



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

VIA ZOOM

Monday, March 4, 2024, 7:00 p.m.

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

Chairperson: Trustee Mahbobi (Education Policy), Trustee Gagnon (Operations Policy)

A. COMMENCEMENT OF MEETING

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

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 Combined Education Policy and Directions and Operations Policy and Planning Committees meeting agenda

Recommendation:

That the March 4, 2024 Combined Education Policy and Directions and Operations Policy and Planning Committees meeting agenda be approved.

B. EDUCATION POLICY AND DIRECTIONS COMMITTEE

B.1. Approval of the Minutes

That the February 5, 2024 Education Policy and Directions Committee meeting minutes be approved.

B.2. Business Arising from Minutes

B.3. Recognition of Student Representative

C. PRESENTATIONS TO THE COMMITTEE

C.1. Enhancing Student Learning Report (ESLR)

District Principal - David Hovis (Memo)

District Counsellors - Monique Moore and Maureen Von Tigerstrom

Presentation – Supporting Mental Health & Wellness K-12 Update

C.2. Enhancing Student Learning Report (ESLR)

Associate Superintendent – Tom Aerts (Memo)

District Vice-Principal - Lindsay Johnson

**School Based Vic High Career Centre Team – Career Coordinator
Samantha Spetter & Career Centre Teacher Jessica McDiarmid**

Presentation - Pathways and Partnerships

D. NEW BUSINESS

E. NOTICE OF MOTION

F. GENERAL ANNOUNCEMENTS

G. OPERATIONS POLICY AND PLANNING COMMITTEE

G.1. Approval of the Minutes

Recommendation:

**That the February 12, 2024 Operations Policy and Planning Committee
meeting minutes be approved.**

G.2. Business Arising from Minutes

H. PRESENTATIONS TO THE COMMITTEE

H.1. Violence Prevention Program – Cindy Romphf and Taily Wills

I. SUPERINTENDENT'S REPORT

J. PERSONNEL ITEMS

K. FINANCE AND LEGAL AFFAIRS

K.1. Monthly Financial Report: February 2024

K.2. Budget Change Report: February 2024

L. FACILITIES PLANNING

L.1. Operations Update: March 2024

L.2. Victoria High School Seismic Project Update

L.3. Cedar Hill Middle School Seismic Project Update

M. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

N. NEW BUSINESS

O. NOTICE OF MOTION

P. GENERAL ANNOUNCEMENTS

Q. ADJOURNMENT

Recommendation:
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)
Education Policy and Directions Committee Meeting
REGULAR MINUTES
Monday, February 5, 2024, 7:00 p.m.

Trustees Present: **Education Policy and Directions members:** Emily Mahbobi (Chair), Natalie Baillaut, Mavis David, Nicole Duncan, Karin Kwan

Trustee Regrets: Angela Carmichael, Derek Gagnon, Diane McNally, Rob Paynter

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Andy Canty, Director, Information Technology for Learning, Vicki Roberts, VPVPA

Partners: Lena Palermo, GVTA, Nyssa Temmel, VCPAC

A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:00 p.m.

A.1. Acknowledgement of Traditional Territories

Chair Mahbobi 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 Baillaut

That the February 5, 2024 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved by Trustee Baillaut

That the January 15, 2024 Education Policy and Directions Committee meeting minutes be approved.

Motion Carried Unanimously

A.4. Business Arising from Minutes

None.

B. PRESENTATIONS TO THE COMMITTEE

None.

C. NEW BUSINESS

- C.1.** Director of Indigenous Education Dr. Shelly Niemi provided a memo and presented with District Indigenous middle years teacher consultant Kolette Cristante. They provided an overview of Indigenous Education within our School District from a Department level with a highlight for what that looks like in practice at the Middle Years. Glanford Middle School Principal Vicki Roberts outlined how Glanford Middle School is supporting Indigenous Education.

Trustees and partners had questions of clarification.

D. NOTICE OF MOTION

None.

E. GENERAL ANNOUNCEMENTS

None.

F. ADJOURNMENT

Moved by Trustee Baillaut

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 8:31 p.m.

To: The Board of Education of School District No. 61

From: David Hovis

Date: March 4, 2024

RE: Supporting Mental Health & Wellness K-12 Update

To support schools in feeling confident and capable in re-engaging priority students so they can say: I belong, I have purpose, I matter.

For the 2023-24 school year, district departments continue to work collaboratively with schools in supporting mental health & wellness initiatives, and by addressing Goal 3 of the District's Strategic Plan.

The focus of this presentation is Strategy 1 of Goal 3 which is to "Continue to provide professional learning opportunities to all staff in K-12 to further support implementation of social emotional learning, physical literacy and mental health literacy that improves outcomes for students and classrooms".

Funding for initiatives to support mental health and wellness includes \$48,000 from the operating budget and \$48,000 from the Mental Health in Schools Grant from the Ministry of Education and Childcare.

For this presentation, the slides include:

- A review of student data from the McCreary BC Adolescent Health Survey results and feedback from January's Student Symposium.
- A review of ongoing work to support Strategy 1 of the Enhancing Student Learning Report.
- An overview new mental health and wellness initiatives which includes:
 - A series of workshops offered to all CUPE, GVTA, and VPVPA members. entitled, "Compassionate Learning Communities – Supporting Trauma Informed Practice".
 - Mental Health Grants for middle and secondary schools with a focus on student voice and requested needs.
 - Job-Embedded Professional Development for Grade 9-12 Physical Health and Education (PHE) Teachers to support the PHE curriculum.

Supporting Mental Health & Wellness

K-12 District Mental Health Department

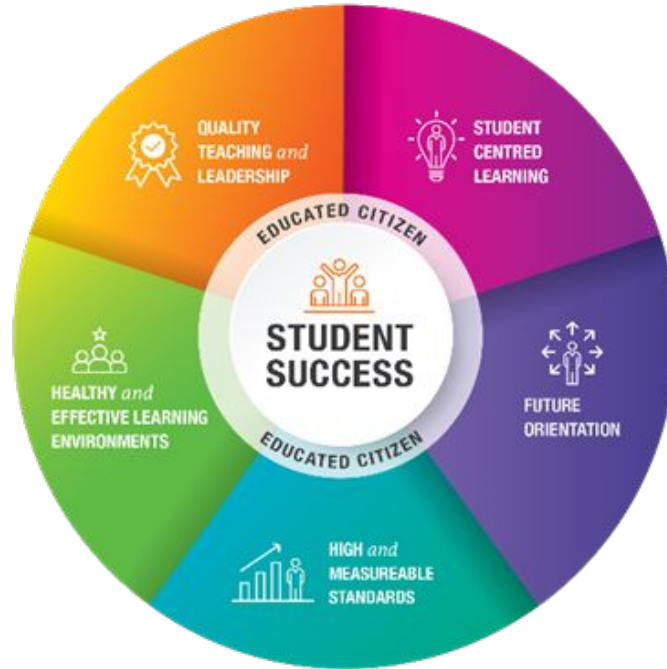


*To support schools in feeling confident and capable in re-engaging priority students so they can say:
I belong, I have purpose, I matter.*

Ministry Vision for Student Success



Ministry of
Education and
Child Care



Focus on Mental Health: District Strategic Plan



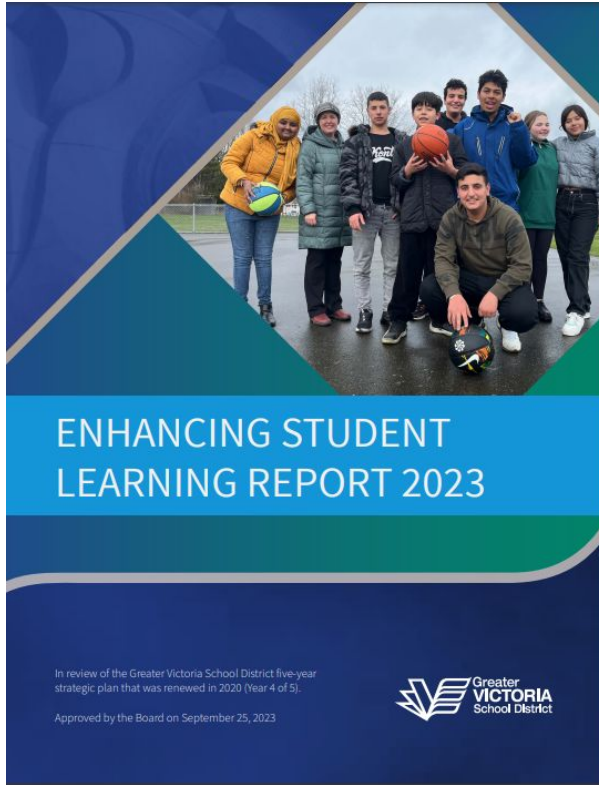
Goal 3

Create an inclusive and culturally responsive learning environment that will support all learners' physical and mental well-being.

Strategy 1:

Continue to provide professional learning opportunities to all staff in K-12 to further support implementation of social emotional learning, physical literacy and mental health literacy that improves outcomes for students and classrooms.

ESLR & Strategic Plan Connections



Greater Victoria School District Funding for Mental Health

- \$48,000 - Operating Budget
- \$48,000 - Grant - Ministry of Education & Child Care

McCreary Centre Society - BC Adolescent Health Survey

- Province-wide survey administered to youth in Grades 7 to 12 since 1992.
- The survey gives an evidence base of youth health trends, emerging issues, and risk and protective factors for health development.

STUDENTS IN SD 61 WHO PARTICIPATED IN THE BC AHS

Students in Grades 7–12 in this district participated in the 2023 BC Adolescent Health Survey. They provided demographic information such as age, race, and gender.

Age

Age of survey participants	
12 or younger	9%
13 years	15%
14 years	15%
15 years	19%
16 years	17%
17 years	17%
18 years or older	8%

SD61 Student Feedback Results *BC Adolescent Health Survey*

SCHOOL EXPERIENCE

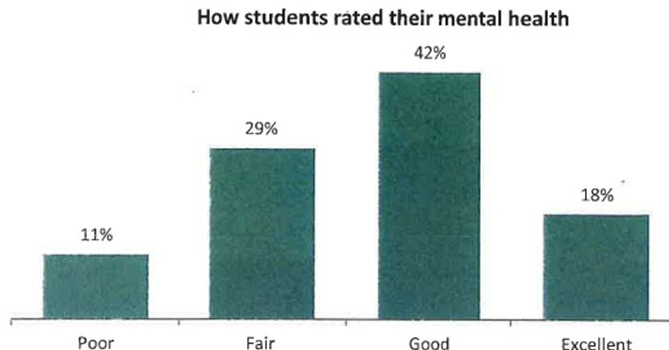
Students were asked how much they agreed with a series of statements about their school experience.

Students' feelings about their school experience			
	Disagreed/ Strongly disagreed	Neither agreed nor disagreed	Agreed/ Strongly agreed
Felt like a part of their school	14%	34%	52%
Happy to be at school	21%	26%	53%
Felt school staff treated them fairly	11%	24%	65%
Felt school staff expected them to do well	5%	23%	72%
Felt safe at school	11%	25%	64%
Felt teachers cared about them	10%	28%	62%
Felt other school staff cared about them	15%	40%	45%

SD61 Student Feedback Results *BC Adolescent Health Survey*

MENTAL HEALTH AND WELL-BEING

Students were asked to rate their mental health.



Students also rated their quality of life (subjective well-being).

How much students ...			
	Disagreed/ Strongly disagreed	Neither agreed nor disagreed	Agreed/ Strongly agreed
Felt their life was going well	10%	23%	67%
Wished they had a different life	55%	25%	20%
Felt they had a good life	5%	18%	77%
Had what they wanted in life	15%	29%	56%
Felt life was going just right	18%	28%	54%

January 11th - Student Symposium

What kind of actions do you think could take to improve the mental health and wellbeing of students?

- Understanding stigma - more discussions/presentations around mental health
- More discussion about learning disabilities (dyslexia) and neurodiversity (ADHD)
- More eating disorder awareness and help
- Expanding free hot lunch and breakfast programs
- More counsellors - more time to talk to you - during the day and outside of school
- More information to help students with mental health struggles
- Resources for mental health & addiction
- More sexual health education
- More education/training for teachers for mental health support
- Mindfulness Clubs
- Using kinder language & words - seeing it from the kids side
- Gym everyday - for physical health
- Reaching out to different kids and really caring about what you say to them

Enhancing Student Learning Report 2023

Strategy 1: Actions to Date

- Provide in-school implementation support for district resources including Second Step, Mental Health Literacy, EASE for all grades K to 12 including:
 - Targeted sessions for school counsellors and learning support teachers
 - Counsellor collaboration sessions (several times throughout the year)
- Ongoing work with Pacific Institute for Sport Excellence to provide Physical Literacy Teacher Mentorship programming in 10 middle and several elementary schools
- Learning sessions focused on social emotional learning and behaviour as communication for educational assistants, teachers and administrators

EXPANDED INITIATIVE

Land-Based Education

In partnership with the
Indigenous Education
Department



Human-Nature
Counselling Society



NEW INITIATIVE

OPEN SCHOOLS BC THE MINISTRY OF EDUCATION AND CHILDCARE

Compassionate Learning Communities: Supporting Trauma-Informed Practice

This 4 Module Workshop Series will be facilitated by the District Team to support our K-12 school teams with a common understanding and trauma informed practice approach within our schools.

Each Module will include resources and break out conversations to strengthen connections to our daily work with students. We encourage school teams to register and attend these virtual sessions together. Those that attend all four modules will receive a certificate acknowledging the time and commitment taken to further your understanding of trauma informed practice.

NEW INITIATIVE

Middle & Secondary Schools Mental Health Grants



Healthy choices influence
and are influenced by, our
physical, emotional, and
mental well-being.

NEW INITIATIVE

Advocating for the
health and well-being
of others connects us
to our community.

Grade 9-12 Physical Health & Education Teacher Job-Embedded Professional Development

Healthy relationships can
help us lead rewarding
and fulfilling lives.

Physical activity is an important
part of overall health and
well-being.

THANK
YOU
FOR YOUR
KINDNESS



School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4162 Fax (250) 475-4112

Office of the Associate Superintendent

Tom Aerts – Associate Superintendent

TO: Education Policy Meeting
FROM: Tom Aerts, Associate Superintendent of Schools
RE: Pathways and Partnerships Presentation
DATE: March 4, 2024

Background:

The Ministry of Education & Child Care's vision for student success mandates Career Education as one of the three pillars of the Educated Citizen. Their goal under Career Education is "to prepare students to attain their career and occupational objectives; to assist in the development of effective work habits and the flexibility to deal with change in the workplace".

Pathways and Partnerships' mandate within the K-12 environment is geared towards ensuring students leave our District as Educated Citizens with a future orientation. This is achieved through individualized student planning, assisting with Career Education curriculum development, program creation and delivery, work and post-secondary education connections, as well as enriched classroom experiences.

- In the elementary years, students are **exposed** to their future orientation by learning about various jobs in the community that break down stereotypes, broaden aspirations, and links learning to the real world.
- In the middle years, students begin to **explore** their future orientation by learning about who they are and identifying their personal interests, skills, and values.
- In the secondary grades, students are able to **experience** their future orientation through work, training, volunteering, and/or post-secondary opportunities.

Pathways and Partnerships, in collaboration with the District and School-Based Staff, designs opportunities and resources in the K-12 environment to support all students through the lenses of equity and cultural responsiveness.

Information:

The intent of this memo is to offer an overview of the Pathways and Partnerships presentation on March 4, 2024 and to familiarize Trustees with the Department's work in Kindergarten

through Grade 12 schools as it connects to the Enhancing Student Learning Report (FESLR), the Greater Victoria School District's Strategic Plan, and Ministry of Education and Child Care requirements.

The presentation will include information about the Pathways and Partnerships Department, details about some of the K-12 sequential programming offered to students, and data from the 2022-2023 Student Learning Survey. In addition, the presentation will highlight the programs and services provided to Victoria High School's students, that are supported by their Career Center Team. This includes Vic High's Hairstylist Program and outlines the daily support that Vic High's students receive from their Career Center Coordinator and Career Center Teacher.

Victoria High School Career Center Roles and Responsibilities:

The Big Picture

- Helping students to envision their futures and set short, medium, and long-term goals
- Supporting students through the speed wobbles of school/life/graduation/timeline stress
- Reflecting faith in student's ability to do hard things
- Encouraging and designing opportunities for students to connect with their interest areas

Pathways & Partnerships Initiatives and Programs

- Promote and support application writing for dual credit courses and programs at SD61 high schools, Camosun College and the University of Victoria
- Connect students to district Springboards, summer programs, events, and opportunities
- Bring students to visit campuses and to connect with accessibility support services
- Facilitate equipment and supply purchases for students entering trades programs needing financial support
- Develop and facilitate grade-wide assemblies to promote services and opportunities for students
- Complete transition plans, applications in progress, reports, and WCB clearance letters

Work Experience

- Work Experience course work requiring 1:1 support like scope and sequence of onsite safety, training plans, check ins, and interviews
- Find and vet pre-apprenticeship placements. Completing WCB clearance letters
- Connect with community members and businesses looking for student volunteers and/or employees.
- Track student progress on work experience applications and pre-apprenticeship work

Student Services

- Resume building, mock interviews and job application writing with students
- Find volunteer placements for students that need work experience
- Assist students with the post-secondary application process

- Check transcripts for students upon request, grad requirements and prerequisites for district programs and post-secondary education and training
- Host Informational events and meetings, at lunch, during school hours, as well as grade-wide events. Topics include post-secondary opportunities, gap year options, and enrichment activities.
- Collaborate with teachers, academic counsellors, case managers and administrators about student support and transition plans
- Book and deliver guest speakers for Career Life Education classes
- Accuplacer Testing invigilation
- Host Industry Information sessions
- Supervise alternative workspace for students
- Promote local, national, and international GAP year opportunities
- Skills Canada Regional Competition supports (registrations, information, transportation details, day of competition supervision)

Communication

- Host Indigenous Lunch Careers exploration club, providing snacks and a welcoming place for students to check-in with caring adults
- Design and maintain classroom and information boards
- Manage Career Center Website and communication in the daily announcements, as well as write a monthly parent newsletter

Supporting documents:

Enhancing Student Learning Report (ESLR)

<https://www.sd61.bc.ca/our-district/framework-for-enhancing-student-learning/>

Greater Victoria School District Strategic Plan (2020-2025)

<https://www.sd61.bc.ca/our-district/plans/>

The Ministry of Education and Child Care's Vision for Student Success

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/vision-for-student-success>

Pathways and Partnerships Website

<https://careers.sd61.bc.ca/>

Pathways and Partnerships YouTube Channel

<https://www.youtube.com/@sd61pathwayspartnerships21/videos>



Pathways and Partnerships

District-Based Vice Principal:
Lindsay Johnson

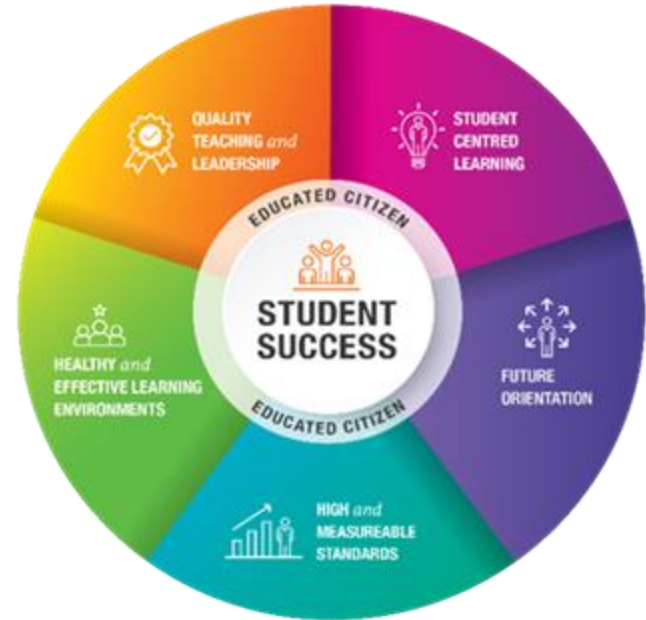
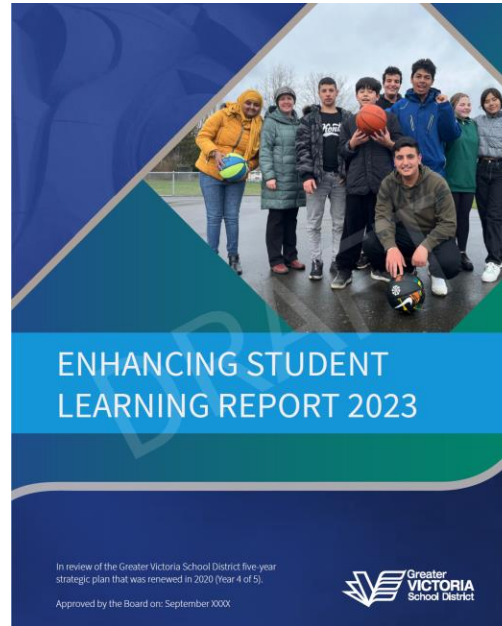
School-Based Career Center Team from Vic High:
Samantha Spetter & Jessica McDiarmid

Overview

- Pathways and Partnerships District Perspective
 - K-12 Career Education
- Victoria High School Program Highlight
 - Hairstylist Program
- Victoria High School: "A Day in the Life of a Career Center Team"
 - Career Center Coordinator
 - Samantha Spetter
 - Career Center Teacher, WEX12 A/B, Food Studies
 - Jessica McDiarmid
- Enhancing Student Learning Report Connection



What Guides Our Work?



Pathways and Partnerships District Perspective

Scope & Sequence

- Elementary (K-5)
 - Expose
- Middle (6-8)
 - Explore
- High School (9-12)
 - Experience
- Post-Graduation
 - Employment



Lindsay Johnson
VP Pathways & Partnerships



Bonnie Alexander
Career Education
K- Gr. 8



Kevin Blecic
District Trades Coordinator

Pathways and Partnerships District Perspective

Elementary (K- Grade 5)



Trades Trailer at Northridge



Tool Trolley at Oaklands



Guess My Job at Cloverdale

Pathways and Partnerships District Perspective

Middle (Grades 6-8)



Camosun Pipe Trades Trailer at Colquitz



Copper Bracelet at Shoreline



Grade 8 Tours at Camosun
& Uvic

Pathways and Partnerships District Perspective

High School (Grades 9-12)



Aviation Program at Mount Doug



Career Fair at Archie Browning



Professional Cooks at Camosun



Women in Trades & Technology
Event at Camosun

Pathways and Partnerships District Perspective

Post-Graduation



Casey at Wilson's Transportation



Rachel Electrical Apprentice at DND



Caitlin Electrical Apprentice at Mazzei

Our Career Center Dream Teams

- Our collaborative work between District and School based Pathways and Partnerships staff



Meet Vic High's Career Center Team



Program Highlight: Vic High's Hairstylist Program

SkilledTradesBC Technical Trainer: Hairstylist Level 1

Vic High's on-campus full-service salon (x18 stations)

Educator Kim Ryley: Red Seal hairstylist with 20+ years of industry experience

2-year Program:

- 2 courses per semester over Grade 11 and 12
- 300+ hours of work experience
- Write SkilledTradesBC Level 1 Exam in Grade 12
- Comparable Program through VIU: \$9000

Career Center Team Supports:

- Work Experience paperwork
- 1 on 1 meetings with students (future orientation, work skills, study skills, etc.)
- Liase with Kevin Blecic: Apprenticeship opportunities



Vic High's Career Center

Our focus: building bridges from Vic High into individualized career pathways for students.

We believe: every student carries unlimited potential to build a meaningful career pathway from school, into post-secondary education, into the local community, and beyond.





A Day in the Life

THE BIG WORK

- ✓ Supporting students through the speed wobbles of school/life/ graduation/timeline stress
- ✓ Instilling faith in student's ability to do hard things
- ✓ Helping students to envision their futures and set short, medium, and long-term goals



Vic High Career Center Numbers



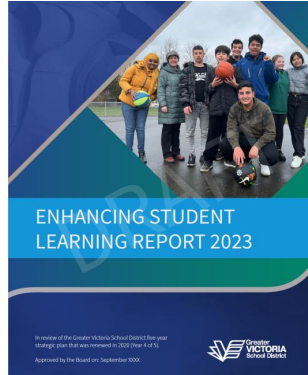
- 25 students taking dual credit via UVic or Camosun requiring guidance
- 3-12 students use the Career Centre as a supervised classroom workspace daily
- 40 students are taking WEX12A/B seeking 1:1 support for self-paced coursework
- 2-8 students needing assistance with resume creation
- 5-10 students inquire daily about post-secondary and scholarship applications
- 15 students are participating in trades opportunities around the city requiring support
- 1-3 students get support for program applications (require 5 or more 1:1 meetings to complete)
- 5-150 students access info sessions on career and post-secondary related topics per day



Student Stories



Enhancing Student Learning Connection



Students who participate in **4 or more** career related learning activities are **25% less likely** to be become NEET- not in employment, education or training after high school
(<https://www.educationandemployers.org/>)

Ministry of Education and Child Care Data (from Dual Credit Policy Review, August 2022):

Dual credit increases student success:

- Participants are 16% more likely than peers to transition to post-secondary
- Participants are 7% more likely than propensity matched peers to complete high school
 - 8% for Indigenous students
 - 9% for students with diverse abilities and disabilities



Data – How Do We Know It's Working?

2022-2023 Student Learning Survey Results

Students are accessing:

- 89% of grade 12s know where their Career Center and/or Career Center team is located
- 87% of grade 12s have participated in 1-5+ events or attended information sessions about university or college education, work experience, trades training, dual credit courses/programs, or other career education topics

Students have future orientation :

- 87% of students have a plan after high school (employment, education, or trades training)
- 73% of grade 12 students plan to attend college or university after high school



Həyşx^wq'ə/ Thank you



The Board of Education of School District No. 61 (Greater Victoria)
Operations Policy and Planning Committee Meeting
REGULAR MINUTES
Monday, February 12, 2024, 7:00 p.m.

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

Trustee Regrets: Natalie Baillaut, Angela Carmichael, Mavis David, Emily Mahbobi, Diane McNally

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 of Information Technology for Learning, Julie Lutner, Associate Secretary-Treasurer, Connor McCoy, VPVPA

Partners: Cindy Romphf, GVTA, Jane Massy, CUPE 947, Lori Poppe, VCPAC

A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:00 p.m.

A.1. Acknowledgement of Traditional Territories

Chair Gagnon 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 February 12, 2024 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved by Trustee Duncan

That the January 22, 2024 Operations Policy and Planning Committee meeting minutes be approved.

Motion Carried Unanimously

A.4. Business Arising from Minutes

Trustee Duncan inquired about a progress update on the Long-Range Facilities Plan.

Secretary-Treasurer Stride provided a response and offered to bring a status update to the February 26, 2024 Regular Board of Education meeting.

B. PRESENTATIONS TO THE COMMITTEE

Staff

B.1. Annual Report International Student Program

Director of International Education, Dr. Jeff Davis, presented the annual report for the International Student Program.

Trustees had questions of clarification.

B.2. Child Care on School Grounds

District Principal, Charmaine Shortt, provided an update on Child Care on School Grounds.

Trustees and Partners had questions of clarification.

C. SUPERINTENDENT'S REPORT

None.

D. PERSONNEL ITEMS

None.

E. FINANCE AND LEGAL AFFAIRS

E.1. 2024-2025 Enrolment

a. Kindergarten Enrolment February 2024

Associate Superintendent Aerts presented Kindergarten enrolment numbers as of February 2024.

Trustees had questions of clarification.

b. Late French Immersion Enrolment

District Principal Powell presented enrolment numbers for Late French Immersion.

Trustees had questions of clarification.

c. 2024-2025 Ministry-Funded Enrolment Projections

Secretary-Treasurer Stride presented the 2024-2025 Ministry-Funded Enrolment Projections.

Trustees had questions of clarification.

E.2. Feeding Futures School Food Programs Update (Memo)

Deputy Superintendent Caldwell presented an update on the Feeding Futures School Food Program.

Trustees had questions of clarification.

E.3. 2024-2025 Budget

a. Director of Information Technology for Learning, Andy Canty, provided options for investment in Technology Plans for the 2024-2025 Annual Budget.

Trustees had questions of clarification.

E.4. Audit Sub-Committee Report

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

Operations Policy and Planning Committee Meeting February 12, 2024 3

Moved by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) accept the December 2023 Quarterly Financial Report as presented to the Audit Sub-Committee.

Motion Carried Unanimously

E.5. Monthly Financial Report: January 2024

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

F. FACILITIES PLANNING

F.1. Operations Update: February 2024

Director of Facilities Services Vistisen-Harwood provided the Operations Update for February 2024.

Trustees had questions of clarification.

F.2. Victoria High School Seismic Project Update

Director of Facilities Services Vistisen-Harwood provided the Victoria High School Seismic Project Update for February 2024.

Trustees had questions of clarification.

F.3. Cedar Hill Middle School Seismic Project Update

Director of Facilities Services Vistisen-Harwood provided the Cedar Hill Middle School Seismic Project Update for February 2024.

Trustees had questions of clarification.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None.

H. NEW BUSINESS

None.

I. NOTICE OF MOTION

None.

J. GENERAL ANNOUNCEMENTS

None.

K. ADJOURNMENT

Moved by Trustee Duncan

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:19 p.m.

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES

February 2024 (as at February 29, 2024; February 2023 ran on March 2, 2023 after month end)

	2023-2024						2022-2023					
	Budget	Feb 2024	YTD	Available	%	!!	Budget	Feb 2023	YTD	Available	%	!!
602 CE/HL OTHER FEES	50	0	30	20	40%	!!	50	0	30	20	40%	!!
605 CE/HL REGISTRATION FEES	7,300	0	6,160	1,140	16%	!!	6,620	1,040	6,985	(365)	-6%	!!
621 MINISTRY BLOCK FUNDING	221,802,056	21,981,260	132,791,607	89,010,449	40%	!!	197,106,944	19,401,031	118,335,035	78,771,909	40%	!!
629 OTHER MIN OF ED GRANTS	5,813,308	658,216	2,680,269	3,133,039	54%	!!	10,336,223	2,862,898	3,388,097	6,948,126	67%	!!
641 REVENUE -OTHER PROV MINISTRIES	289,983	0	157,897	132,086	46%	!!	111,290	0	83,852	27,438	25%	!!
642 REVENUE -OTHER SCHOOL DISTRICTS	2,700	0	0	2,700	100%	!!	3,240	0	540	2,700	83%	!!
644 CE/HL COURSE FEES	8,500	0	1,430	7,070	83%	!!	6,400	2,130	7,810	(1,410)	-22%	!!
645 REVENUE-CAFETERIA	151,419	19,664	151,908	(489)	0%	!!	102,938	13,777	102,921	17	0%	!!
647 OFFSHORE STUDENTS TUITION FEES	16,378,362	39,444	16,118,641	259,721	2%	!!	14,111,502	280,934	14,288,651	(177,149)	-1%	!!
648 LOCAL EDUCATION AGREEMENTS	925,099	356,198	705,179	219,920	24%	!!	757,317	0	410,014	347,303	46%	!!
649 MISC FEES & REVENUE	1,929,315	45,363	1,274,696	654,619	34%	!!	2,202,349	54,870	1,639,361	562,988	26%	!!
651 COMMUNITY USE OF FACILITIES	1,932,549	937	1,044,838	887,711	46%	!!	1,638,044	218,538	1,161,305	476,739	29%	!!
652 COMMUNITY USE OF FIELDS	82,857	0	32,631	50,226	61%	!!	80,115	0	1,355	78,760	98%	!!
653 COMMUNITY USE OF THEATRE	72,208	0	55,961	16,247	23%	!!	49,531	3,654	16,267	33,264	67%	!!
654 PARKING FEES	35,878	5	13,837	22,041	61%	!!	34,865	0	7,087	27,778	80%	!!
655 RENTALS LIAB INS REVENUE	6,361	0	5,784	577	9%	!!	6,197	536	6,743	(546)	-9%	!!
659 OTHER RENTALS & LEASES	796,900	124,920	640,972	155,928	20%	!!	780,000	123,109	626,625	153,375	20%	!!
661 INTEREST	74,447	4,645	41,868	32,579	44%	!!	49,254	4,537	29,304	19,950	41%	!!
669 INVESTMENT REVENUE	2,067,004	61,727	1,232,490	834,514	40%	!!	1,334,366	122,436	945,974	388,392	29%	!!
671 SURPLUS FROM PRIOR YEAR	6,224,545	0	6,841,658	(617,113)	-10%	!!	7,045,808	0	8,218,621	(1,172,813)	-17%	!!
GRAND TOTAL	258,600,841	23,292,379	163,797,856	94,802,985	37%		235,763,053	23,089,490	149,276,577	86,486,476	37%	

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February 2024 (as at February 29, 2024; February 2023 ran on March 2, 2023 after month end)

	2023-2024								2022-2023							
	Budget	Feb 2024	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Feb 2023	YTD	Encumbrances	Total Exp	Available	%	
SALARIES																
111 CERTIFICATED TEACHERS	107,847,018	10,918,450	64,511,052		64,511,052	43,335,967	40%	!!	99,290,852	9,681,891	58,988,977		58,988,977	40,301,875	41%	
112 P&VP SALARIES	14,454,646	1,204,979	9,658,366		9,658,366	4,796,280	33%	!!	14,700,831	1,217,225	9,579,866		9,579,866	5,120,965	35%	
114 ALLIED SPECIALISTS	2,113,172	195,937	1,171,854		1,171,854	941,318	45%	!!	1,880,095	178,008	1,112,132		1,112,132	767,963	41%	
115 DEPARTMENT HEAD ALLOWANCES	292,727	29,056	175,640		175,640	117,087	40%	!!	274,951	26,871	161,672		161,672	113,279	41%	
120 EXEMPT STAFF (CERT)	1,100,838	81,976	715,641		715,641	385,197	35%	!!	994,700	102,709	664,553		664,553	330,147	33%	
121 EXEMPT STAFF (NON-CERT)	3,992,795	335,305	2,606,627		2,606,627	1,386,168	35%	!!	4,100,279	382,787	2,819,244		2,819,244	1,281,035	31%	
122 CUSTODIANS	2,081,997	158,912	1,217,132		1,217,132	864,865	42%	!!	1,495,323	116,954	941,932		941,932	553,391	37%	
123 JANITORS	4,315,060	314,043	2,631,028		2,631,028	1,684,032	39%	!!	4,208,400	313,584	2,595,483		2,595,483	1,612,917	38%	
125 FOREPERSONS	619,901	43,146	407,763		407,763	212,138	34%	!!	566,231	35,726	275,049		275,049	291,182	51%	
126 TRADES/LABOURERS	4,284,999	302,379	2,539,707		2,539,707	1,745,292	41%	!!	4,464,211	340,630	2,669,553		2,669,553	1,794,658	40%	
131 SCHOOL ASSISTANT SALARIES	21,323,738	1,963,561	11,464,248		11,464,248	9,859,490	46%	!!	19,110,945	1,636,692	10,541,037		10,541,037	8,569,908	45%	
142 CLERICAL SALARIES	9,938,137	810,060	5,957,814		5,957,814	3,980,323	40%	!!	9,515,276	774,347	5,711,177		5,711,177	3,804,099	40%	
161 TTOC SALARIES	11,450,119	1,247,711	6,653,221		6,653,221	4,796,898	42%	!!	10,450,374	1,082,486	6,239,787		6,239,787	4,210,587	40%	
165 RELIEF LABOUR	343,391	48,258	295,242		295,242	48,149	14%	!!	299,605	37,708	275,620		275,620	23,985	8%	
166 382 EXTRA STAFF SALARIES	336,199	24,760	233,390		233,390	102,809	31%	!!	521,978	27,120	191,497		191,497	330,481	63%	
167 SCHOOL ASSIST RELIEF	917,465	82,034	556,594		556,594	360,871	39%	!!	246,126	46,217	159,570		159,570	86,556	35%	
168 CASUAL CLERICAL SALARIES	110,089	9,607	44,126		44,126	65,963	60%	!!	97,973	6,847	27,693		27,693	70,280	72%	
170 FRENCH LANGUAGE ASSISTANT	28,700	2,769	17,459		17,459	11,241	39%	!!	0	0	0		0	0	0%	
191 TRUSTEES INDEMNITY	249,260	21,143	164,688		164,688	84,572	34%	!!	239,954	20,400	156,026		156,026	83,928	35%	
199 RECOVERIES	(138,111)	0	(85,746)		(85,746)	(52,365)	38%	!!	(114,036)	(11,376)	(110,991)		(110,991)	(3,045)	3%	
TOTAL -- SALARIES	185,662,140	17,794,085	110,935,844	0	110,935,844	74,726,296	40%	!!	172,344,068	16,016,826	102,999,877	0	102,999,877	69,344,191	40%	
BENEFITS																
211 TEACHER BENEFITS	26,658,981	2,795,773	15,070,155		15,070,155	11,588,826	43%	!!	23,825,580	2,476,502	13,714,494		13,714,494	10,111,086	42%	
212 P&VP BENEFITS	3,024,482	297,869	1,811,680		1,811,680	1,212,802	40%	!!	2,998,890	307,577	1,862,712		1,862,712	1,136,178	38%	
214 ALLIED SPECIALISTS BENEFITS	458,559	50,437	255,219		255,219	203,340	44%	!!	434,303	39,753	232,760		232,760	201,543	46%	
215 DEPT HEAD ALLOWANCE BENEFITS	71,718	7,339	39,428		39,428	32,290	45%	!!	65,989	6,686	33,433		33,433	32,556	49%	
218 EMPLOYEE FUTURE BENEFITS EXPENSE	448,142	1,670	290,206		290,206	157,936	35%	!!	427,176	957	(111,224)		(111,224)	538,400	126%	
220 EXEMPT (CERT) - BENEFITS	209,160	20,458	129,071		129,071	80,089	38%	!!	184,022	24,780	122,884		122,884	61,138	33%	
221 EXEMPT (N-CERT) BENEFITS	778,592	74,601	456,706		456,706	321,886	41%	!!	783,237	82,244	511,168		511,168	272,069	35%	
222 CUSTODIAN BENEFITS	463,817	37,237	298,451		298,451	165,366	36%	!!	312,522	27,102	240,601		240,601	71,921	23%	
223 JANITOR BENEFITS	961,371	77,769	658,416		658,416	302,955	32%	!!	879,555	76,144	620,519		620,519	259,036	29%	
225 FOREPERSONS BENEFITS	135,946	9,324	79,726		79,726	56,220	41%	!!	118,344	7,509	57,023		57,023	61,321	52%	
226 TRADES/LABOURER BENEFITS	950,151	68,923	551,449		551,449	398,702	42%	!!	932,424	75,154	596,897		596,897	335,527	36%	
231 SCHOOL ASSISTANT BENEFITS	5,360,524	494,409	3,026,560		3,026,560	2,333,964	44%	!!	4,688,871	429,821	2,749,235		2,749,235	1,939,636	41%	
242 CLERICAL BENEFITS	2,488,102	209,513	1,578,418		1,578,418	909,684	37%	!!	2,308,353	200,413	1,459,723		1,459,723	848,630	37%	
261 TTOC BENEFITS	2,257,061	279,010	1,430,867		1,430,867	826,194	37%	!!	1,992,133	233,685	1,283,622		1,283,622	708,511	36%	
265 RELIEF LABOUR BENEFITS	36,056	6,485	35,161		35,161	895	2%	!!	29,664	4,461	29,464		29,464	200	1%	
266 382 EXTRA STAFF BENEFITS	35,300	2,435	24,157		24,157	11,143	32%	!!	51,680	2,751	19,273		19,273	32,407	63%	
267 RELIEF ASSISTANT BENEFITS	100,996	9,964	65,479		65,479	35,517	35%	!!	24,902	5,380	18,646		18,646	6,256	25%	
268 CASUAL CLERICAL BENEFITS	12,307	1,064	6,008		6,008	6,299	51%	!!	10,059	793	3,803		3,803	6,256	62%	
270 FLA BENEFITS	3,186	310	1,764		1,764	1,422	45%	!!	0	0	0		0	0	0%	
291 TRUSTEE BENEFITS	18,445	1,722	13,052		13,052	5,393	29%	!!	13,917	1,612	10,362		10,362	3,555	26%	
299 OTHER - BENEFITS	0	0	0		0	0	0%	!!	0	0	0		0	0	0%	
TOTAL -- BENEFITS	44,472,896	4,446,312	25,821,972	0	25,821,972	18,650,924	42%	!!	40,081,621	4,003,324	23,455,395	0	23,455,395	16,626,226	41%	
SERVICES & SUPPLIES																
311 AUDIT	28,448	8,128	4,572		4,572	23,876	84%	!!	32,004	0	1,016		1,016	30,988	97%	
312 LEGAL	425,000	119,799	239,120		239,120	185,880	44%	!!	396,536	10,456	206,992		206,992	189,544	48%	
323 SOFTWARE MAINTENANCE	1,133,993	1,395	1,073,873	32,918	1,106,792	27,201	2%	!!	1,068,131	15,924	984,134	49,378	1,033,512	34,619	3%	
324 HARDWARE MAINTENANCE	118,130	0	100,058		100,058	18,072	15%	!!	109,741	0	98,442		98,442	11,299	10%	
331 CONTRACTED TRANSPORTATION	948,374	88,331	478,660	564,660	1,043,320	(94,946)	-10%	!!	864,246	93,050	409,213	499,107	908,320	(44,074)	-5%	
332 TRANSPORTATION ASSISTANCE	41,537	3,965	21,677		21,677	19,860	48%	!!	36,237	3,514	24,758		24,758	11,479	32%	

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	2023-2024								2022-2023							
	Budget	Feb 2024	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Feb 2023	YTD	Encumbrances	Total Exp	Available	%	
334 SCHOOL JOURNEYS	93,726	10,115	100,700		100,700	(6,974)	-7%	!!	14,446	1,903	24,926		24,926	(10,480)	-73%	
341 PRO-D & TRAVEL	994,084	66,752	470,814	2,372	473,186	520,898	52%	!!	1,240,355	84,636	637,602	20,320	657,922	582,433	47%	
342 TRAVEL MILEAGE	5,700	2,772	7,027		7,027	(1,327)	-23%	!!	3,605	641	3,220		3,220	385	11%	
343 LOCAL MILEAGE	65,179	5,173	35,101		35,101	30,078	46%	!!	76,611	6,763	38,553		38,553	38,058	50%	
364 LEASES	21,851	2,905	16,180		16,180	5,671	26%	!!	109,851	2,181	63,643		63,643	46,208	42%	
371 MEMBERSHIP FEES	117,401	6,067	107,217		107,217	10,184	9%	!!	114,133	4,943	99,294		99,294	14,839	13%	
391 PREMIUMS	535,970	0	534,702		534,702	1,268	0%	!!	477,804	4,681	468,066		468,066	9,738	2%	
392 DEDUCTIBLES PAID	0	0	0		0	0	0%	!!	600	9,072	9,072		9,072	(8,472)	-1412%	
399 SERVICES RECOVERY	0	0	(10,793)		(10,793)	10,793	0%	!!	0	0	(10,646)		(10,646)	10,646	0%	
421 POINT OF SALE FEES	17,630	0	17,164		17,164	466	3%	!!	16,000	2,143	13,217		13,217	2,783	17%	
422 BANK SERVICE CHARGES	204,555	10,756	127,755		127,755	76,800	38%	!!	127,555	17,441	114,930		114,930	12,625	10%	
431 LAND TELEPHONE	167,400	14,117	109,661		109,661	57,739	34%	!!	172,933	13,488	110,342		110,342	62,591	36%	
438 CELL PHONES	198,866	15,450	134,125		134,125	64,741	33%	!!	210,490	15,313	129,977		129,977	80,513	38%	
439 DIGITAL SERVICES RECOVERY	743,027	0	0		0	743,027	100%	!!	793,240	0	0		0	793,240	100%	
441 POSTAGE	38,558	2,111	17,407		17,407	21,151	55%	!!	41,449	3,223	29,192	811	30,003	11,446	28%	
444 COURIER SERVICE	16,902	1,929	15,835		15,835	1,067	6%	!!	26,705	2,244	21,570		21,570	5,135	19%	
445 ADVERTISING	115,187	3,702	82,355		82,355	32,832	29%	!!	172,378	7,925	183,743		183,743	(11,365)	-7%	
446 PHOTOCOPYING	252,746	22,524	166,100		166,100	86,646	34%	!!	220,157	27,201	165,411		165,411	54,746	25%	
447 PRINTING SERVICES	10,038	0	3,944		3,944	6,094	61%	!!	10,615	2,672	8,369		8,369	2,246	21%	
448 AGENT FEE	1,414,010	15,205	1,436,971		1,436,971	(22,961)	-2%	!!	713,205	16,249	1,283,611		1,283,611	(570,406)	-80%	
450 GRANTS	69,890	0	46,219		46,219	23,671	34%	!!	66,515	0	40,686		40,686	25,829	39%	
451 CULTURAL ENRICHMENT	0	0	0		0	0	0%	!!	7,800	0	0		0	7,800	100%	
452 HONORARIA	13,237	2,125	9,800		9,800	3,437	26%	!!	15,350	3,375	10,527		10,527	4,823	31%	
453 SCHOLARSHIPS	21,209	0	10,000		10,000	11,209	53%	!!	12,450	0	7,604		7,604	4,846	39%	
457 GIFT / GIFT CERTIFICATES	1,770	0	1,348		1,348	422	24%	!!	2,186	148	1,865		1,865	321	15%	
459 LAUNDRY	0	0	0		0	0	0%	!!	0	0	161		161	(161)	0%	
460 LICENCES	22,500	11,730	24,709		24,709	(2,209)	-10%	!!	22,438	0	22,438		22,438	0	0%	
461 FREIGHT AND CARTAGE	0	0	0		0	0	0%	!!	0	0	0		0	0	0%	
462 SECURITY	84,000	4,837	61,014	5,156	66,170	17,830	21%	!!	84,000	23,411	71,401	5,588	76,989	7,011	8%	
467 FLEET TELEMATICS	24,500	626	10,096		10,096	14,404	59%	!!	24,500	681	12,884		12,884	11,616	47%	
469 MISCELLANEOUS SERVICES	3,350,763	315,756	1,998,940	595,834	2,594,774	755,989	23%	!!	3,521,010	196,769	1,781,565	641,463	2,423,028	1,097,982	31%	
481 PORTABLE MOVES	(5,000)	0	(5,000)		(5,000)	0	0%	!!	60,000	0	18,493		18,493	41,507	69%	
499 COST RECOVERIES	0	(3,343)	(3,343)		(3,343)	3,343	0%	!!	(7,048)	0	(7,048)		(7,048)	0	0%	
501 CAFETERIA FOOD	253,421	26,635	202,732		202,732	50,689	20%	!!	170,321	26,504	130,014		130,014	40,307	24%	
503 WOOD	8,995	2,472	12,771		12,771	(3,776)	-42%	!!	10,412	634	14,937		14,937	(4,525)	-43%	
504 METAL	2,206	1,271	3,083		3,083	(877)	-40%	!!	2,071	1,181	2,420		2,420	(349)	-17%	
505 APPLIED TECHNOLOGY SUPPLIES	0	0	0		0	0	0%	!!	801	0	290		290	511	64%	
506 DRAFTING SUPPLIES	0	0	0		0	0	0%	!!	0	0	103		103	(103)	0%	
508 AUTOMOTIVE	0	0	0		0	0	0%	!!	0	112	472		472	(472)	0%	
511 ADMINISTRATIVE SUPPLIES	365,248	23,196	187,968		187,968	177,280	49%	!!	330,059	36,241	227,745		227,745	102,314	31%	
512 COPY/PRINTER SUPPLIES	198,623	29,395	146,548		146,548	52,075	26%	!!	166,999	21,876	134,990		134,990	32,009	19%	
514 JANITORIAL SUPPLIES	562,000	39,808	383,130	57,452	440,582	121,418	22%	!!	462,000	103,586	450,155	12,118	462,273	(273)	0%	
515 VEHICLE SUPPLIES	59,650	8,311	87,838		87,838	(28,188)	-47%	!!	81,791	10,844	83,877		83,877	(2,086)	-3%	
516 MEDICAL SUPPLIES	2,938	169	2,731		2,731	207	7%	!!	3,297	352	2,845		2,845	452	14%	
517 TIRE PURCHASES	25,000	2,762	18,304		18,304	6,696	27%	!!	25,000	203	16,071		16,071	8,929	36%	
518 VEHICLE FUEL PURCHASES	180,534	434	129,377		129,377	51,157	28%	!!	180,534	17,034	153,622		153,622	26,912	15%	
519 INSTRUCTIONAL SUPPLIES	7,422,875	236,859	1,962,446	51,375	2,013,821	5,409,054	73%	!!	4,839,220	246,002	1,804,873	50,486	1,855,359	2,983,861	62%	
520 BOOKS & GUIDES	581,015	40,337	196,815	148	196,964	384,051	66%	!!	505,270	33,066	184,847	1,123	185,970	319,300	63%	
525 MAGAZINES & PERIODICALS	3,449	(358)	2,458		2,458	991	29%	!!	3,405	372	3,793		3,793	(388)	-11%	
530 AUDIO VISUAL MATERIALS	77	(99)	99		99	(22)	-29%	!!	552	6	356		356	196	36%	
534 SOFTWARE	18,566	1,404	8,582		8,582	9,984	54%	!!	23,562	701	18,164		18,164	5,398	23%	
541 LIGHT & POWER	1,579,000	160,101	850,260		850,260	728,740	46%	!!	1,416,413	174,903	745,997		745,997	670,416	47%	
551 GAS	1,760,000	9,948	494,455		494,455	1,265,545	72%	!!	1,675,500	32,895	654,788		654,788	1,020,712	61%	
552 OIL	59,200	0	46,037		46,037	13,163	22%	!!	26,200	0	0		0	26,200	100%	

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	2023-2024								2022-2023						
	Budget	Feb 2024	YTD	Encumbrances	Total Exp	Available	%		Budget	Feb 2023	YTD	Encumbrances	Total Exp	Available	%
561 WATER	592,700	(33,094)	446,611		446,611	146,089	25% !!		428,617	30,679	334,576		334,576	94,041	22%
562 SEWER USER CHARGE	314,000	5,708	186,387		186,387	127,613	41% !!		338,153	25,407	208,493		208,493	129,660	38%
563 STORMWATER	105,000	0	91,312		91,312	13,688	13% !!		82,878	0	82,786		82,786	92	0%
572 GARBAGE DISPOSAL	183,500	17,879	99,113		99,113	84,387	46% !!		175,000	0	70,599		70,599	104,401	60%
581 FURNITURE & EQUIP PURCH	702,065	23,979	522,355	93,466	615,821	86,244	12% !!		789,309	51,457	433,776	105,858	539,634	249,675	32%
582 VEHICLE PURCHASES	65,000	0	1,635		1,635	63,365	97% !!		341,925	0	275,681	43,274	318,955	22,970	7%
590 COMPUTER PURCHASES	2,182,534	142,123	1,563,917	208,717	1,772,634	409,900	19% !!		1,797,850	16,728	896,358	37,872	934,230	863,620	48%
594 RECONCILIATION ADJUSTMENTS	0	589	8,517		8,517	(8,517)	0% !!		0	(16)	1,152		1,152	(1,152)	0%
595 INTERFUND TRANSFER	0	0	0		0	0	0% !!		(1,388,855)	0	0		0	(1,388,855)	100%
599 SUPPLIES RECOVERIES	(52,972)	(692)	(73,793)		(73,793)	20,821	-39% !!		(9,148)	(4,302)	(17,708)		(17,708)	8,560	-94%
TOTAL -- SERVICES & SUPPLIES	28,465,805	1,472,065	15,025,700	1,612,099	16,637,799	11,828,006	42% !!		23,337,364	1,396,512	13,995,295	1,467,398	15,462,693	7,874,671	34%
GRAND TOTAL	258,600,841	23,712,463	151,783,516	1,612,099	153,395,615	105,205,226	41% !!		235,763,053	21,416,662	140,450,567	1,467,398	141,917,965	93,845,088	40%

2023-2024 Budget Change Report: February 2024 - Operating

	Revenue	Expenses
2023-2024 Preliminary Budget - Operating (Board Approved Apr 6-23)	239,638,436	243,980,495
Amended Surplus Appropriation (Board Approved February 26-24)		
Budgeted Prior Year Surplus Appropriation	1,694,479	-
	1,694,479	-
Changes - Surplus Appropriation (Board Approved Sep 25-23)		
Net School Funded Balances	997,230	997,230
Purchase Order Commitments	826,655	826,655
Department Carry Forwards	2,261,658	2,261,658
	4,085,543	4,085,543
	245,418,458	248,066,038
Changes - Amended Budget		
SkilledTradesBC Grant Increase	9,711	9,711
ASSAI Deferred Revenue	4,233	4,233
Misc Donations and Revenues to August 31	3,589	3,589
Adjust Cafeteria Revenue budget (budget adjusted as actual revenues received)	(125,000)	(125,000)
Adjust Theatre Revenue budget (budget adjusted as actual revenues received)	(45,227)	(45,227)
EA Bridging Program (Carry Forward)	-	37,000
BCSTA Dues (Carry Forward)	-	61,660
Elementary Strings (Carry Forward)	-	53,134
Cost of Living Allowance (COLA) Labour Settlement Funding	2,304,892	-
Reduce Budgeted 23-24 Surplus Appropriation for COLA Adjustment	(2,203,057)	-
Teacher & Support Staff Benefits Enhancement Labour Settlement Funding	318,107	318,107
Management Salary Increases Labour Settlement Funding	1,135,578	1,172,578
Victoria Foundation Grant - Welcome and Learning Centre	10,000	10,000
Cafeteria Revenues to September 30	23,242	23,242
Misc Donations and Revenues to September 30	23,083	23,083
2023-2024 Odyssey Program (Language Assistant)	30,400	33,586
Cafeteria Revenues to October 31	21,007	21,007
Misc Donations and Revenues to October 31	5,156	5,156
Additional ASSAI funding for James Bay Community School Society	2,000	2,000
Cafeteria Revenues to November 29	32,421	32,421
Misc Donations and Revenues to November 29	406,784	406,784
Cafeteria Revenues to December 31	31,780	31,780
Misc Donations and Revenues to December 31	1,489	1,489
Amended Annual Budget Changes to February 26, 2024	6,774,000	4,036,275
Total Changes:	8,764,188	6,116,608
2023-2024 Amended Budget - Operating to February 29, 2024	254,182,646	254,182,646
Contingencies and Fund Balances at June 30, 2023		
Unrestricted Operating Surplus (Contingency) - District (Board approved Sept 25-23)	617,113	
0.27% of previous year's operating expense	617,113	
Local Capital	557,564	
Ministry of Education and Child Care Restricted Capital	3,049,542	
	3,607,106	

2023-2024 Budget Change Report: February 2024 - Special Purpose

	Revenue	Expenses
CommunityLINK		
Cost of Living Allowance (COLA)	25,696	25,696
Projected Decreased use of Deferred Revenue	(27,939)	(27,939)
	(2,243)	(2,243)
Health Care Dual Credit Expansion		
South Island Partnership Grant, paid directly to South Island Partnership	50,000	50,000
	50,000	50,000
Classroom Enhancement Fund - Remedies		
Remedies Grant	1,755,655	1,755,655
2022/23 Remedies Adjustment	158,418	158,418
	1,914,073	1,755,655
Classroom Enhancement Fund - Staffing		
Increased Funding	464,255	464,255
	464,255	464,255
Annual Facility Grant		
Projected Increase in Interest Income	1,294	1,294
	1,294	1,294
Scholarships and Bursaries		
Projected Increase in Investment Income	1,000	1,000
	1,000	1,000
School Generated Funds		
Projected Increase in School Activities	476,400	476,400
Projected Increase in Interest Income	55,075	55,075
	531,475	531,475
StrongStart		
Projected use of Deferred Revenue	4,598	4,598
	4,598	4,598
Ready, Set, Learn		
Projected use of Deferred Revenue	27,375	27,375
	27,375	27,375

2023-2024 Budget Change Report: February 2024 - Special Purpose

	Revenue	Expenses
OLEP		
French Immersion Program Growth Grant	126,150	126,150
	<u>126,150</u>	<u>126,150</u>
First Nation Student Transportation		
Ministry Grant	104,604	
Approval to spend 2021/22 carry forward funds	25,863	
Songhees Nation to/from school bussing		38,703
Esquimalt Nation to/from school bussing		20,574
Songhees Nation Special Supports		28,380
Songhees Nation Extracurricular Activities		24,324
Esquimalt Nation Extracurricular Activities		18,486
	<u>130,467</u>	<u>130,467</u>
Mental Health in Schools		
Projected use of Deferred Revenue	5,411	5,411
	<u>5,411</u>	<u>5,411</u>
Changing Results for Young Children		
Projected Increased use of Deferred Revenue	3,692	3,692
	<u>3,692</u>	<u>3,692</u>
Federal Safe Return to Class / Ventilation Fund		
Projected use of Deferred Revenue	31,534	31,534
	<u>31,534</u>	<u>31,534</u>
Early Childhood Education Dual Credit program		
Grant Received	174,000	174,000
Projected Increased use of Deferred Revenue	15,953	15,953
	<u>189,953</u>	<u>189,953</u>
Student & Family Affordability Fund		
Projected Increased use of Deferred Revenue	139,909	139,909
	<u>139,909</u>	<u>139,909</u>
SEY2KT		
Projected Decreased use of Deferred Revenue	(14,576)	(14,576)
	<u>(14,576)</u>	<u>(14,576)</u>

2023-2024 Budget Change Report: February 2024 - Special Purpose

	Revenue	Expenses
Early Care & Learning		
Projected use of Deferred Revenue	16,683	16,683
	16,683	16,683
Feeding Futures Fund		
Projected June 30, 2024 Carry Forward	(200,000)	(200,000)
	(200,000)	(200,000)
Estate Trust		
Projected Increase in Investment Income	16,000	16,000
	16,000	16,000

2023-2024 Budget Change Report: February 2024 - Capital

Local Capital

Interest Income to February 29

Revenue	Expenses
17,081	
17,081	-

Ministry of Education and Child Care Restricted

Interest Income to February 29

54,798	
54,798	-



FACILITIES SERVICES

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

Update for March 4th, 2024

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

BUILDING MAINTENANCE SERVICES

- **Oaklands Elementary Shoring** – Costing has been submitted to the Ministry of Education and Childcare for the exterior building repairs.
- **Yearly Lead Water Testing** – A third of all schools' water testing completed and submitted to the Ministry.
- **School Protection Program** – Yearly walk throughs being scheduled.
- **Wood Shop Audits** – Continue to be a positive outcome for the shops, equipment has been kept to a higher standard and safety procedures and repairs are occurring regularly.
- **Metal Shop Audits** – Audits will begin and continue to ensure positive outcomes for the shops.
- **Eagle View and View Royal** – Sprinkler repair complete and remediation near completion at both sites.

MINOR CAPITAL

- **Hillcrest Fire Alarm Upgrade** – Drawings submitted and waiting on permit.
- **Roofing Projects** – Specs underway, and projects to be tendered soon.

Childcare Update

- **Hillcrest** – Interior drywall underway and exterior siding complete.
- **Lake Hill** – Interior drywall and painting complete and mechanical and flooring installation underway.
- **McKenzie** – Form, footing and perimeter work complete. Build to begin this week.
- **Vic High** – Building permit received and site work to commence spring 2024.

Classrooms

- **Sundance** – Planning underway for portable placement over Spring Break and occupancy Sept 2024.

MAJOR CAPITAL

Victoria High School

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

Cedar Hill Seismic Project

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

OPERATIONS

- Operations has been preparing to support Vic High as staff and students will be in the building after Spring Break.
- Increasing the new paper towel program to include two elementary schools. Expect this pilot project to demonstrate a potential savings in paper products, as well as improving work conditions for custodians.

TRANSPORTATION, TRAINING AND GROUNDS

Transportation

- Scheduled regular bus registration now open with closing date of March 14, 2024.
- Inclusive bus registration will open March 15, 2024, with a closing date mid-April.
- Field trips are still continuing to be scheduled, and June 2024 is already booked with no further availability.

Fleet

- Actively recruiting a red seal fleet mechanic as an employee replacement.

Grounds

- Actively working to divide the district in half for our soft scape work. This will assign schools to a particular horticulturalist to assist with emergent issues and price of ownership.

NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT

- Security has established an alert system for security system components, giving a pro-active approach to any issues moving forward throughout the district.
- Preparations are ongoing for the security upgrades at Reynolds and Spectrum.
- The NCIS team is still having to provide ongoing support for TELUS during their upgrade from copper to fibre-optic cable in many of our schools across the district.
- NCIS worked with IT to set up Lansdowne South as a pilot site for TELUS connectivity.
- The NCIS team is at Vic High and working on the network-controlled systems, the PA system, the security system, and has completed 70% of TEC package installations.

CLIMATE and ENERGY

- 2023/24 LED Lighting upgrades
 - All 2023/24 schools nearing completion ahead of schedule
 - Exterior lights will proceed February / March
- Continuous optimization of building automation systems
 - Completed for Sir James Douglas and Torquay Elementary, and Central Middle School

- Estimated 101,000kWh annual savings in electricity and natural gas
 - Climate Pledge Walls – ready to extend campaign at all Elementary Schools
 - Lights Out – Light Switch Stickers completed at 23 elementary schools
 - Lights Out – Remaining Elementary schools will take place March through April
- Programmable Thermostats added at:
 - Oaklands Elementary classroom portables
 - Torquay Elementary offices and staff room
 - Facilities Offices, along with exhaust fan controls
 - Mount Douglas Portables 4,5,6
- Application underway for carbon credits generated by electric buses and workplace charging



Victoria High School Seismic Upgrade /Addition Project
SD61 – Board Report 34 – March 2024

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 provides 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 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 is on track for November 2023 with occupancy to follow shortly thereafter. A general theme from the major trades is a lack of skilled labour, and the supply chain for construction materials and equipment.

The unforeseen scope, market delays and labour shortages has been 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 (March 2024) move.

Table 1 – Timetable for Key Milestones

MILESTONES/DELIVERABLES	TARGET DATE	REVISED TARGET DATE
Substantial Completion of Vic High	July 2022	January 2024
Relocate School from SJ Willis	August 2022	March 2024
Final Completion of Vic High Project	October 2022	September 2024

5. Budget

- Contract expenditures to date total to an aggregate value of about \$73.3 Million. The CM contract budget has now been 100% allocated and the project continues to experience unforeseen pressures.
- The CM budget has been increased to manage the unforeseen pressures.
- The remainder of the project risk reserve has been approved by 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	95%	75,670,798	73,297,410	2,373,388	18,387	2,355,001	3%	73,297,410	0
SJ Construction	100%	5,953,515	5,953,515	0		0	0%	5,953,515	0
Vic High Seismic Fees 2020	95%	8,500,000	8,290,418	209,582	27,153	182,429	2%	8,290,418	0
Vic High Capital Support	70%	147,896	60,422	87,474		87,474	59%	59,524	898
SJ Capital Support	100%	117,336	117,336	0		0	0%	117,336	0
Vic High Millwork	99%	1,895,400	1,337,385	558,015	4,928	553,088	29%	1,267,861	69,524
Vic High Legal Fees	50%	262,000	139,004	122,996		122,996	47%	135,417	3,587
Vic High Moving	2%	197,493	17,910	179,583	113,652	65,932	33%	13,724	4,186
SJ Moving	100%	116,147	116,147	0		0	0%	116,147	0
Vic High Bussing	90%	80,000	60,510	19,490		19,490	24%	58,590	1,920
A Parker - Vic High Seismic Moving	10%	50,000	7,732	42,268		42,268	85%	7,409	323
A Parker - Vic High Seismic Transportation	90%	145,000	117,593	27,407		27,407	19%	117,593	0
Vic High Project Management	90%	1,263,450	712,634	550,816		550,816	44%	700,583	12,051
Vic High Capital Tech Support	95%	235,835	258,377	(22,542)		(22,542)	-10%	216,545	41,832
SJ Capital Tech Support	0%	14,165	14,165	0		0	0%	14,165	0
A Parker - Vic High TTOC	0%	20,000	1,204	18,796		18,796	94%	0	1,204
Vic High Equipment	95%	2,200,000	1,462,715	737,286	298,097	439,188	20%	1,136,139	326,576
Prior Year Completed Expenses	0%	53,007	53,007	0		0	0%	53,007	0
		97,040,701	92,136,141	4,904,560	462,216	4,442,344	5%	91,674,042	462,099



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.
 - Grant Street and Gladstone Ave. road access and impact notices were delivered to neighbourhood community.

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.
- Final interior and exterior cleaning are awarded.

Work Underway:

- Deficiency List in progress.
- Final cleaning taking place.
- Coordinating handover requirements.
- Move underway.

Looking to April 2024

- Move from S.J. Willis to Victoria High School Complete.
- Students and Staff return to Vic High on April 3rd.
- Opening Ceremony proposed for April 30th.

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	Impact on	
		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	Scope of design work finalized.



Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report March 2024

1. Project Summary

Cedar Hill is a two-story building constructed in 1931 with subsequent additions in 1953, 1956, 1959, 1963, 1966, 1972 and 1975. There are nine blocks identified as high risk with 5 of the blocks having an H1 rating (most vulnerable of structures and at the highest risk of widespread damage or structural failure). Cedar Hill is a key asset to meet current and projected enrolment for regular and district education programs. The project will consist of a full seismic replacement with a Neighborhood Learning Centre (NLC) and a low carbon design.

2. Project Team

The School District Project Team are identified in Appendix 1.

3. Scope

The project will consist of a full seismic replacement with a low carbon design and will be delivered through a Design-Bid-Build process. The low carbon design will reduce greenhouse gas emissions and surpass the LEED Gold equivalent baseline. The replacement school will have a 575 nominal capacity and will be built on an existing playfield. During construction, the students will remain in the old school, therefore no temporary accommodations are required. Once the new school attains occupancy, the old school will be demolished, and a replacement field will be developed in its place.

4. Schedule

The following Table 1 sets out target milestone dates.

Table 1 – Timetable for Key Milestones (Design-Bid-Build) Completion Dates

MILESTONES/DELIVERABLES	CPFA APPROVED DATES	UPDATED DATES
Ministry Approval	July 2021	July 2021
Design Development	December, 2021	November, 2022
Construction Documentation	August 31, 2022	March, 2023
Contract Award	October 15, 2022	September, 2023
Construction	October 15, 2024	July, 2025
Occupancy	December 31, 2024	September, 2025
Demolition of Existing School & Geo Install	May 30, 2025	December, 2025
Final Completion	August 31, 2025	Spring, 2026

5. Budget:

The maximum approved potential project budget is \$53.6M inclusive of a \$3.6M District contribution. The contribution was originally approved to bridge the cost difference between the option to replace the school and the option to seismically upgrade the school. The Ministry approved funding is for a LEED Gold equivalent school with low carbon design specifications that will reduce greenhouse gas emissions via the mechanical system. The Board also approved the inclusion of a Net Zero Energy Ready with a 100kW Photovoltaic array design for the new school with a further District contribution of \$538K. In August 2023, the School District requested a budget lift from the Ministry, based on the tender results, and have received the increase from \$46.5M to \$53.6M. The funding includes \$4.6M of risk reserve funding which is held by the Ministry for unforeseen items. Ministry approval is required prior to any material changes to the project's scope, schedule, procurement method, or budget.



Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report March 2024

Cedar Hill Middle School	Progress/ Completion (%)	Budget	YTD Expenses	Remainder	Commitments	Remainder After Commitments	% Available	Prior Period Expenses	Change from Prior Period
Construction	5%	37,214,077	2,813,082.86	34,400,994.14		34,400,994.14	92%	2,615,519	197,564
Fees	70%	3,565,777	2,496,059	1,069,718.04	601,755	467,963	13%	2,471,882	24,177
Misc Capital Support	1%	100,000	4,039	95,960.68		95,961	96%	3,091	948
Legal Fees	5%	20,000	4,039	15,960.68		15,961	80%		4,039
Moving, Cartage, Custodial	0%	140,667	0	140,667.00		140,667	100%		0
Project Management	32%	293,500	161,348	132,152.00		132,152	45%	161,348	0
School TTOC Budget	100%	17,937	17,937	(0)		(0)	0%	17,685	252
Capital Technical Support	0%	50,000	155	49,845.00		49,845	100%		155
Municipal Fees & Charges	0%	565,700	0	565,700.00		565,700	100%		0
Equipment	0%	3,000,000	0	3,000,000.00		3,000,000	100%		0
Prior Year Completed Expenses	100%	122,744	122,744	0.00		0	0%	122,744	0
Reimbursed AFG	100%	181,396	181,396	0.00		0	0%	181,396	0
		45,271,798	5,800,800	39,470,998	601,755	38,869,243	86%	5,573,665	29,572

6. Communication:

General

- At conceptual design, schematic design, and design development, the learning community and broader community was informed.
- Engagement started in Fall 2021 and is now complete.
- A Heritage Planner was engaged to provide a report on the heritage of the existing 1930's block.
- A traffic Consultant was engaged to provide a comprehensive traffic plan for the future school.
- Conceptual Design, Schematic Design and Design Development approvals have been obtained with the Ministry of Education and Childcare and the Board of Education.
- Monthly community updates are sent to the PAC, community, and surrounding schools.

7. Procurement:

- The project is being procured/delivered using a Design-Bid-Build contract.
- The project tender was awarded in September 2023.
- Yellowridge Construction Ltd. was the successful bidder.

8. Building Permit:

- In November 2022, the architect and sub consultants submitted the construction drawings to Saanich for Building Permit approval.
- In September 2023, the Building Permit was received.
- A Cost-Share Agreement is required for the District to upgrade a portion of the Cedar Hill Road frontage for Saanich. The Cost-Share Agreement has been drafted. Saanich has made changes to the Cost-Share Agreement to avoid overlap with the Development Agreement. The school district and consultants are reviewing the changes.

9. Work Starting Soon or Underway

- Finalize the Cost-Share Agreement with Saanich.
- Reinforced Concrete Foundations in progress.
- Installing Rock Anchors in progress.

10. Looking to March

- Further work to complete the foundation and anchors underway.



Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report March 2024

Appendix 1 – Project Team

- Katrina Stride, Secretary-Treasurer
- Maryanne Trofimuk, Cedar Hill Principal
- Harold Caldwell, Associate Superintendent
- Marni Vistisen-Harwood, Director of Facilities
- Mora Cunningham, Manager of Capital Projects
- Gordon Wallace, Project Manager

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.

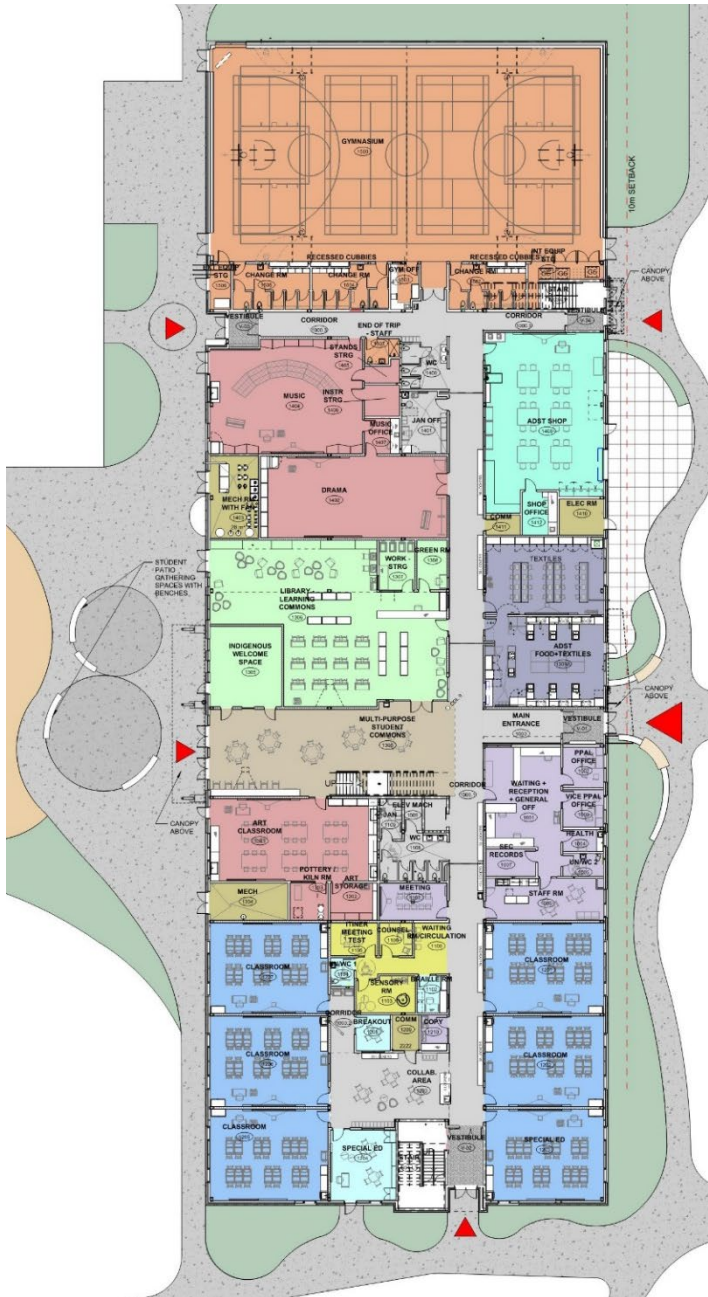
IDENTIFIED RISKS	Probability	Consequence / Impact		
		Cost	Schedule	
Hazardous Material Abatement	Moderate	Moderate	Low	Previously Identified Project Risk
Demolition	Low	Low	Low	Previously Identified Project Risk,
Additional Economic Adjustments	High	High	High	Previously Identified Project Risk
COVID impact on supply chain and procurement	High	High	High	Not Previously Identified Project Risk
Unknown /Unforeseen Site Conditions	Moderate	High	Low	Previously Identified Project Risk
Currency Valuations/Market Uncertainty/Tariffs	High	High	High	Previously Identified Project Risk
Approval Delays	High	High	High	Previously Identified Project Risk
Saanich Municipal Unforeseen expenses	Moderate	High	Moderate	Not Previously Identified Project Risk
Soils Conditions	Moderate	High	Moderate	Previously Identified Project Risk
Capital Reserves for District Contribution	Low	High	High	



Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report March 2024

Floor Plans

Floor 1



Floor 2





Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report March 2024

Rendering

