



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

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

Monday, January 20, 2025, 7:00 p.m.

Chairperson: Trustee Paynter

A. COMMENCEMENT OF MEETING

A.1. Acknowledgement of Traditional Territories

The Board of Education recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories we live, we learn, and we do our work.

A.2. Approval of the Agenda

That the January 20, 2025 agenda be approved.

A.3. Approval of the Minutes

Recommended Motion:

That the December 2, 2024 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee meeting minutes as they pertain to Operations Policy and Planning Committee, be approved.

A.4. Business Arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

C. SUPERINTENDENT'S REPORT

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1. Student Devices Ratios Update

E.2. Monthly Financial Report: December 2024

E.3. Budget Change Report: December 2024

F. FACILITIES PLANNING

F.1. Operations Update: January 2025

F.2. Cedar Hill Middle School Seismic Project Update

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS

I. NOTICE OF MOTION

J. GENERAL ANNOUNCEMENTS

K. ADJOURNMENT

Recommended Motion:
That the meeting adjourn.

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



**The Board of Education of School District No. 61 (Greater Victoria)
Combined Education Policy and Directions and
Operations Policy and Planning Committee Meeting
MEETING MINUTES
Monday, Dec 2, 2024, 7:00 p.m.**

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

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

Trustee Regrets: Diane McNally

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Tom Aerts, Associate Superintendent, Sean Powell, Acting Associate Superintendent, Julie Lutner, Associate Secretary-Treasurer, Dr. Shelly Wilton, Director of Indigenous Education, Marni Vistisen-Harwood, Director of Facilities Services, Brenna O'Connor, VPVPA

Partners: Shawna Abbott, CUPE 947, Ilana Hampton, GVTA, Cindy Romphf, 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 Combined Education Policy and Directions and Operations Policy and Planning Committees meeting agenda

Moved by Trustee David

That the Dec 2, 2024 Combined Education Policy and Directions and Operations Policy and Planning Committees meeting agenda be approved.

Motion Carried Unanimously

B. EDUCATION POLICY AND DIRECTIONS COMMITTEE

B.1. Approval of the Minutes

Moved by Trustee Duncan

That the November 4, 2024 Education Policy and Directions Committee meeting minutes be approved.

Motion Carried Unanimously

B.2. Business Arising from Minutes

At the November 4, 2024 Education Policy and Directions Committee meeting, the annual anaphylaxis quality review was provided. Trustees had a follow up question for staff concerning what happens when students are on a school field trip.

Superintendent Whitten replied that teachers carry an extra epi pen with them when on a field trip.

C. PRESENTATIONS TO THE COMMITTEE

Staff

C.1. Principal James Hansen, Margaret Jenkins Elementary School, presented on Numeracy in the District.

Trustees and Partners had questions of clarification.

D. NEW BUSINESS

D.1. Equity Ad Hoc Committee

Associate Superintendent Aerts presented two recommended motions from the Equity Ad Hoc Committee.

Trustees and partners reviewed the proposed equity audit recommended by the committee and raised questions for clarification. Trustees suggested that the Equity Ad Hoc Committee continue its work on the motion carried by the Board during the Special Open Board of Education Meeting on October 1, 2024.

Additionally, Trustees and partners discussed a motion recommending that the Board write to the Ministry of Education and Childcare to advocate for increased funding for Justice, Equity, Diversity, and Inclusion (JEDI) initiatives. Trustees requested more specific details from the Equity Ad Hoc Committee regarding the content of the letter to be sent to the Ministry.

E. NOTICE OF MOTION

None.

F. GENERAL ANNOUNCEMENTS

None.

Chair Mahbobi passed the gavel to Chair Gagnon.

G. OPERATIONS POLICY AND PLANNING COMMITTEE

G.1. Approval of the Minutes

Moved by Trustee Paynter

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

Motion Carried Unanimously

G.2. Business Arising from Minutes

Trustee Duncan inquired with Secretary-Treasurer Stride whether staff had received a reply from the District of Saanich regarding the Board's request for crossing guard funding.

Secretary-Treasurer Stride responded that staff had not yet received a response.

H. PRESENTATIONS TO THE COMMITTEE

None.

I. SUPERINTENDENT'S REPORT

None.

J. PERSONNEL ITEMS

None.

K. FINANCE AND LEGAL AFFAIRS

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

Secretary-Treasurer Stride provided the revised Values and Guiding Principles for review.

Trustees, Partners and Staff discussed the Values and Guiding Principles and suggested amendments.

Moved by Trustee Gagnon

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

Amendment

Moved by Trustee Paynter

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 the Indigenous Education Department.~~

For (1): Paynter

Against (3): Duncan, Gagnon, Kwan

Motion Failed (1 to 3)

Amendment

Moved by Trustee Duncan

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 **multiyear** financial report. As a result, the organization recognizes constraint and the ability to do many things, but not all things.

Amendment

Moved by Trustee Kwan

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 **multiyear** financial reports, such as the **Financial Statement Discussion and Analysis Report and the Multi-Year Financial Plan**. As a

result, the organization recognizes constraint and the ability to do many things, but not all things.

Motion Carried Unanimously

Moved by Trustee Gagnon

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

Motion Carried Unanimously

K.2. Monthly Financial Report: November 2024

Secretary-Treasurer Stride provided the report for information.

K.3. Budget Change Report: November 2024

Secretary-Treasurer Stride provided the report for information.

L. FACILITIES PLANNING

L.1. Operations Update: November 2024

Director of Facilities Services Vistisen-Harwood provided an update.
Trustees had questions of clarification.

L.2. Cedar Hill School Seismic Project Update

Director of Facilities Services Vistisen-Harwood provided an update.
Trustees had questions of clarification.

M. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None.

N. NEW BUSINESS

None.

O. NOTICE OF MOTION

None.

P. GENERAL ANNOUNCEMENTS

None.

Q. ADJOURNMENT

Moved by Trustee Kwan

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 8:39 p.m.

DRAFT

Office of the Secretary-Treasurer

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4117 Fax (250) 475-4112

Katrina Stride – Secretary-Treasurer

TO: Operations Policy and Planning Committee
FROM: Katrina Stride, Secretary-Treasurer
DATE: January 20, 2025
RE: **Student Device Ratios Update**

Background

The Information Technology for Learning (IT4L) Department provided an update on *Student Devices in Greater Victoria School District* at the September 23, 2024 and October 21, 2024 Operations Policy and Planning Committee Meetings and the November 14, 2024 Special Board of Education Meeting.

Current State and Timelines for Completion

- 1) Disable, Decommission, and Replenish Current Student Device Inventory to Funded Ratio
 - a. Disable and decommission devices that are no longer secure: Complete
 - b. Inventory assessment: Complete
 - c. Funding to ratio: Complete; save for 18 iPads
- 2) Pause and Assess
 - a. Capture feedback to understand impact of reduced devices: Active work until February 28, 2025
- 3) Prepare for 2025-2026 Budget
 - a. Evaluate impact of reduced devices: February to March 2025

Update on Current State and Timelines for Completion

- IT for Learning Leadership is working on a mechanism and collection strategy to obtain feedback on device ratio adjustment.

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.

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - December 2024

	2024-2025					2023-2024					
	Budget	Dec 2024	YTD	Available	%	!!	Budget	Dec 2023	YTD	Available	%
602 CE/HL OTHER FEES	50	0	165	(115)	-230%	!!	50	0	30	20	40%
605 CE/HL REGISTRATION FEES	10,045	610	6,460	3,585	36%	!!	7,300	25	4,145	3,155	43%
621 MINISTRY BLOCK FUNDING	233,072,958	22,463,922	93,557,676	139,515,282	60%	!!	214,957,633	20,933,170	87,117,982	127,839,651	59%
629 OTHER MIN OF ED GRANTS	2,257,638	323,158	1,314,943	942,695	42%	!!	6,194,255	(9,885)	404,937	5,789,318	93%
641 REVENUE -OTHER PROV MINISTRIES	286,649	0	139,689	146,960	51%	!!	289,983	63,111	157,897	132,086	46%
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	(700)	1,430	8,570	86%
645 REVENUE-CAFETERIA	126,405	24,821	125,562	843	1%	!!	109,888	24,427	109,877	11	0%
647 OFFSHORE STUDENTS TUITION FEES	15,667,733	432,402	15,215,812	451,921	3%	!!	15,670,739	495,370	15,638,983	31,756	0%
648 LOCAL EDUCATION AGREEMENTS	940,239	0	428,685	511,554	54%	!!	757,317	0	348,981	408,336	54%
649 MISC FEES & REVENUE	1,923,266	77,691	1,040,463	882,803	46%	!!	1,405,296	137,316	1,128,949	276,347	20%
651 COMMUNITY USE OF FACILITIES	2,170,445	175,000	1,132,445	1,038,000	48%	!!	1,995,714	139,732	849,463	1,146,251	57%
652 COMMUNITY USE OF FIELDS	85,903	11,902	123,850	(37,947)	-44%	!!	82,857	23	32,631	50,226	61%
653 COMMUNITY USE OF THEATRE	75,133	7,345	58,927	16,206	22%	!!	49,806	4,057	49,442	364	1%
654 PARKING FEES	36,678	1,518	21,170	15,508	42%	!!	35,878	540	13,760	22,118	62%
655 RENTALS LIAB INS REVENUE	6,516	255	7,372	(856)	-13%	!!	6,361	66	5,708	653	10%
659 OTHER RENTALS & LEASES	824,569	15,393	177,775	646,794	78%	!!	792,142	31,170	459,883	332,259	42%
661 INTEREST	58,062	3,563	5,168	52,894	91%	!!	58,600	7,210	32,775	25,825	44%
669 INVESTMENT REVENUE	1,871,006	155,878	994,204	876,802	47%	!!	1,406,600	184,096	993,559	413,041	29%
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	265,741,327	23,693,458	123,412,525	142,328,802	54%		250,057,664	22,009,727	114,192,089	135,865,575	54%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - December 2024

	2024-2025						2023-2024								
	Budget	Dec 2024	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Dec 2023	YTD	Encumbrances	Total Exp	Available	%
342 TRAVEL MILEAGE	2,958	357	3,612		3,612	(654)	-22%	!!	2,108	2,185	4,946		4,946	(2,838)	-135%
343 LOCAL MILEAGE	70,704	5,885	22,798		22,798	47,906	68%	!!	76,441	7,412	23,817		23,817	52,624	69%
364 LEASES	62,851	2,899	17,402		17,402	45,449	72%	!!	17,402	2,905	10,370		10,370	11,481	53%
371 MEMBERSHIP FEES	135,412	11,040	111,612		111,612	23,800	18%	!!	117,082	1,372	97,118		97,118	19,964	17%
391 PREMIUMS	678,557	0	628,313		628,313	50,244	7%	!!	532,235	(1,065)	531,170		531,170	1,065	0%
392 DEDUCTIBLES PAID	0	30,000	0		0	0	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	1,745	13,749		13,749	10,151	42%	!!	16,000	2,656	13,726		13,726	2,274	14%
422 BANK SERVICE CHARGES	46,207	6,621	31,804		31,804	14,403	31%	!!	127,555	20,616	101,148		101,148	26,407	21%
431 LAND TELEPHONE	170,000	13,538	84,285		84,285	85,715	50%	!!	170,000	13,961	81,494		81,494	88,506	52%
438 CELL PHONES	191,174	17,273	101,370		101,370	89,804	47%	!!	192,521	19,337	98,390		98,390	94,131	49%
439 DIGITAL SERVICES RECOVERY	830,987	0	0		0	830,987	100%	!!	743,027	0	0		0	743,027	100%
441 POSTAGE	29,615	395	10,804		10,804	18,811	64%	!!	37,744	1,874	14,501		14,501	23,243	62%
444 COURIER SERVICE	19,328	2,763	12,585		12,585	6,743	35%	!!	14,583	2,337	12,772		12,772	1,811	12%
445 ADVERTISING	98,292	2,143	89,113		89,113	9,179	9%	!!	108,342	2,937	63,118		63,118	45,224	42%
446 PHOTOCOPIING	218,296	70,041	120,063		120,063	98,233	45%	!!	245,054	31,889	113,711		113,711	131,343	54%
447 PRINTING SERVICES		6,843	2,286		2,248	(15,405)	-225%	!!		9,113	0		3,028	6,085	67%
448 AGENT FEE	1,194,320	55,362	1,236,980		1,236,980	(42,660)	-4%	!!	941,837	63,742	1,325,561		1,325,561	(383,724)	-41%
450 GRANTS	114,692	0	46,312		46,312	68,380	60%	!!	63,994	0	46,219		46,219	17,775	28%
451 CULTURAL ENRICHMENT		7,800	0		0	7,800	100%	!!		7,800	0		0	7,800	100%
452 HONORARIA	13,150	600	7,575		7,575	5,575	42%	!!	13,237	250	6,400		6,400	6,837	52%
453 SCHOLARSHIPS	17,610	0	2,500		2,500	15,110	86%	!!	6,000	3,000	10,000		10,000	(4,000)	-67%
457 GIFT / GIFT CERTIFICATES	1,534	67	612		612	922	60%	!!	2,470	0	1,234		1,234	1,236	50%
460 LICENCES	24,710	0	0	12,506	12,506	12,204	49%	!!	22,500	0	12,979		12,979	9,521	42%
462 SECURITY	95,000	4,624	42,625	14,935	57,560	37,440	39%	!!	84,000	4,581	42,690	7,950	50,640	33,360	40%
467 FLEET TELEMATICS	24,500	1,590	13,991		13,991	10,509	43%	!!	24,500	1,121	8,981		8,981	15,519	63%
469 MISCELLANEOUS SERVICES	3,367,711	147,556	1,361,572	754,324	2,115,896	1,251,815	37%	!!	3,183,007	157,948	1,391,737	830,070	2,221,807	961,200	30%
481 PORTABLE MOVES	60,000	0	5,861	15,170	21,031	38,969	65%	!!	(5,000)	0	(5,000)		(5,000)	0	0%
501 CAFETERIA FOOD	242,331	17,505	114,297		114,297	128,034	53%	!!	218,345	8,921	131,190		131,190	87,155	40%
503 WOOD	6,692	0	8,721		8,721	(2,029)	-30%	!!	8,495	183	9,002		9,002	(507)	-6%
504 METAL	1,283	358	764		764	519	40%	!!	2,064	0	1,056		1,056	1,008	49%
505 APPLIED TECHNOLOGY SUPPLIES	0	452	452		452	(452)	0%	!!	0	0	0		0	0	0%
508 AUTOMOTIVE	0	20	20		20	(20)	0%	!!	0	0	0		0	0	0%
511 ADMINISTRATIVE SUPPLIES	206,525	26,587	176,165		176,165	30,360	15%	!!	364,812	15,726	127,816		127,816	236,996	65%
512 COPY/PRINTER SUPPLIES	178,091	11,550	88,341		88,341	89,750	50%	!!	188,653	16,497	90,763		90,763	97,890	52%
514 JANITORIAL SUPPLIES	562,000	6,421	272,416		272,416	289,584	52%	!!	462,000	58,998	279,530	1,093	280,624	181,377	39%
515 VEHICLE SUPPLIES	80,000	25,978	102,672		102,672	(22,672)	-28%	!!	45,000	4,630	69,080		69,080	(24,080)	-54%
516 MEDICAL SUPPLIES	3,687	253	2,046		2,046	1,641	45%	!!	2,938	231	2,486		2,486	452	15%
517 TIRE PURCHASES	25,000	326	15,534		15,534	9,466	38%	!!	25,000	864	12,959		12,959	12,041	48%
518 VEHICLE FUEL PURCHASES	180,534	542	87,634		87,634	92,900	51%	!!	180,534	16,571	112,726		112,726	67,808	38%
519 INSTRUCTIONAL SUPPLIES	3,906,051	169,417	1,305,386	187,113	1,492,499	2,413,552	62%	!!	3,971,332	185,001	1,437,217	34,984	1,472,202	2,499,130	63%
520 BOOKS & GUIDES	428,918	16,901	112,894		112,894	316,024	74%	!!	579,311	19,157	123,552	148	123,701	455,610	79%
525 MAGAZINES & PERIODICALS	1,894	786	2,911		2,911	(1,017)	-54%	!!	2,498	350	1,519		1,519	979	39%
530 AUDIO VISUAL MATERIALS	208	74	277		277	(69)	-33%	!!	22	24	143		143	(121)	-550%
534 SOFTWARE	19,793	586	16,014		16,014	3,779	19%	!!	14,356	1,446	7,093		7,093	7,263	51%
541 LIGHT & POWER	1,618,000	128,074	507,362		507,362	1,110,638	69%	!!	1,566,000	143,045	542,069		542,069	1,023,931	65%
551 GAS	1,892,000	171,071	317,929		317,929	1,574,071	83%	!!	1,810,000	150,446	300,903		300,903	1,509,097	83%
552 OIL	29,250	0	15,900		15,900	13,350	46%	!!	26,200	0	0		0	26,200	100%
561 WATER	532,000	45,641	334,766		334,766	197,234	37%	!!	442,000	42,303	441,130		441,130	870	0%
562 SEWER USER CHARGE	325,000	24,866	173,956		173,956	151,044	46%	!!	346,000	28,791	154,322		154,322	191,678	55%
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	22,542	85,616		85,616	104,384	55%	!!	165,000	19,028	67,067		67,067	97,933	59%
581 FURNITURE & EQUIP PURCH	628,863	29,315	312,784	21,454	334,238	294,625	47%	!!	565,610	107,794	428,301	47,260	475,561	90,049	16%
582 VEHICLE PURCHASES	65,000	0	0		0	65,000	100%	!!	65,000	0	1,635		1,635	63,365	97%
590 COMPUTER PURCHASES	2,172,673	40,241	641,584	8,006	649,590	1,523,083	70%	!!	2,239,618	6,290	1,285,050	24,301	1,309,351	930,267	42%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - December 2024

	2024-2025							2023-2024						
	Budget	Dec 2024	YTD	Encumbrances	Total Exp	Available	% !!	Budget	Dec 2023	YTD	Encumbrances	Total Exp	Available	%
594 RECONCILIATION ADJUSTMENTS	0	(3,110)	(2,959)		(2,959)	2,959	0% !!	0	5,280	7,658		7,658	(7,658)	0%
599 SUPPLIES RECOVERIES	(206,683)	(42,888)	(219,040)		(219,040)	12,357	-6% !!	(20,224)	(362)	(68,996)		(68,996)	48,772	-241%
TOTAL -- SERVICES & SUPPLIES	24,671,135	1,449,766	11,136,172	1,849,741	12,985,913	11,685,221	47% !!	23,622,720	1,325,518	11,550,791	1,721,996	13,272,787	10,349,933	44%
GRAND TOTAL	265,741,327	23,412,950	109,142,821	1,849,741	110,992,562	154,748,765	58% !!	250,057,664	23,979,206	105,141,543	1,721,996	106,863,539	143,194,125	57%

2024-2025 Budget Change Report: December 2024 - Operating

	Revenue	Expenses
2024-2025 Preliminary Budget - Operating (Board Approved Apr 11-24)	257,095,748	258,993,340
Surplus Appropriation (Board Approved Apr 11-24)		
Budgeted 23-24 Surplus Appropriation - Allocated to Expense	1,897,592	-
	1,897,592	-
Changes - Surplus Appropriation (Board Approved Sep 23-24)		
Net School Funded Balances	855,971	855,971
Purchase Order Commitments	248,681	248,681
Department Carry Forwards	3,315,548	3,315,548
	4,420,200	4,420,200
	263,413,540	263,413,540
Changes - Amended Budget		
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
Saanchi 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
700 Chromebooks (Board approved Nov 14-24)	-	(272,494)
Misc Donations and Revenues to December 31	5,828	5,828
Cafeteria Revenues to December 31	53,670	53,670
School Theatre Revenues to December 31	23,993	23,993
Total Changes:	2,257,505	1,987,711
2024-2025 Amended Budget - Operating to December 31, 2024	265,671,045	265,401,251
Contingencies and Fund Balances at June 30, 2024		
Unrestricted Operating Surplus (Contingency) - District (Board Approved Sep 23-24)	1,000,000	
	1,000,000	.40% of Expenses
Local Capital	21,043	
Ministry of Education and Child Care Restricted Capital	3,236,994	
	3,258,036	

2024-2025 Budget Change Report: December 2024 - Special Purpose

	Revenue	Expenses
CommunityLINK		
Cost of Living Allowance (COLA)	21,944	21,944
	<u>21,944</u>	<u>21,944</u>
Classroom Enhancement Fund		
Cost of Living Allowance (COLA)	231,619	231,619
	<u>231,619</u>	<u>231,619</u>
First Nation Student Transportation		
Ministry Grant Adjustment	6,585	6,585
	<u>6,585</u>	<u>6,585</u>
Official Languages in Education Programs (OLEP)		
Additional French Federal Funding	110,150	110,150
	<u>110,150</u>	<u>110,150</u>
Provincial Resource Programs		
Provincial Inclusion Outreach Program Literacy Funding	10,654	10,654
	<u>10,654</u>	<u>10,654</u>

2024-2025 Budget Change Report: December 2024 - Capital

	Revenue	Expenses
Local Capital		
Interest Income to December 31	423	-
	423	-
Ministry of Education and Child Care Restricted		
Interest Income to December 31	60,822	-
	60,822	-



FACILITIES SERVICES

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

Update for January 20th, 2025

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

MONTHLY VANDALISM

Type	Quantity	Notes
Tagging - Graffiti	10	Both internal and external graffiti
Windows	4	Full window replacements at various sites
Internal Damage - General	12	Paper towel being stuffed in heater vents, plugged toilet full of garbage, ceiling tiles being removed, paper towel dispenser broken, damaged sign, braided line in water fountain damaged, hole in wall, missing plate ripped off electrical box, and 4 locks vandalized.
External Damage	4	Human waste on school exteriors, vandalized garbage bins, damaged light cover.

BUILDING MAINTENANCE SERVICES

- **Work Orders** – 878 work orders completed and 1,276 work orders received in the month of December.
- **South Park** – Shoring erected at the entrance of Douglas St, working to repair front stairs and vestibule that is detaching from school.
- **South Park** – Annex shoring in the drawing design phase.
- **Central** – Interior painting and repair underway, with the team moving to exterior painting in March.
- **District Repairs / Replacements**
 - Ongoing door repairs, windows, cabinet mounting, shelving requests.
 - Ongoing heating work orders and mechanical repairs, sheet metal (gutter install repair).
 - Team is working to complete all the SPP projects.

INCLUSIVE PROJECTS

- Bathroom renovation project at Northridge is progressing. Project includes using some space from an adjacent storage room to create a larger inclusive bathroom.

MINOR CAPITAL

- **Lambrick Park Building Upgrade** – Windows installed, and final water testing passed. Project nearing completion with new blinds a few months out.
- **Macaulay** – Interior Painting progressing. Projected completion timeline March.
- **Foods Program** – Building in progress for the 2024-25 funding year with many sites nearing completion.
- **Central Gym** – Gym curtain installed.
- **Quadra Warehouse** – Office renovation progressing, currently at the electrical rough in stage.
- **Sundance** – Permit drawings submitted to the City of Victoria for second portable on site for the 2025-26 school year. Staff met with the City of Victoria to discuss permit and streamline process.

CHILDCARE UPDATE

- **McKenzie** – Units are complete with minor finishing, and licensing in the near future.
- **Vic High** – Truss installation complete, and currently at the lock up stage with windows and doors being installed, and roof being laid.
- **Esquimalt** – Building Permit awarded and waiting receipt.
- **Tolmie** – Building Permit awarded and waiting receipt.
- **Glanford** – Building Permit awarded and waiting receipt.
- **Uplands** – In the final building permit review stage.
- **Strawberry Vale** – In the final building permit review stage.

MAJOR CAPITAL

Cedar Hill Seismic Project

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

OPERATIONS

- Custodial team is continuing to clean and organize the boiler rooms.
- Massive clean-up and organization due to the Oaklands to Uplands move over the winter break.
 - All rooms at Uplands were deep cleaned in preparation for the move over the break.
- Cartage supported the various winter concerts throughout the month of December.
- Full bookings in the month of December due to the many sports tournaments and performances throughout the District.

TRANSPORTATION and GROUNDS

Transportation

- New bus route from Oaklands to Uplands started January 6th. Three busses will be transporting students before and after school.
 - Two new drivers have been hired to assist in the Oaklands to Uplands route.
 - New bus for the route arrived and is currently being serviced for use on Monday.

Grounds

- Team is busy ensuring all drains and catch basins are cleared and ready for any upcoming inclement weather.
- Snow plans are in place and all material: salt, shovels, spreaders, have been purchased and are ready for use.
- All snow removal equipment and machinery have been thoroughly inspected and tested.

NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT

- TEC packages at Oaklands, Quadra, Rogers, Esquimalt, Eagle View, Cedar Hill, Margaret Jenkins, Lansdowne, Mount Doug, and Glanford were all serviced.
- Networks continues to work with IT to replace legacy switches and access points throughout the district.
- Spectrum's new synchronized digital clock and bell system is up and running.
- The first phase of the TELUS upgrades have been completed and only minor support is currently being required.
- Security upgrade to a FOB system for Cloverdale is underway.
- A FOB system was put into place at Doncaster OSC.
- 99 FOB changes or new FOB requests were made between December 1-31.
- The 1913 side of Oaklands has now been partitioned so the enrolling side and the construction side can now arm and disarm independently.
- All TEC has been pulled out of the 1913 building and the network racks have been powered down to prevent any damage to the fans.

CLIMATE and ENERGY

2024/25 LED Lighting upgrades

- Oaklands Elementary 80% completed and ahead of schedule.
- Completion for March 15, 2025.

2024/25 Continuous optimization of building automation systems

- Investigation of Rockheights completed, implementation phase is now underway.
- Investigations of 4 other schools near completion.
- Full completion March-June 2025.

2024/25 Educational awareness and Energy Wise Campaigns

- Campaigns for 2024/25 are now being rolled out.
- Light switch stickers in progress at 18 of 28 schools.
- Space Heater Defeater campaign underway.
- Sweater day pilots for Rogers and Frank Hobbs Elementary completed.
 - Very successful participation and engagement.
 - Results will lead to lasting comfort and energy savings.

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.

2023/24 Strategic Energy Management Plan (SEMP) completed and under review.

TRUSTEE QUESTIONS

1. Please provide an update on the stair treads that lead to the weight room at Arbutus Middle School.

Material for these treads was ordered in July and unfortunately there was an ordering error, and the materials have yet to arrive. The team had the stairs scheduled to complete over the winter break, if the materials arrived, but unfortunately, they did not arrive. Once the materials arrive, this will be a priority, and the Principal of the school is aware of the issue.



Cedar Hill Middle School Seismic Replacement Project SD61 – January 2025

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 – January 2025

Cedar Hill Middle School	Progress/Completion (%)	Budget	YTD Expenses	Remainder	Commitments	Remainder After Commitments	% Available	Prior Period Expenses	Change from Prior Period
Construction	69%	37,214,077	25,562,517	11,651,559.72	1,247.11	11,650,312.61	31%	18,114,220	7,448,297
Fees	84%	3,565,777	2,990,392	575,384.73	503,509	71,876	2%	2,990,037	356
Misc Capital Support	5%	100,000	5,174	94,825.79		94,826	95%	4,039	1,135
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	102%	293,500	299,084	(5,584.32)	0	(5,584)	-2%	269,358	29,726
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	29,219,416	16,052,382	504,756	15,547,625	34%	21,739,903	7,479,514

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

- Building is watertight
- Roof cap sheeting completed
- Glazing install ongoing
- Drywall install ongoing
- Mechanical and electrical rough-in ongoing
- Exterior brick install complete



Cedar Hill Middle School Seismic Replacement Project SD61 – January 2025

9. Work to be completed over the coming month

- Window installation ongoing
- Cladding install underway
- Interior painting underway
- Mechanical & electrical rough in ongoing
- Drywall boarding, mudding and taping continuing
- Offsite civil work (multi-use pathway) commencing
- Elevator installation

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 – January 2025

Appendix 3 – New Design and Site Plan

Site Plan





Cedar Hill Middle School Seismic Replacement Project SD61 – January 2025

Floor Plans

Floor 1



Floor 2





Cedar Hill Middle School Seismic Replacement Project SD61 – January 2025

Rendering

