



**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, Dec 2, 2024, 7:00 p.m.

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

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

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**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 Dec 2, 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 November 4, 2024 Education Policy and Directions Committee meeting minutes be approved.

**B.2. Business Arising from Minutes**

**C. PRESENTATIONS TO THE COMMITTEE**

## **Staff**

### **C.1. Numeracy – Principal James Hansen, Margaret Jenkins Elementary**

## **D. NEW BUSINESS**

### **D.1. Equity Ad Hoc Committee**

Recommended motions from the Equity Ad Hoc Committee meeting.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) authorizes the engagement of an external agency to complete an equity audit of our district.

AND FURTHER

Direct the Equity Ad Hoc committee to return by the February 2025 Board meeting with a cost estimate for the equity audit.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) directs the board chair to write to the Ministry of Education and Childcare to advocate for additional funding for Justice, Equity, Diversity, and Inclusion (JEDI) initiatives.

## **E. NOTICE OF MOTION**

## **F. GENERAL ANNOUNCEMENTS**

## **G. OPERATIONS POLICY AND PLANNING COMMITTEE**

### **G.1. Approval of the Minutes**

Recommendation:

That the November 18, 2024 Operations Policy and Planning Committee meeting minutes be approved.

### **G.2. Business Arising from Minutes**

## **H. PRESENTATIONS TO THE COMMITTEE**

## **I. SUPERINTENDENT'S REPORT**

## **J. PERSONNEL ITEMS**

## **K. FINANCE AND LEGAL AFFAIRS**

### **K.1. 2025-2026 Budget Update – Values and Guiding Principles**

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Values and Guiding Principles.

**K.2. Monthly Financial Report: November 2024**

**K.3. Budget Change Report: November 2024**

**L. FACILITIES PLANNING**

**L.1. Operations Update: November 2024**

**L.2. Cedar Hill 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**  
**MINUTES**  
**Monday, November 4, 2024, 7:00 p.m.**

Trustees Present: **Education Policy and Directions members:** Emily Mahbobi (Chair), Natalie Baillaut, Nicole Duncan (Ex Officio)

Trustee Regrets: Mavis David, Diane McNally

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Tom Aerts, Associate Superintendent, Sean Powell, Acting Associate Superintendent, Jessie Moore, VPVPA, Marni Vistisen-Harwood, Director of Facilities Services

Partners: Ilana Hampton, GVTA, Nyssa Temmel, VCPAC

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**A. COMMENCEMENT OF MEETING**

**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 November 4, 2024 agenda be approved.

**Motion Carried Unanimously**

**A.3. Approval of the Minutes**

**Moved by** Trustee Baillaut

That the October 7, 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.** Acting Associate Superintendent Powell presented the mental health and wellness update memo provided by District Principal Nadine Naughton.

Trustees and Partners had questions of clarification.

**C.2.** Superintendent Whitten provided the Anaphylaxis Quality Review.

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 7:21 p.m.

# Office of the Superintendent

*Deb Whitten – Superintendent*

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

**From:** Deb Whitten, Superintendent of Schools

**Date:** December 2, 2024

**RE:** Numeracy

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## **Numeracy:**

For the purpose of the Graduation Assessment, numeracy is defined as the ability, willingness, and perseverance to interpret and apply mathematical understanding to solve problems in contextualized situations, and to analyze and communicate these solutions in ways relevant to the given context.

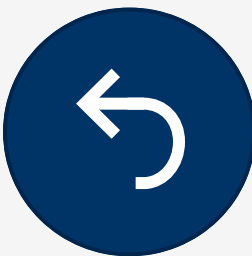
## **Numeracy Data Trends:**

There is a slight decline in numeracy results for Grade 4 All Resident students between 2018 and 2024, with a slight peak in 2020/21. Grade 4 Indigenous Students have a similar trend, at a significantly lower on track/extending rate. Grade 4 district Resident Students with a Ministry Designation is rising at a faster rate than at the provincial level. Similar patterns are noticeable at the Grade 7 level. The most noticeable difference is that Indigenous students are following a similar slope but are noticeably lower. Grade 7 results stand out from the provincial results even more than Grade 4 in that the provincial results show a more marked decline over the five years. Results did not change much for Grade 10 All Students over the past five years. The results show a similar gap between All Students and Indigenous Students, which narrowed noticeably in 2021/2022. Since these years show before and during the COVID pandemic. It does not appear that there are clear patterns of decline related to COVID.

The data demonstrates that Students with Ministry Designations are getting lower results. In Grade 4, there are two years when the gap has narrowed significantly. In Grade 7, the narrowed gaps are less significant. The data demonstrates that the gap is not narrowing between Indigenous students and All Resident Students. We need to intentionally improve our work with Indigenous students. We will also need to continue to monitor the results from the Grade 4 Indigenous students in numeracy to see if the decline in achievement results is one year or a pattern.

**Instructional support and next steps:**

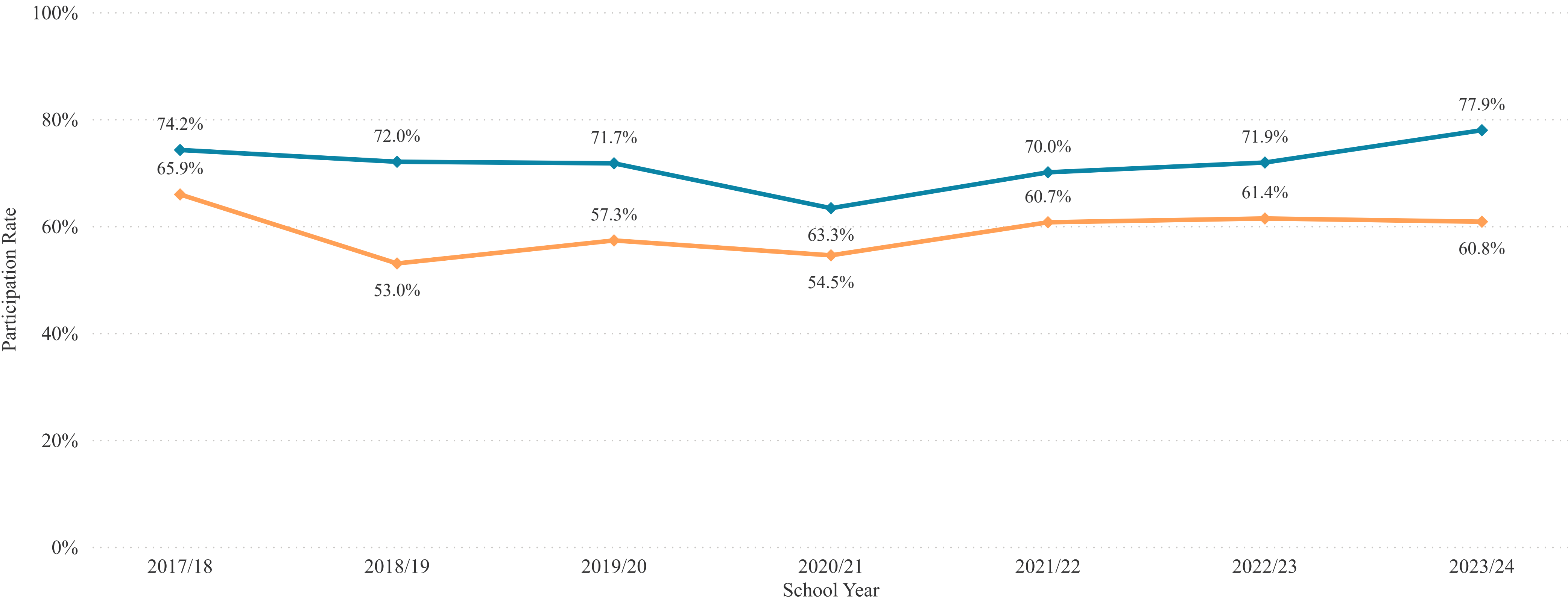
The district put significant support into core numeracy materials and resources from 2016-2018 and intentional, targeted supports in instructional practices in numeracy from 2016-2019. Support increased slightly in the fall of 2023, and a very small budget was provided for grades 2 – 5 numeracy support, in multiplicative thinking, in the 2024/25 school year. Overall numeracy results in 2018-2019 and 2023-2024 are very similar for Grades 4 and 7. Provincially there was a slight decline in 2023-2024 for Grade 4 results and a more noticeable decline for Grade 7. The somewhat better pattern of results could reflect that the intentional support from 2016-2019 has helped. Moving forward, targeted funds are required to support numeracy Professional Development opportunities and resources specifically for the priority population in order to close the achievement gaps that exist.

[Dataset Specific Filters](#)[Data Level Filters](#)[Student Program Filters](#)[Indigenous Filters](#)[Other Sub-Population  
Filters](#)

Reset to  
Standard Reporting  
Filters

## Participation Rate for Province, All Districts, All Schools [Numeracy-04]

◆ Participation Rate (School) ◆ Participation Rate (District) ◆ Participation Rate (Province)

[Hide Province](#)[Participation Graph](#)[Proficiency Graph](#)[School Data](#)[District Data](#)[Province Data](#)

Filters Applied :

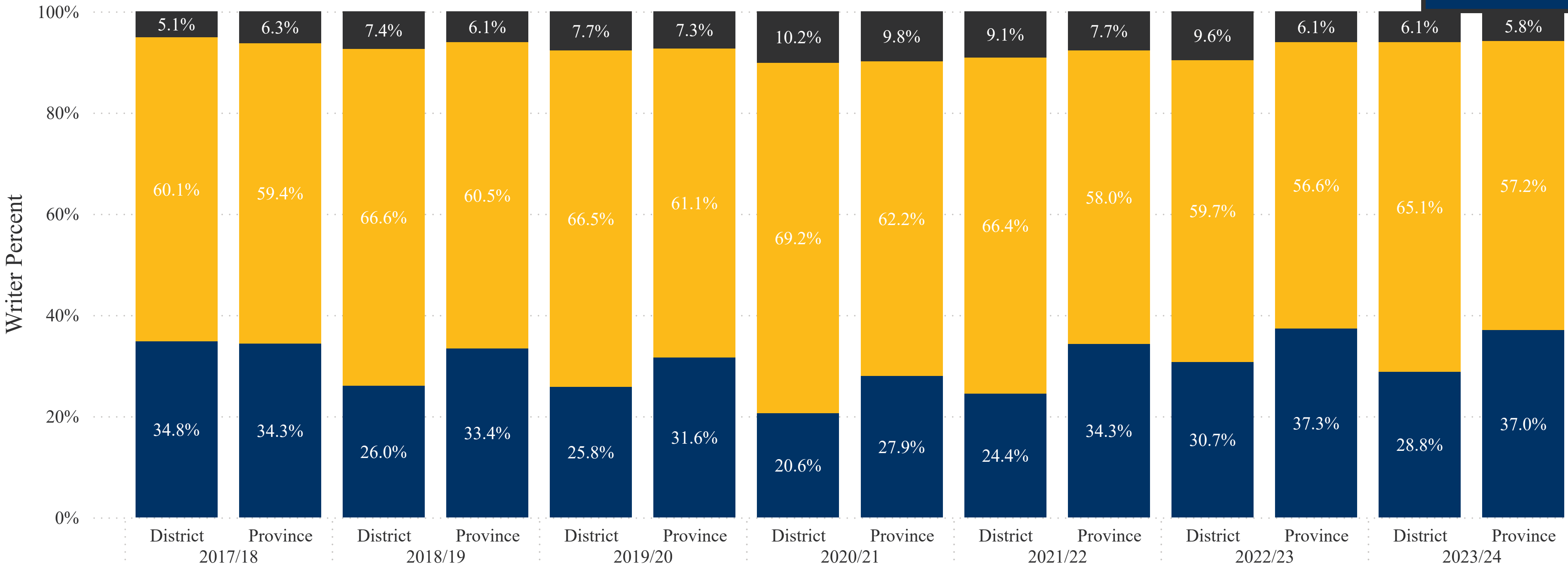
School Years: 2017/18 - 2023/24, Residency: Resident



[Dataset Specific Filters](#)[Data Level Filters](#)[Student Program Filters](#)[Indigenous Filters](#)[Other Sub-Population  
Filters](#)

### Proficiency Rates for Province, All Districts, All Schools [Numeracy-04]

**Proficiency** ● Emerging ● On Track ● Extending

[Hide Province](#)

*Note: If all values in a specific column total less than 100%, it indicates masked data. Refer to the corresponding school, district, or province table for details.*

[Participation Graph](#)[Proficiency Graph](#)[School Data](#)[District Data](#)[Province Data](#)

Filters Applied :

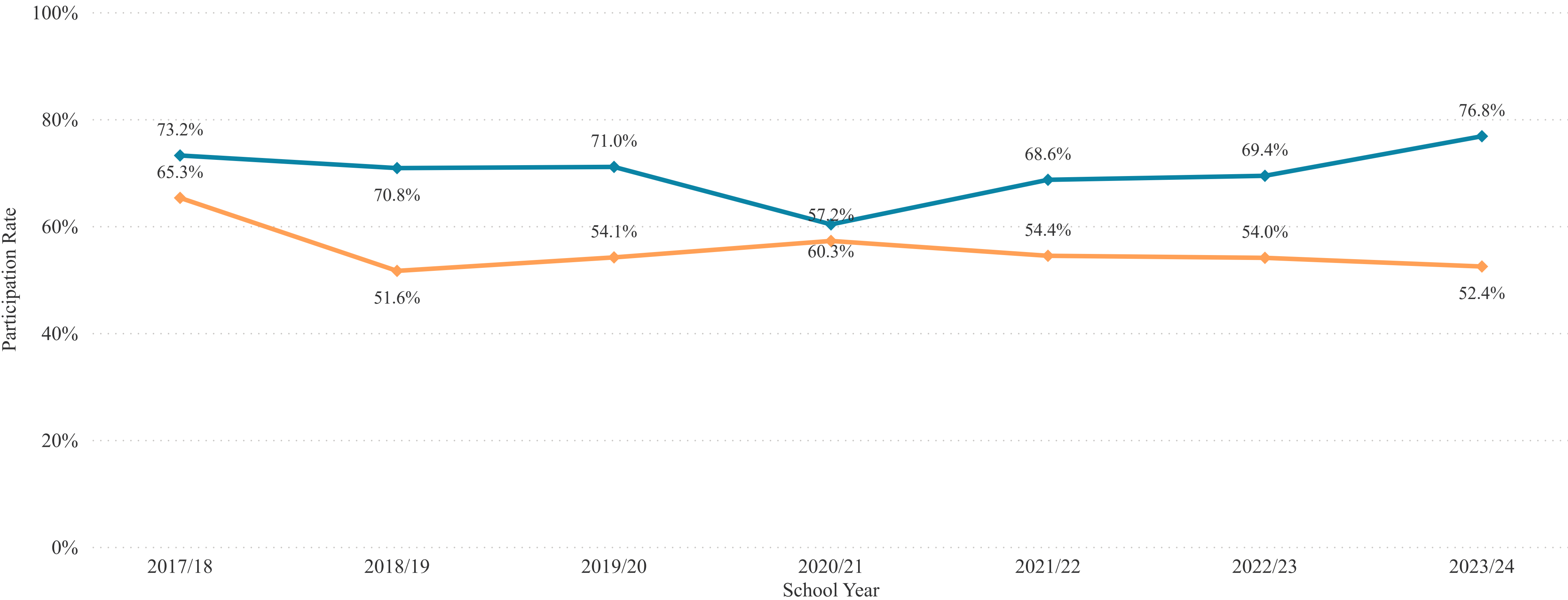
School Years: 2017/18 - 2023/24, Residency: Resident

[Dataset Specific Filters](#)[Data Level Filters](#)[Student Program Filters](#)[Indigenous Filters](#)[Other Sub-Population  
Filters](#)

Reset to  
Standard Reporting  
Filters

### Participation Rate for Province, All Districts, All Schools [Numeracy-07]

◆ Participation Rate (School) ◆ Participation Rate (District) ◆ Participation Rate (Province)

[Hide Province](#)[Participation Graph](#)[Proficiency Graph](#)[School Data](#)[District Data](#)[Province Data](#)

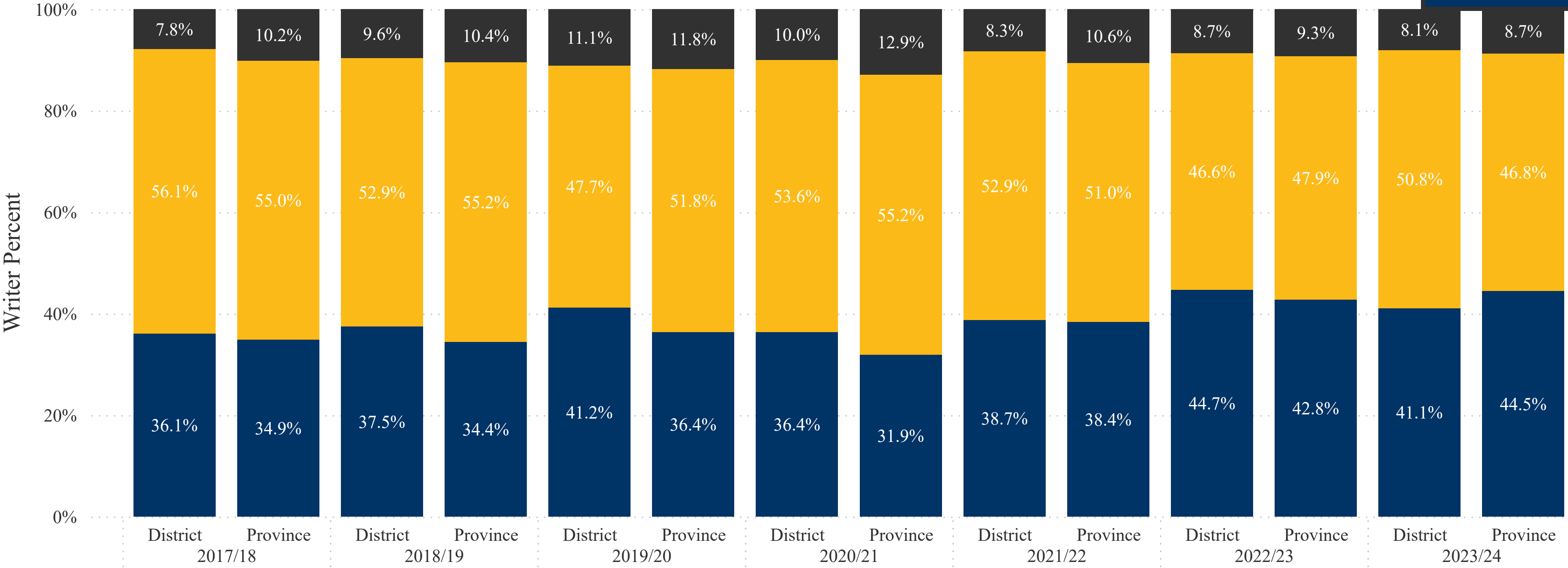
Filters Applied :

School Years: 2017/18 - 2023/24, Residency: Resident

[Dataset Specific Filters](#)[Data Level Filters](#)[Student Program Filters](#)[Indigenous Filters](#)[Other Sub-Population  
Filters](#)

### Proficiency Rates for Province, All Districts, All Schools [Numeracy-07]

**Proficiency** ● Emerging ● On Track ● Extending

[Hide Province](#)

*Note: If all values in a specific column total less than 100%, it indicates masked data. Refer to the corresponding school, district, or province table for details.*

[Participation Graph](#)[Proficiency Graph](#)[School Data](#)[District Data](#)[Province Data](#)

Filters Applied :

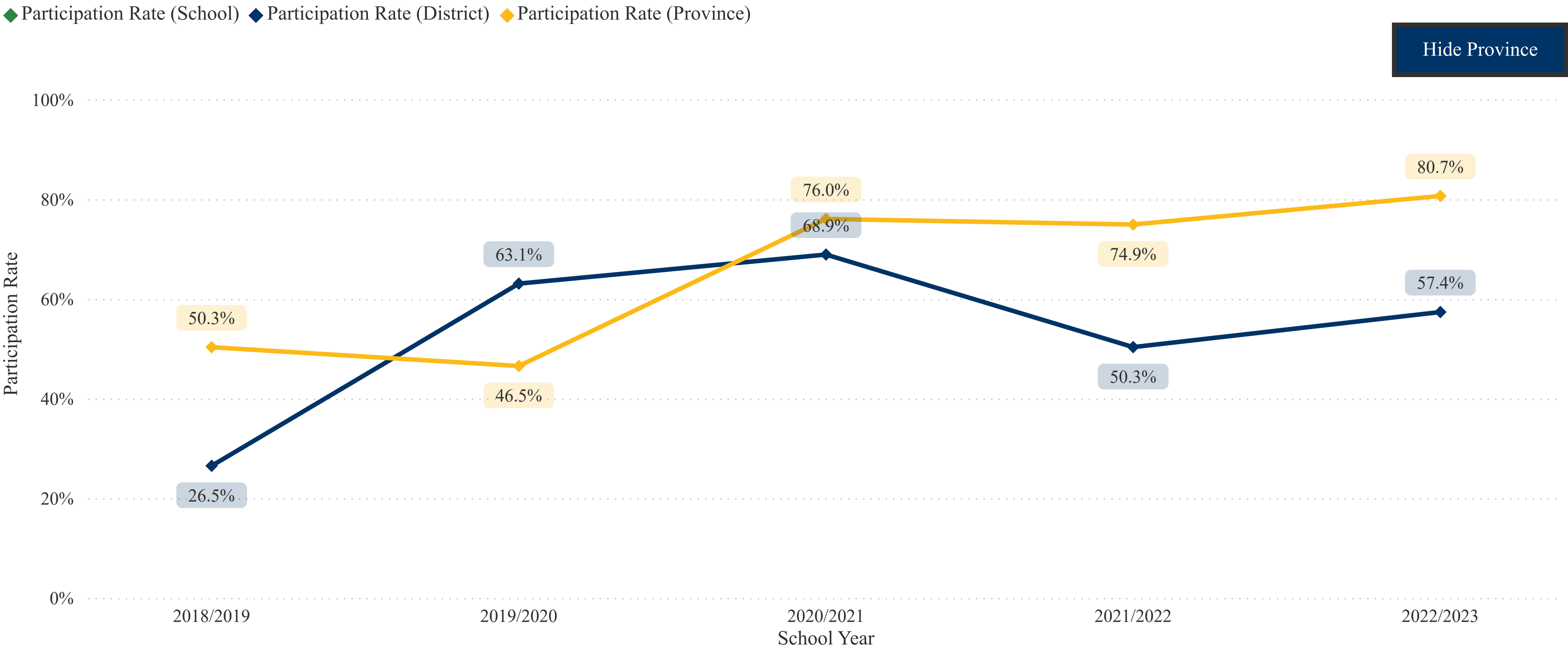
School Years: 2017/18 - 2023/24, Residency: Resident

- Dataset Specific Filters
- Data Level Filters
- Student Program Filters
- Indigenous Filters
- Other Sub-Population Filters



Reset to  
Standard Reporting  
Filters

Grade 10 Numeracy Participation Rate for Province, 061 - Greater Victoria, All Schools



- Participation Rate Graph
- Proficiency Rate Graph
- School Data
- District Data
- Province Data

Filters Applied :

School Years: 2018/19 - 2022/23, Residency: Resident, School Type: BC Public School, Assessment Language: English

Dataset Specific Filters

Data Level Filters

Student Program Filters

Indigenous Filters

Other Sub-Population Filters

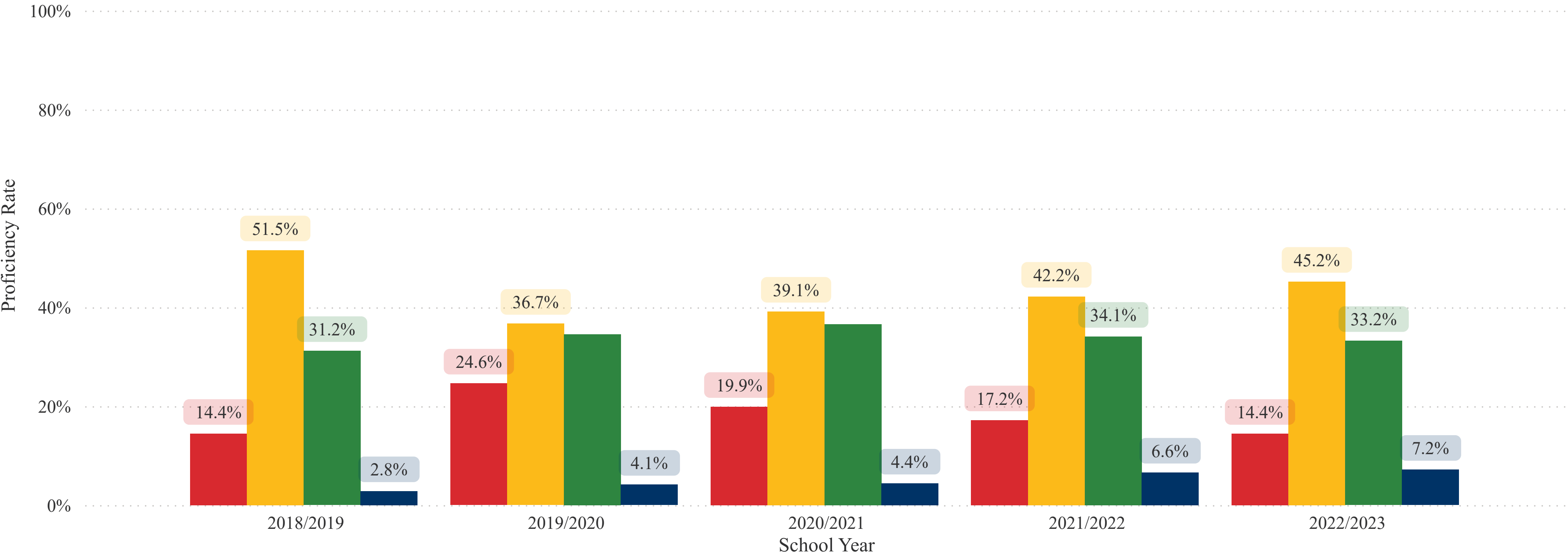
Province

District

School

Grade 10 Numeracy Proficiency Rate, 061 - Greater Victoria

Emerging Rate   Developing Rate   Proficient Rate   Extending Rate



Participation Rate Graph

Proficiency Rate Graph

School Data

District Data

Province Data



Reset to  
Standard Reporting  
Filters

Filters Applied :

School Years: 2018/19 - 2022/23, Residency: Resident, School Type: BC Public School, Assessment Language: English

Dataset Specific Filters

Data Level Filters

Student Program Filters

Indigenous Filters

Other Sub-Population Filters

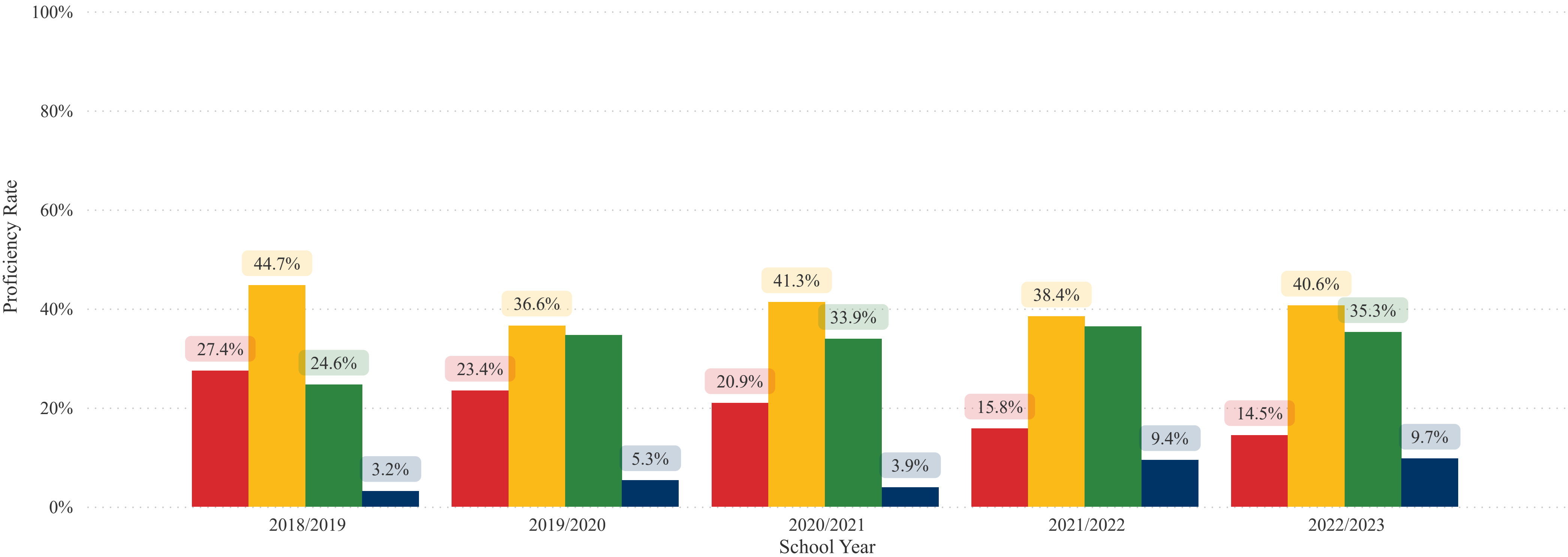
Province

District

School

Grade 10 Numeracy Proficiency Rate, Province

Emerging RateDeveloping RateProficient RateExtending Rate



Participation Rate Graph

Proficiency Rate Graph

School Data

District Data

Province Data





**The Board of Education of School District No. 61 (Greater Victoria)**  
**Operations Policy and Planning Committee Meeting**  
**MEETING MINUTES**  
**Monday, November 18, 2024, 7:00 p.m.**

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

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Tom Aerts, Associate Superintendent, Sean Powell, Acting Associate Superintendent, Marni Vistisen-Harwood, Director of Facilities Services, Julie Lutner, Associate Secretary-Treasurer, Jennifer Person, Acting Director of Information Technology, Josh Barks, Acting District Principal of Information Technology, Tina Pierik, VPVPA

Partners: Shawna Abbott, CUPE 947, Darren Reed, CUPE 382, Cindy Romphf, GVTA, Nyssa Temmel, VCPAC

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**A. COMMENCEMENT OF MEETING**

The meeting began 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 Kwan

That the November 18, 2024 agenda be approved.

**Motion Carried Unanimously**

### **A.3. Approval of the Minutes**

**Moved by** Trustee Kwan

That the October 21, 2024 Operations Policy and Planning Committee meeting minutes be approved.

**Motion Carried Unanimously**

### **A.4. Business Arising from Minutes**

Trustee Kwan inquired whether the District of Saanich had provided a response to the crossing guard letter sent by the Board.

Secretary-Treasurer Stride advised that she had not Received a response.

## **B. PRESENTATIONS TO THE COMMITTEE**

### **Staff**

**B.1.** Acting Director of Information Technology Person presented the Information Technology for Learning Department update.

Trustees and Partners provided comments and observations for consideration.

## **C. SUPERINTENDENT'S REPORT**

**C.1.** Superintendent Whitten presented Elementary School Data for information.

Trustees and Partners had questions of clarification and discussed the data from the memo. Superintendent Whitten offered to define the various acronyms used for designations and confirm percentage calculations. It was determined that next steps will include review with the Inclusive Education Department and the Equity Ad Hoc Committee.

**C.2.** Privacy Management Program – Administrative Regulations Review

Secretary-Treasurer Stride provided an update on the Privacy Management Program as well as rationale for the motion.

Trustees had questions of clarification.



**Moved by** Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) accept revised Administrative Regulation 1161.4 *Critical Incident and Privacy Breach*.

**Motion Carried Unanimously**

**D. PERSONNEL ITEMS**

None.

**E. FINANCE AND LEGAL AFFAIRS**

**E.1. Audit Sub-Committee Report**

Secretary-Treasurer Stride provided the report for information.

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) accept the September 2024 Quarterly Financial Report as presented to the Audit Sub-Committee.

**Motion Carried Unanimously**

**E.2. Monthly Financial Report: October 2024**

Secretary-Treasurer Stride provided the October 2024 Monthly Financial Report for information.

Trustees had questions of clarification.

**E.3. Budget Change Report: October 2024**

Secretary-Treasurer Stride provided the October 2024 Budget Change Report for information.

Trustees had questions of clarification.

**F. FACILITIES PLANNING**

**F.1. Operations Update: November 2024**

Director of Facilities Services Vistisen-Harwood provided the Operations update for November 2024.

Trustees and partners had questions of clarification.

**F.2. Cedar Hill Middle School Seismic Project Update**

Director of Facilities Services Vistisen-Harwood provided the Cedar Hill Middle school seismic project update.

Trustees had questions of clarification.

**G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

None.

**H. NEW BUSINESS**

**H.1. Update Regulations 1330 *Community Use of Schools and Grounds* and 1325 *Partnership***

Trustee Duncan provided rationale for the motion.

Trustees and Partners discussed the motion.

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to update Regulation 1330 Community Use of Schools and Grounds and Regulation 1325 Partnership to require that a business case is prepared and presented to the Board of Education for consideration and approval prior to the school district entering into negotiations regarding potential joint use agreements or other partnerships with external parties regarding the use of schools and grounds;

AND FURTHER

provide the Board of Education any additional recommendations regarding updates needed to Regulations 1330 and 1325.

**Motion Carried Unanimously**

**I. NOTICE OF MOTION**

None.

**J. GENERAL ANNOUNCEMENTS**

Trustee Duncan informed the Committee that Human Rights Commissioner Kasari Govender will be making a presentation to the Board at the Regular Board meeting on Monday, November 25, 2024.

**K. ADJOURNMENT**

**Moved by** Trustee Duncan

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 8:25 p.m.

DRAFT

# Office of the Secretary-Treasurer

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

*Katrina Stride – Secretary-Treasurer*

TO: Operations Policy and Planning Committee Meeting  
FROM: Katrina Stride, Secretary-Treasurer  
DATE: December 2, 2024  
RE: **2025-2026 Budget Update**

## Values and Guiding Principles

On January 29, 2024, the Board approved the Values and Guiding Principles for the development of the 2024-2025 Annual Budget. The Values and Guiding Principles document has been revised as follows:

- Changed the heading from Budget 2024-2025 to 2025-2026 Annual Budget
- Changed the date of the third reading of the Budget Bylaw from April 11, 2024 to April 9, 2025
- Updated the Relationships, Indigenous and Collaboration sections to acknowledge the role of the Indigenous Education Council and add language in relation to cultural safety and responsiveness.
- Updated the first bullet under Sustainability and Ability to Withstand Change to recognize that there may be other risks not listed, e.g. financial risk.

The Values and Guiding Principles document revised with tracked changes is attached.

## Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Values and Guiding Principles.

*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.*



~~Budget 2025-2026~~ Annual Budget

## VALUES AND GUIDING PRINCIPLES

January 29, 2024 – BOARD APPROVED

November 25, 2024 – REVISED

### Students

Students are at the centre of all we do in SD61. Students are our primary stakeholder and must have voice and agency in their learning. The budget will focus on provision of service for every student to succeed, recognizing that all learners are unique and have differing needs. Quantitative and qualitative data are both important.

### Relationships

Partnerships and relationships are strengthened by demonstrating mutual respect and cultural safety which includes the recognition of expertise, recognition of diverse opinions and ability to have civil discourse. We assume good intentions on all sides and for all ideas. Trust will be built by having authentic and difficult conversations with transparency and building understanding over time. The budget will be communicated clearly and regularly throughout the process.

### Indigenous

The budget process will be culturally respectful and responsive to the needs of Indigenous peoples and will include the Indigenous Education Council (IEC), and representatives of the Four Houses through the processes that have been established with ~~and~~ the Indigenous Education Department ~~within the Budget process~~.

The School Act requires each board to establish and maintain an IEC. The purposes of the IEC are set out at s. 87.00(1) of the School Act, and are as follows:

a) advising the board on any matter relating to:

- o providing comprehensive and equitable educational programs and services to Indigenous students;
- o improving Indigenous student achievement; and
- o integrating into learning environments Indigenous world views and perspectives, in particular, those of the First Nation, the Modern Treaty Nations, or the Nisga'a Nation in whose territory the board operates.

*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



- b) advising on grants provided under the School Act in relation to Indigenous students;
- c) approving plans, spending and reporting of targeted grants related to Indigenous students;
- d) advising the board in relation to the distinct languages, cultures, customs, traditions, practices or history of the First Nations, the Treaty First Nations, or the Nisga'a Nation in whose traditional territory the board operates, through advice from the Indigenous education council members representing those First Nations, Treaty First Nations or the Nisga'a Nation.

In addition to consulting with the IEC on budget matters relevant to Indigenous students, Trustees, the Board and Staff will utilize the Indigenous Education Department's regularly scheduled meetings with the Songhees Nation, Esquimalt Nation, Urban Indigenous Peoples' House Advisory (UPHIA) and the Métis Nation of Greater Victoria as the conduits to share information, collaborate~~consult~~, seek input and direction. The Board and Staff will attend meetings with Songhees Nation, Esquimalt Nation, UPHIA, the Métis Nation of Greater Victoria and the Indigenous Education Department when invited and/or when any concerns and/or clarity is required.

#### Alignment

Budget decisions will align to the District's Strategic Plan's goals and strategies and the District Framework for Enhancing Student Learning. Priority will be given to Strategic Plan and Framework for Enhancing Student Learning initiatives and will make financial connections to complete the annual financial report. As a result, the organization recognizes constraint and the ability to do many things, but not all things.

#### Timelines

The Board will adhere to the Board approved budget process timelines in order for the organization to meet its system, staffing and collective agreement obligations to properly place human and financial resources in schools and provide stability in the organization. In the process, the learning community will be informed about the time constraints for the final budget approval. The Board will give third reading to the budget no later than April ~~911~~, 202~~5~~4.

#### Collaboration

The budget will be an inclusive, collaborative and culturally responsive process where stakeholders and Rightsholders have the opportunity to understand the District budget, be made aware of positive and negative impacts of proposed budget options and to provide input on same, and where possible to co-create solutions. Participants should feel heard at the end of the budget process while also understanding that feedback and input are provided for the Board's consideration in its decision making. Quiet voices will require extra attention.

### Sustainability and Ability to Withstand Change

To advance sustainability the Board will:

- commit to administrative and operational efficiencies, and appropriate management of risk including, but not limited to, the provision of safe and healthy learning environments and sustainable environmental practices;
- move toward matching revenues to expenses so the organization does not rely on surplus to balance on-going costs from year to year;
- spend surplus on one-time initiatives and priorities, and not on-going expenses;
- recognize that the needs of students change from year to year and so will the budget allocations;
- protect reserves and contingency even when there is pressure to spend in times of constraint;
- consider long term financial planning and three-year budget forecasts.

# MONTHLY FINANCIAL REPORT - OPERATING REVENUES - November 2024 (as at November 28, 2024 and November 30, 2023)

	2024-2025						2023-2024					
	Budget	Nov 2024	YTD	Available	%	!!	Budget	Nov 2023	YTD	Available	%	!!
602 CE/HL OTHER FEES	50	0	125	(75)	-150%	!!	50	0	30	20	40%	!!
605 CE/HL REGISTRATION FEES	10,045	(50)	5,200	4,845	48%	!!	7,300	40	3,640	3,660	50%	!!
621 MINISTRY BLOCK FUNDING	233,138,448	22,463,922	71,093,754	162,044,694	70%	!!	214,957,633	20,933,169	66,184,812	148,772,821	69%	!!
629 OTHER MIN OF ED GRANTS	2,257,638	322,869	991,785	1,265,853	56%	!!	6,194,255	199,034	414,822	5,779,433	93%	!!
641 REVENUE -OTHER PROV MINISTRIES	286,649	0	85,649	201,000	70%	!!	289,983	0	92,531	197,452	68%	!!
642 REVENUE -OTHER SCHOOL DISTRICTS	1,740	0	1,740	0	0%	!!	2,700	0	0	2,700	100%	!!
644 CE/HL COURSE FEES	8,500	0	100	8,400	99%	!!	10,000	0	1,420	8,580	86%	!!
645 REVENUE-CAFETERIA	76,627	23,985	76,094	533	1%	!!	79,574	33,251	79,566	8	0%	!!
647 OFFSHORE STUDENTS TUITION FEES	15,667,733	266,799	14,476,717	1,191,016	8%	!!	15,670,739	595,591	15,001,696	669,043	4%	!!
648 LOCAL EDUCATION AGREEMENTS	940,239	214,343	428,685	511,554	54%	!!	757,317	174,491	348,981	408,336	54%	!!
649 MISC FEES & REVENUE	1,917,531	47,032	923,604	993,927	52%	!!	1,403,807	115,936	955,738	448,069	32%	!!
651 COMMUNITY USE OF FACILITIES	2,170,445	1,099	712,892	1,457,553	67%	!!	1,995,714	824	407,622	1,588,092	80%	!!
652 COMMUNITY USE OF FIELDS	85,903	0	75,246	10,658	12%	!!	82,857	0	32,261	50,596	61%	!!
653 COMMUNITY USE OF THEATRE	51,140	0	27,477	23,663	46%	!!	49,806	0	25,362	24,444	49%	!!
654 PARKING FEES	36,678	0	17,786	18,892	52%	!!	35,878	34	12,140	23,738	66%	!!
655 RENTALS LIAB INS REVENUE	6,516	0	6,659	(143)	-2%	!!	6,361	0	5,019	1,342	21%	!!
659 OTHER RENTALS & LEASES	824,569	15,393	162,382	662,187	80%	!!	792,142	124,920	428,714	363,429	46%	!!
661 INTEREST	58,062	3,227	3,874	54,188	93%	!!	58,600	5,775	25,565	33,035	56%	!!
669 INVESTMENT REVENUE	1,871,006	75,065	754,131	1,116,875	60%	!!	1,406,600	31,115	683,766	722,834	51%	!!
671 SURPLUS FROM PRIOR YEAR	6,317,792	0	9,060,318	(2,742,526)	-43%	!!	6,224,545	0	6,841,658	(617,113)	-10%	!!
GRAND TOTAL	265,727,311	23,433,683	98,904,219	166,823,092	63%	!!	250,025,861	22,214,179	91,545,343	158,480,518	63%	!!



# MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - November 2024 (as at November 28, 2024 and November 30, 2023)

2024-2025										2023-2024						
	Budget	Nov 2024	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Nov 2023	YTD	Encumbrances	Total Exp	Available	%	
SALARIES																
111 CERTIFICATED TEACHERS	112,507,939	11,292,100	33,370,578		33,370,578	79,137,361	70%	!!	107,302,369	10,901,127	32,373,260		32,373,260	74,929,109	70%	
112 P&VP SALARIES	15,373,210	1,366,668	6,062,784		6,062,784	9,310,426	61%	!!	14,646,394	1,223,380	6,015,432		6,015,432	8,630,962	59%	
114 ALLIED SPECIALISTS	2,189,555	219,234	660,554		660,554	1,529,001	70%	!!	1,939,613	204,610	576,657		576,657	1,362,956	70%	
115 DEPARTMENT HEAD ALLOWANCES	302,830	30,645	90,767		90,767	212,063	70%	!!	292,238	33,813	87,642		87,642	204,596	70%	
120 EXEMPT STAFF (CERT)	1,153,640	138,145	550,240		550,240	603,400	52%	!!	1,081,995	81,976	409,881		409,881	672,114	62%	
121 EXEMPT STAFF (NON-CERT)	4,078,756	579,982	1,766,804		1,766,804	2,311,952	57%	!!	3,964,878	321,663	1,511,229		1,511,229	2,453,649	62%	
122 CUSTODIANS	2,154,970	160,766	865,323		865,323	1,289,647	60%	!!	2,081,997	156,337	739,836		739,836	1,342,161	64%	
123 JANITORS	4,493,622	316,692	1,767,627		1,767,627	2,725,995	61%	!!	4,315,060	310,291	1,701,423		1,701,423	2,613,637	61%	
125 FOREMEN	603,994	38,333	208,700		208,700	395,294	65%	!!	619,901	45,423	266,502		266,502	353,399	57%	
126 FOREPERSON	4,325,861	281,102	1,589,758		1,589,758	2,736,103	63%	!!	4,114,675	279,675	1,636,461		1,636,461	2,478,214	60%	
131 TRADESPEOPLE	22,547,206	2,049,928	5,482,539		5,482,539	17,064,667	76%	!!	21,329,587	1,858,350	4,939,529		4,939,529	16,390,058	77%	
142 CLERICAL SALARIES	10,389,464	820,037	3,263,205		3,263,205	7,126,259	69%	!!	9,891,617	783,739	3,185,005		3,185,005	6,706,612	68%	
161 TTOC SALARIES	11,390,829	1,406,107	3,520,728		3,520,728	7,870,101	69%	!!	9,398,998	1,283,866	3,343,438		3,343,438	6,055,560	64%	
165 RELIEF LABOUR	355,724	60,988	185,547		185,547	170,177	48%	!!	343,391	49,230	162,325		162,325	181,066	53%	
166 382 EXTRA STAFF SALARIES	303,388	15,387	273,297		273,297	30,091	10%	!!	336,199	13,568	169,543		169,543	166,656	50%	
167 SCHOOL ASSIST RELIEF	315,513	74,286	288,982		288,982	26,531	8%	!!	342,182	83,239	277,229		277,229	64,953	19%	
168 CASUAL CLERICAL SALARIES	86,605	5,133	31,772		31,772	54,833	63%	!!	97,534	3,035	27,811		27,811	69,723	71%	
170 FRENCH LANG ASSIST	0	0	0		0	0	0%	!!	28,700	2,769	9,151		9,151	19,549	68%	
191 TRUSTEES INDEMNITY	257,671	21,143	105,714		105,714	151,957	59%	!!	248,841	20,400	102,002		102,002	146,839	59%	
199 RECOVERIES	(111,155)	0	(25,962)		(25,962)	(85,193)	77%	!!	(67,785)	(9,240)	(45,808)		(45,808)	(21,977)	32%	
TOTAL -- SALARIES	192,719,622	18,876,676	60,058,956	0	60,058,956	132,660,667	69%	!!	182,308,384	17,647,251	57,488,549	0	57,488,549	124,819,835	68%	
BENEFITS																
211 TEACHER BENEFITS	28,645,661	2,166,362	8,246,715		8,246,715	20,398,946	71%	!!	26,533,200	2,034,953	7,685,686		7,685,686	18,847,514	71%	
212 P&VP BENEFITS	3,194,966	210,893	1,047,610		1,047,610	2,147,356	67%	!!	3,061,094	195,220	1,028,812		1,028,812	2,032,282	66%	
214 ALLIED SPECIALISTS BENEFITS	557,472	44,331	165,714		165,714	391,758	70%	!!	420,897	33,611	122,591		122,591	298,306	71%	
215 DEPT HEAD ALLOWANCE BENEFITS	77,105	5,754	21,458		21,458	55,647	72%	!!	71,598	6,061	19,466		19,466	52,132	73%	
218 EMPLOYEE FUTURE BENEFITS EXPENSE	467,910	1,781	(101,698)		(101,698)	569,608	122%	!!	435,998	238,385	10,860		10,860	425,138	98%	
220 EXEMPT (CERT) - BENEFITS	221,301	20,492	85,928		85,928	135,373	61%	!!	205,579	12,874	67,525		67,525	138,054	67%	
221 EXEMPT (N-CERT) BENEFITS	786,442	80,595	289,397		289,397	497,046	63%	!!	773,151	47,280	255,804		255,804	517,347	67%	
222 CUSTODIAN BENEFITS	492,643	41,021	226,095		226,095	266,548	54%	!!	463,817	38,114	183,462		183,462	280,355	60%	
223 JANITOR BENEFITS	1,027,277	83,817	465,752		465,752	561,525	55%	!!	961,371	84,743	435,210		435,210	526,161	55%	
225 FOREPERSON BENEFITS	138,078	7,470	49,540		49,540	88,538	64%	!!	135,946	6,883	51,650		51,650	84,296	62%	
226 TRADESPEOPLE BENEFITS	988,868	64,214	396,840		396,840	592,028	60%	!!	902,683	50,520	362,134		362,134	540,549	60%	
231 SCHOOL ASSISTANT BENEFITS	5,939,326	526,374	1,614,374		1,614,374	4,324,952	73%	!!	5,361,652	472,313	1,429,335		1,429,335	3,932,317	73%	
242 CLERICAL BENEFITS	2,736,496	212,577	937,544		937,544	1,798,952	66%	!!	2,476,554	199,316	889,790		889,790	1,586,764	64%	
261 TTOC BENEFITS	2,460,462	284,421	793,810		793,810	1,666,652	68%	!!	1,853,189	266,184	730,053		730,053	1,123,136	61%	
265 RELIEF LABOUR BENEFITS	40,553	8,278	24,092		24,092	16,461	41%	!!	36,056	5,536	18,846		18,846	17,210	48%	
266 382 EXTRA STAFF BENEFITS	34,586	1,660	34,033		34,033	553	2%	!!	35,300	1,414	17,704		17,704	17,596	50%	
267 RELIEF ASSISTANT BENEFITS	36,259	9,113	35,201		35,201	1,058	3%	!!	37,700	9,892	32,470		32,470	5,230	14%	
268 CASUAL CLERICAL BENEFITS	9,874	656	4,351		4,351	5,523	56%	!!	10,842	339	4,396		4,396	6,446	59%	
270 FRENCH LANG ASSIST BENEFITS	0	0	0		0	0	0%	!!	3,186	303	844		844	2,342	74%	
291 TRUSTEE BENEFITS	20,871	1,722	8,609		8,609	12,262	59%	!!	18,414	1,610	8,049		8,049	10,365	56%	
TOTAL -- BENEFITS	47,876,150	3,771,531	14,345,365	0	14,345,365	33,530,785	70%	!!	43,798,227	3,705,551	13,354,686	0	13,354,686	30,443,541	70%	
SERVICES & SUPPLIES																
311 AUDIT	32,004	0	0		0	32,004	100%	!!	30,988	0	(3,556)		(3,556)	34,544	111%	
312 LEGAL	475,000	13,631	165,251		165,251	309,749	65%	!!	250,000	37,068	68,046		68,046	181,954	73%	
323 SOFTWARE MAINTENANCE	1,354,069	88,390	1,284,784	19,650	1,304,434	49,635	4%	!!	1,121,596	140,666	1,004,194	47,199	1,051,394	70,202	6%	
324 HARDWARE MAINTENANCE	120,070	0	45,963		45,963	74,107	62%	!!	118,130	45,138	104,507		104,507	13,623	12%	
331 CONTRACTED TRANSPORTATION	933,789	5,395	54,602		54,602	879,187	94%	!!	948,374	87,370	224,182	811,180	1,035,362	(86,988)	-9%	

# MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - November 2024 (as at November 28, 2024 and November 30, 2023)

	2024-2025					2023-2024									
	Budget	Nov 2024	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Nov 2023	YTD	Encumbrances	Total Exp	Available	%
332 TRANSPORTATION ASSISTANCE	39,962	3,310	11,905		11,905	28,058	70%	!!	15,000	3,700	10,136		10,136	4,864	32%
334 SCHOOL JOURNEYS	84,429	4,360	45,222		45,222	39,207	46%	!!	62,428	3,180	47,040		47,040	15,388	25%
341 PRO-D & TRAVEL	910,304	39,216	475,177	10,109	485,286	425,018	47%	!!	939,544	72,283	251,017	3,035	254,052	685,492	73%
342 TRAVEL MILEAGE	2,850	889	2,887		2,887	(37)	-1%	!!	2,008	838	2,505		2,505	(497)	-25%
343 LOCAL MILEAGE	69,617	4,896	14,181		14,181	55,436	80%	!!	74,956	5,958	16,330		16,330	58,626	78%
364 LEASES	62,851	2,899	14,503		14,503	48,348	77%	!!	21,851	0	7,465		7,465	14,386	66%
371 MEMBERSHIP FEES	135,412	300	100,377		100,377	35,035	26%	!!	115,585	708	95,746		95,746	19,839	17%
391 INSURANCE PREMIUMS	678,557	281	628,313		628,313	50,244	7%	!!	532,235	520	532,235		532,235	0	0%
392 DEDUCTIBLES PAID	0	0	(30,000)		(30,000)	30,000	0%	!!	0	0	0		0	0	0%
399 SERVICES RECOVERY	0	0	(15,303)		(15,303)	15,303	0%	!!	0	0	(10,793)		(10,793)	10,793	0%
421 POINT OF SALE FEES	23,900	181	8,988		8,988	14,912	62%	!!	16,000	90	7,466		7,466	8,534	53%
422 BANK SERVICE CHARGES	46,207	5,590	24,741		24,741	21,466	46%	!!	127,555	5,616	61,914		61,914	65,641	51%
431 LAND TELEPHONE	170,000	4,129	60,856		60,856	109,144	64%	!!	170,000	14,426	67,533		67,533	102,467	60%
438 CELL PHONES	175,521	14,857	84,097		84,097	91,424	52%	!!	174,705	15,799	79,005		79,005	95,700	55%
439 DIGITAL SERVICES RECOVERY	830,987	0	0		0	830,987	100%	!!	743,027	0	0		0	743,027	100%
441 POSTAGE	26,127	1,121	10,308		10,308	15,819	61%	!!	30,193	1,775	12,597	811	13,408	16,785	56%
444 COURIER SERVICE	19,112	170	8,596		8,596	10,516	55%	!!	13,912	1,648	10,377		10,377	3,535	25%
445 ADVERTISING	98,292	50	71,227		71,227	27,065	28%	!!	108,342	2,151	60,181		60,181	48,161	44%
446 PHOTOCOPYING	164,669	179	49,886		49,886	114,783	70%	!!	160,418	34,133	81,822		81,822	78,596	49%
447 PRINTING SERVICES	6,843	1,048	19,962		19,962	(13,119)	-192%	!!	9,120	1,774	3,028		3,028	6,092	67%
448 AGENT FEE	1,194,320	74,537	1,086,310		1,086,310	108,010	9%	!!	941,837	245,986	1,260,619		1,260,619	(318,782)	-34%
450 GRANTS	114,692	46,312	46,312		46,312	68,380	60%	!!	63,994	46,219	46,219		46,219	17,775	28%
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100%	!!	7,800	0	0		0	7,800	100%
452 HONORARIA	13,150	0	4,400		4,400	8,750	67%	!!	11,637	2,075	6,150		6,150	5,487	47%
453 SCHOLARSHIPS	17,610	1,500	2,500		2,500	15,110	86%	!!	6,000	0	6,000		6,000	0	0%
457 GIFT / GIFT CERTIFICATES	1,534	0	529		529	1,005	65%	!!	2,370	40	1,234		1,234	1,136	48%
460 LICENCES	24,710	0	0	12,506	12,506	12,204	49%	!!	22,500	0	864	12,115	12,979	9,521	42%
462 SECURITY	95,000	816	31,612	14,935	46,547	48,453	51%	!!	84,000	20,650	53,867	9,347	63,214	20,786	25%
467 FLEET TELEMATICS	24,500	244	11,600		11,600	12,901	53%	!!	24,500	56	7,861		7,861	16,639	68%
469 MISCELLANEOUS SERVICES	3,328,785	245,225	1,158,650	752,429	1,911,079	1,417,706	43%	!!	3,092,931	219,056	1,220,046	869,388	2,089,434	1,003,497	32%
481 PORTABLE MOVES	60,000	0	5,861	15,170	21,031	38,969	65%	!!	0	0	(5,000)		(5,000)	5,000	0%
501 CAFETERIA FOOD	159,186	23,016	92,465		92,465	66,721	42%	!!	137,129	35,666	93,711		93,711	43,418	32%
503 WOOD	3,917	(15)	7,873		7,873	(3,956)	-101%	!!	3,860	71	8,819		8,819	(4,959)	-128%
504 METAL	1,192	0	339		339	853	72%	!!	676	219	959		959	(283)	-42%
511 ADMINISTRATIVE SUPPLIES	187,129	26,227	131,810		131,810	55,319	30%	!!	190,157	30,213	111,713		111,713	78,444	41%
512 COPY/PRINTER SUPPLIES	107,111	16,387	63,956		63,956	43,155	40%	!!	116,375	20,940	73,235		73,235	43,140	37%
514 JANITORIAL SUPPLIES	562,000	50,417	250,756		250,756	311,244	55%	!!	462,000	62,547	220,532	1,093	221,625	240,375	52%
515 VEHICLE SUPPLIES	80,000	7,671	75,771		75,771	4,229	5%	!!	45,000	14,519	64,365		64,365	(19,365)	-43%
516 MEDICAL SUPPLIES	2,990	(258)	1,693		1,693	1,297	43%	!!	2,179	604	2,255		2,255	(76)	-3%
517 TIRE PURCHASES	25,000	2,592	14,026		14,026	10,974	44%	!!	25,000	3,139	7,550		7,550	17,450	70%
518 VEHICLE FUEL PURCHASES	180,534	17,481	87,411		87,411	93,123	52%	!!	180,534	20,815	96,155		96,155	84,379	47%
519 INSTRUCTIONAL SUPPLIES	4,878,776	164,938	1,062,866	159,346	1,222,212	3,656,564	75%	!!	4,710,871	271,806	1,201,922	68,865	1,270,788	3,440,083	73%
520 BOOKS & GUIDES	512,000	22,905	81,722		81,722	430,278	84%	!!	704,080	37,563	98,355	148	98,504	605,576	86%
525 MAGAZINES & PERIODICALS	1,432	134	1,897		1,897	(465)	-32%	!!	2,498	779	1,169		1,169	1,329	53%
530 AUDIO VISUAL MATERIALS	107	0	175		175	(68)	-64%	!!	22	0	119		119	(97)	-442%
534 SOFTWARE	5,526	604	15,113		15,113	(9,587)	-173%	!!	10,355	1,351	16,535		16,535	(6,180)	-60%
541 LIGHT & POWER	1,618,000	122,901	379,289		379,289	1,238,711	77%	!!	1,566,000	124,896	399,024		399,024	1,166,976	75%
551 GAS	1,892,000	4,165	25,379		25,379	1,866,621	99%	!!	1,810,000	2,098	21,483		21,483	1,788,517	99%
552 OIL	29,250	0	8,443		8,443	20,807	71%	!!	26,200	0	0		0	26,200	100%
561 WATER	532,000	23,066	276,662		276,662	255,338	48%	!!	442,000	46,831	375,843		375,843	66,157	15%
562 SEWER USER CHARGE	325,000	14,230	143,815		143,815	181,185	56%	!!	346,000	15,083	110,990		110,990	235,010	68%
563 STORMWATER	112,500	0	116,170		116,170	(3,670)	-3%	!!	87,000	0	104,753		104,753	(17,753)	-20%
572 GARBAGE DISPOSAL	190,000	0	40,102		40,102	149,898	79%	!!	165,000	0	32,482		32,482	132,518	80%

# MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - November 2024 (as at November 28, 2024 and November 30, 2023)

	2024-2025									2023-2024						
	Budget	Nov 2024	YTD	Encumbrances	Total Exp	Available	%			Budget	Nov 2023	YTD	Encumbrances	Total Exp	Available	%
581 FURNITURE & EQUIP PURCH	546,815	107,817	262,243	35,744	297,987	248,828	46%	!!		555,248	103,272	315,648	95,312	410,960	144,288	26%
582 VEHICLE PURCHASES	65,000	0	0		0	65,000	100%	!!		65,000	0	1,635		1,635	63,365	97%
590 COMPUTER PURCHASES	1,891,087	283,798	596,289	34,497	630,786	1,260,301	67%	!!		2,218,350	8,894	1,278,760	4,569	1,283,329	935,021	42%
594 RECONCILIATION ADJUSTMENTS	0	(4)	115		115	(115)	0%	!!		0	(384)	1,579		1,579	(1,579)	0%
599 SUPPLIES RECOVERIES	(119,686)	(26,443)	(130,053)		(130,053)	10,367	-9%	!!		4,180	(3,155)	(27,798)		(27,798)	31,978	765%
<b>TOTAL -- SERVICES &amp; SUPPLIES</b>	<b>25,131,539</b>	<b>1,421,154</b>	<b>9,090,620</b>	<b>1,054,387</b>	<b>10,145,007</b>	<b>14,986,532</b>	<b>60%</b>	<b>!!</b>		<b>23,919,250</b>	<b>1,806,691</b>	<b>9,942,631</b>	<b>1,923,064</b>	<b>11,865,695</b>	<b>12,053,555</b>	<b>50%</b>
<b>GRAND TOTAL</b>	<b>265,727,311</b>	<b>24,069,361</b>	<b>83,494,940</b>	<b>1,054,387</b>	<b>84,549,328</b>	<b>181,177,983</b>	<b>68%</b>	<b>!!</b>		<b>250,025,861</b>	<b>23,159,493</b>	<b>80,785,866</b>	<b>1,923,064</b>	<b>82,708,930</b>	<b>167,316,931</b>	<b>67%</b>

## 2024-2025 Budget Change Report: November 2024 - Operating

	Revenue	Expenses
<b>2024-2025 Preliminary Budget - Operating (Board Approved Apr 11-24)</b>	<b>257,095,748</b>	<b>258,993,340</b>
<b>Surplus Appropriation (Board Approved Apr 11-24)</b>		
Budgeted 23-24 Surplus Appropriation - Allocated to Expense	1,897,592	-
	<b>1,897,592</b>	<b>-</b>
<b>Changes - Surplus Appropriation (Board Approved Sep 23-24)</b>		
Net School Funded Balances	855,971	855,971
Purchase Order Commitments	248,681	248,681
Department Carry Forwards	3,315,548	3,315,548
	<b>4,420,200</b>	<b>4,420,200</b>
	<b>263,413,540</b>	<b>263,413,540</b>
<b>Changes - Amended Budget</b>		
ASSAI Deferred Revenue	2,899	2,899
Bussing invoiced to other school districts	6,120	6,120
Island Health Community Wellness Grant	12,000	12,000
Misc Donations and Revenues to August 31	40	40
Adjust Cafeteria Revenue budget (budget adjusted as actual revenues received)	(200,000)	(200,000)
Adjust Theatre Revenue budget (budget adjusted as actual revenues received)	(46,439)	(46,439)
Exempt Salary Increases Labour Settlement Funding	531,546	531,546
Cost of Living Adjustment	1,752,845	1,752,845
Correction Bussing invoiced to other school districts	(6,120)	(6,120)
Bussing invoiced to third parties	6,120	6,120
Saanich Fire Fighters' Charitable Foundation Donation (\$300 per school)	4,200	4,200
Misc Donations and Revenues to Sept 30	11,768	11,768
Adjust SD62 Meal Support Program	(2,700)	-
Cafeteria Revenues to September 30	12,802	12,802
Bussing invoiced to SD36	1,740	1,740
Adjustment to FSA Scorer Activities Grant	(1,500)	(1,500)
Misc Donations and Revenues to October 31	18,283	18,283
Cafeteria Revenues to October 31	36,314	36,314
Misc Donations and Revenues to November 27	13,342	13,342
Cafeteria Revenues to November 27	20,754	20,754
Total Changes:	2,174,014	2,176,714
<b>2024-2025 Amended Budget - Operating to November 27, 2024</b>	<b>265,587,554</b>	<b>265,590,254</b>
<b>Contingencies and Fund Balances at June 30, 2024</b>		
Unrestricted Operating Surplus (Contingency) - District (Board Approved Sep 23-24)	1,000,000	
	<b>1,000,000</b>	.40% of Expenses
Local Capital	21,043	
Ministry of Education and Child Care Restricted Capital	3,236,994	
	<b>3,258,036</b>	

## 2024-2025 Budget Change Report: November 2024 - Special Purpose

	Revenue	Expenses
<b>CommunityLINK</b>		
Cost of Living Allowance (COLA)	21,944	21,944
	21,944	21,944
<b>Classroom Enhancement Fund</b>		
Cost of Living Allowance (COLA)	231,619	231,619
	231,619	231,619
<b>First Nation Student Transportation</b>		
Ministry Grant Adjustment	6,585	6,585
	6,585	6,585

## 2024-2025 Budget Change Report: November 2024 - Capital

	Revenue	Expenses
<b>Local Capital</b>		
Interest Income to October 31*	328	-
	328	-
<b>Ministry of Education and Child Care Restricted</b>		
Interest Income to October 31*	50,230	-
	50,230	-

\*November 2024 interest income not yet posted



# FACILITIES SERVICES

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

## Update for December 2<sup>nd</sup>, 2024

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

### MONTHLY VANDALISM

Type	Quantity	Notes
Tagging - Graffiti	24	Both internal and external graffiti
Windows	9	Full window replacements at various sites
Internal Damage - General	1	Smashed light switch
External Damage	3	Damaged hardy panel, vandalized accessible button, garbage and drug paraphernalia left by community members.

### BUILDING MAINTENANCE SERVICES

- **Spectrum Electrical Vault** – Remediation of the asbestos containing drywall tape complete, and room appears to be shifting, investigation in progress.
- **Cedar Hill** – Small roof leak, leak contained and asbestos containing ceiling removed.
- **South Park** – Shoring erected at the entrance of Douglas St, working to repair front stairs and vestibule that is detaching from school.
- **Central** – Interior painting and repair underway.
- **District Repairs / Replacements**
  - Ongoing door repairs, windows, cabinet mounting, shelving requests.
  - Ongoing heating work orders and mechanical repairs, sheet metal (gutter install repair).

### INCLUSIVE PROJECTS

- Monterey auto door is complete.
- SJD requires a bathroom renovation, in the planning stages.
- Major bathroom remodel at Northridge required, in the planning stages.

## **MINOR CAPITAL**

- **Lambrick Park Building Upgrade** – Windows installed and project completion expect end of November.
- **Macaulay** – Interior Painting progressing.
- **Foods Program** – Drawings and site visits completed and building in progress for the 2024-25 funding year.
- **Uplands** – Construction nearing completion to accept students from Oakland's in Jan 2025.
- **Sundance** – permit drawings submitted to the City of Victoria for second portable on site for the 2025-26 school year.

## **Childcare Update**

- **McKenzie** – Units progressing with painting underway and flooring and cabinet installation to follow.
- **Vic High** – Truss installation scheduled for Dec 5<sup>th</sup>. Exterior walls being constructed.
- **Esquimalt** – Team meeting with Municipality early Dec for final development variance discussions with council.
- Round One of Playground installations nearing completion for majority of child care sites funded via new spaces funding. Round Two installations planning in progress.
- **Campus View** – Accessible ramp to the child care units complete.

## **MAJOR CAPITAL**

### **Cedar Hill Seismic Project**

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

## **OPERATIONS**

- Installation , training and launch of ECOLAB dispensing system . New system at Oak bay , Esquimalt, Lambrick Park and Mount Doug
  - System reduces the number of chemicals needed for cleaning and at the same time introduced the microfiber bucket system improvements on surface cleaning and elimination of chemicals going into the waste water stream.
  - Continue to transition other sites while moving current chemicals for use at other sites to ensure no waste.
- The meetings spaces at SJ Willis are now operational. Gym is being utilized during the day and for evening sporting events.

## **TRANSPORTATION, and GROUNDS**

### **Transportation**

- Actively looking to hire 2 bus drivers for the Oaklands to Uplands student transfer in the New Year.
- The new bus pass system is giving us more capability of tracking usage to determine how much money to put on a card as opposed to purchasing new passes each month.



## **Grounds**

- Fields are now closed for the season.
- School grounds fared really well through the last 2 storms. Minimal tree damage was reported and the team was out the following days for the cleanup.
- Grounds had their annual snow plan meeting; all supplies required have been purchased, all equipment has been repaired and serviced. Final drafts of the snow plan site maps are being updated before sending to the schools.

## **NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT**

- TEC packages at Northridge, Cloverdale, Vic High, Frank Hobbs, Gordon Head, James Bay and Craigflower were all serviced.
- New Classroom TEC package were completed at Rockheights after a delay in materials.
- Networks continues to work with IT to replace legacy switches and access points throughout the district.
- Work is wrapping up with the new synchronized digital clock system and bell controller at 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.
- Security upgrade to a FOB system for Glanford is nearing completion.
- A FOB system was put into place at Doncaster OSC.
- 94 FOB changes or new FOB requests were made between Nov 1-25.

## **CLIMATE and ENERGY**

### **2024/25 LED Lighting upgrades**

- Oaklands Elementary 40% completed and ahead of schedule.

### **Photovoltaic Study Agreement for 10 schools under review by BC Hydro**

Business Case for large scale battery backup and electrical demand management underway for large electricity consuming sites.

### **2024/25 Educational awareness and Energy Wise Campaigns**

- Campaigns for 2024/25 are now being rolled out.
- Light switch stickers in progress at 16 of 28 schools.
- Improved climate pledge tree leaves in both English and French language in progress at 10 schools.
- Sweater day pilot for Rogers Elementary occurred Nov 29, 2024.
- Sweater day pilot for Frank Hobbs will be scheduled for Dec 2024 dependent on weather.

### **2024/25 Custodial Engagement**

- Engaging Custodial 1 staff to discuss building energy usage at different times of day.
- Looking to find opportunities for energy savings.
- Raising awareness about listening for equipment that is running outside of schedule as well as water leaks.

### **Strategic Energy Management Plan (SEMP)**

- SEMP underway with completion date of Dec 31, 2024.



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

## 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 low carbon design.

### 1. Project Team

The School District Project Team are identified in Appendix 1.

### 2. Scope

The project consists of a full seismic replacement with a low carbon design and is being 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.

### 3. 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

### 4. 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 December 2024

Cedar Hill Middle School	Progress/ Completion (%)	Budget	YTD Expenses	Remainder	Commitments	Remainder After Commitments	% Available	Prior Period Expenses	Change from Prior Period
Construction	49%	37,214,077	18,114,220	19,099,856.86	1,247.11	19,098,609.75	51%	14,178,982	3,935,238
Fees	84%	3,565,777	2,990,037	575,740.33	503,509	72,231	2%	2,960,216	29,821
Misc Capital Support	4%	100,000	4,039	95,960.68		95,961	96%	4,039	0
Legal Fees	201%	20,000	40,171	(20,171.39)		(20,171)	-101%	40,171	0
Moving, Cartage, Custodial	0%	140,667		140,667.00		140,667	100%		0
Project Management	92%	293,500	269,358	24,141.96	0	24,142	8%	269,358	0
School TTOC Budget	100%	17,937	17,937	(0.03)		(0)	0%	17,937	0
Capital Technical Support	0%	50,000		50,000.00		50,000	100%		0
Municipal Fees & Charges	0%	565,700		565,700.00		565,700	100%		0
Equipment	0%	3,000,000		3,000,000.00		3,000,000	100%		0
Prior Year Completed Expense	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	21,739,903	23,531,895	504,756	23,027,139	51%	17,774,844	3,965,059

## 5. 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.

## 6. 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.

## 7. 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 with Saanich is finalized and signed by both parties.

## 8. Work Recently Completed

- Exterior vapor barrier complete
- Glazing install underway
- Drywall install commenced
- Mechanical and electrical rough-in ongoing
- Exterior brick and cladding install ongoing

## 9. Work to be completed over the coming month

- Window installation ongoing
- Building to be watertight by end of November
- Exterior masonry and cladding install to be completed
- Mechanical & electrical rough in ongoing
- Drywall boarding, mudding and taping continuing
- Offsite civil work (multi-use pathway) commencing



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

## Appendix 1 – Project Team

- Katrina Stride, Secretary-Treasurer
- Maryanne Trofimuk, Cedar Hill Principal
- Sean Powell, Acting Associate Superintendent
- Marni Vistisen-Harwood, Director of Facilities
- Stephen Monahan, Manager of Major 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
A 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 December 2024

## Appendix 3 – New Design and Site Plan

### Site Plan

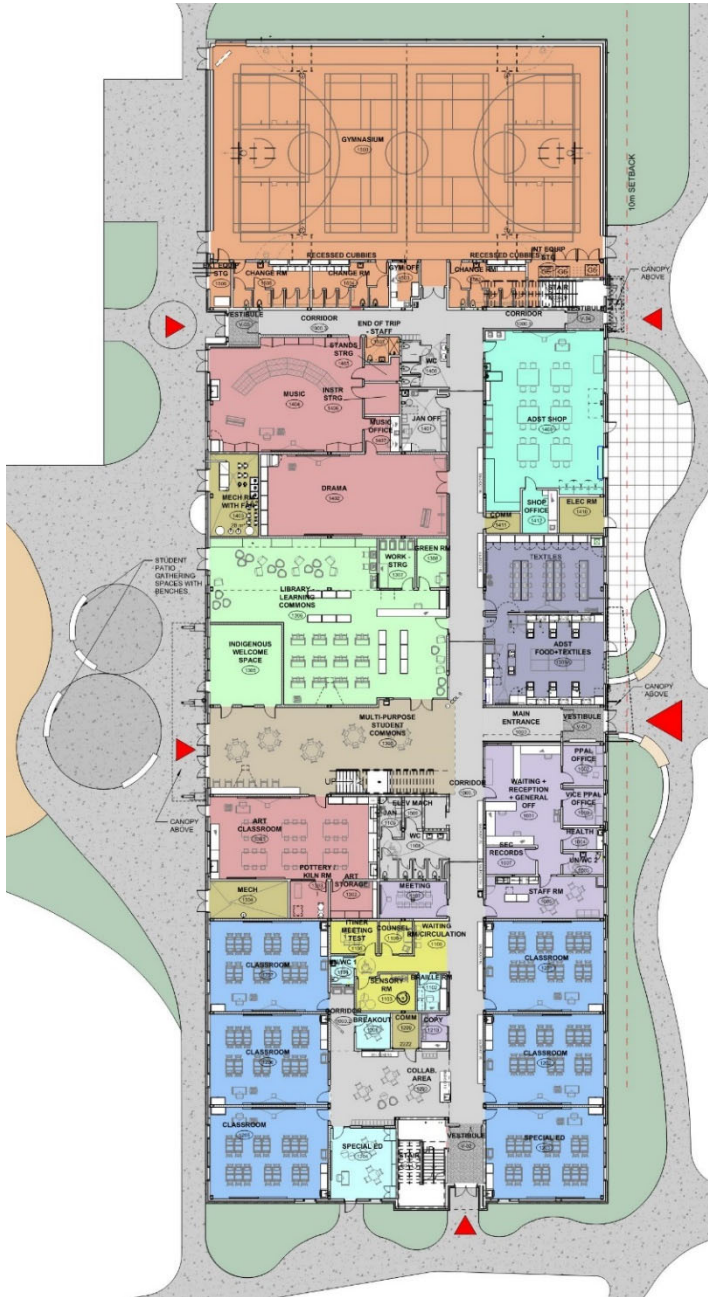




# Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report December 2024

## Floor Plans

### Floor 1



### Floor 2







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

### Rendering

