65%	40,000	32,670	7,330		7,330	18%	32,670	0
A Parker - Vic High Seismic Moving	11%	50,000	5,274	44,726		44,726	89%	5,274	0
A Parker - Vic High Seismic Transportation	85%	85,000	83,097	1,903		1,903	2%	83,097	0
A Parker - Vic High TTOC	0%	20,000	0	20,000		20,000	100%	0	0
Vic High Project Management	60%	713,450	400,713	312,737		312,737	44%	400,713	0
Vic High Capital Tech Support	8%	50,000	22,340	27,660	10,144	17,516	35%	22,010	330
SJ Capital Tech Support	0%	0	0	0		0	0%	0	0
Prior Year Completed Expenses		53,007		53,007		53,007	100%		0
		83,764,409	59,422,805	24,341,604	679,343	23,662,260	28%	59,397,608	25,197



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 have been made to Board by the architect.
- On-going communications with the City of Victoria regarding Statutory Right of Ways 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.
- A monthly report is being provided to the Fernwood Neighbourhood Resource Group.
- Monthly reports are being provided to the Central and Vic High PACs.

7. Procurement

- Durwest Construction Management was selected as the Construction Manager for the Vic High project, through a comprehensive RFP Process.
- Tender Packages 1 through 10 have competitively tendered and awarded.
- The contract for the Turf Field installation is complete.

Work Starting Soon or Underway:

- Steel stud framing installation underway.
- Interior drywall underway.
- Installation of mechanical rough-in (HVAC, Sprinklers and Plumbing).
- Installation of electrical rough-in.
- 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.
- Millwork installation.
- Parking lot grading and curbing underway.
- Sports field curbing and fencing.
- Volleyball site prep.
- Auditorium design completing, including updates to the stage for accessibility.

Looking to March 2023

- Old Building: Framing, drywalling and finishing Level 0 to Attic.
- New Expansion: Preparation for Curtain Wall Glazing.
- Work continuing on the window installation and the brick and terra cotta upgrade.
- Installing sports field base gravel, and shock pad.
- Continue work on Gladstone and Grant Street, sidewalk upgrades.
- Continue room finishes such as painting and flooring.
- Continue millwork and finish carpentry trim installation.
- Carving to commence on the learning commons doors.



Appendix 1 – Project Team

School District 61

- Katrina Stride, Secretary-Treasurer
- Aaron Parker, Vic High Principal
- Marni Vistisen-Harwood, Director of Facilities
- 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		
		Cost	Impact on 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.

Appendix 3 – Photos

Tile in Level 1 Washroom





Level 1 Finished Drywall and Frames Painted



NLC Exterior Brick Cladding





Egg and Dart Molding Refurbishment for Level 2 Heritage Corridor



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

