

COMMITTEE OF THE WHOLE

12:00 pm, Wednesday, May 14, 2025
School Board Office

A G E N D A

PRESENTATION: Child Care and Feeding Futures Program Review – R. Rainbow
Artificial Intelligence Integration Initiative – A. Burt

1. APPROVAL OF AGENDA

- 1.a) **MOTION:** “THAT the Committee of the Whole Meeting Agenda of May 14, 2025, be adopted as circulated.”

2. STANDING COMMITTEES

- 2.a) Finance and Facilities
- 2.a.i) 2025/2026 Annual Facility Grant (AFG) Plans
 - Appendix A: 2025/2026 Proposed Annual Facility Grant Plans
 - 2.a.ii) Maintenance and Transportation Program Report
 - Appendix A: Maintenance and Transportation Program Report
 - 2.a.iii) Occupational Health & Safety Report
 - Appendix A: Health and Safety Work Plan
 - 2.a.iv) Information Technology Report
 - Appendix A: Information Technology Work Plan
 - 2.a.v) 2025/2026 Budget Planning Update – S. Hopkins (oral)
- 2.b) Education and Strategic Planning
- 2.b.i) *See Presentations*
- 2.c) Audit
- 2.c.i) N/A
- 2.d) Policy Development
- 2.d.i) Board Development Plan - Discussion

3. OTHER INFORMATION

- 3.a) June Committee of the Whole – Revisit scheduled meeting date - Discussion

ADJOURNMENT

SH/attachments

CHILD CARE REVIEW

2025 and forward



Land Acknowledgement



**č̓əč̓əhas̓t kʷ ʔaʔamin qaymɪxʷ.
ʔəсна тeʔe ɡɪʔe.**

We would like to express our respect for and gratitude to the ʔaʔamin peoples whose traditional and treaty territory qathet School District resides on. We recognize the ongoing impacts of colonialism and are committed to our own learning and unlearning while courageously working towards decolonization and indigenization through truth, healing, celebration and reconciliation.



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1 Review of Operational Plan

2 Daycares on School Grounds

3 Preschool

4 Before and After School Programs



Child Care

DISTRICT PHILOSOPHY & GOALS

OUR PHILOSOPHY OF THE PROGRAM
We consider our child care programs to be an extension of your child’s experience within the school day. Our mission and vision statement remain the same, regardless of whether it is in the school day or beyond.

- OUR PROGRAM GOALS**
- Provide enriching academic opportunities for children.
 - Provide safe, supervised, and cost-effective childcare.
 - Provide play-based experiences indoors and out.

DEPARTMENT ESTABLISHED & ONGOING ACTIONS

The school district provides or supports before and after school child care in all elementary schools within Powell River.

There are two part-time JustB4 preschool programs for children 4 years old who are entering into Kindergarten the next year. School sites are Westview and Henderson.

Edgehill Elementary has a Seamless Day Kindergarten program which blends before and after school care with additional ECE supports in the classroom, so children have less transitions of space and people in their day.

The district facility department supports the maintenance of Roots & Wings daycare outside of Brooks High School and the YMCA daycares outside of Edgehill and Texada.

PLANNED ACTIONS

Expand licensable spaces at Westview and Edgehill Elementary with the inclusion of a specific After School Worker at Westview to facilitate the program’s smooth operations.

Enhance child care management through improved communication, more professional development, and activities for student engagement.

Support the opening of two YMCA operated daycares on school grounds.

Review available funding models to enhance program sustainability and ensure fiscal responsibility.

Improve the communication of our licensing practices by strengthening and updating our website, policies, and handbooks and being responsive to licensing feedback.

EVIDENCE/METRICS

- Attendance and Registration review of programs
- Budget review
- Employee Feedback
- Parent survey and engagements



2025 Actions

ACTIONS

- Expand licensable spaces at Westview and Edgehill. Create specific Child Care Worker Role
- Enhance professional development
- Support the opening of two YMCA operated daycares on school grounds
- Review available funding models to enhance program sustainability and ensure fiscal responsibility
- Update our website, policies, and handbooks and be responsive to licensing feedback.

RESULTS

- Trialed the Child Care Worker position. Discovered peak efficiency for registration numbers at both schools
- Collaboration with Tla'amin Recreation and Langara College
- YMCA daycares are in operation
- Working with Ministry to improve fees
- Family Handbook and Staff Handbook update.



Daycares on School Grounds

- 3 sites.
 - Brooks - Roots and Wings
 - Edgehill - YMCA
 - Kelly Creek - YMCA
- Possible Texada site opening
- YMCA
 - Site requests
 - Low attendance
 - Staffing



JustB4 Preschools



- 2 sites.
 - Westview
 - 20 child capacity (16)
 - Mon, Wed, Fri
 - 2 staff
 - Henderson
 - 10 child capacity (6)
 - Tue-Thu
 - 1 staff
 - Both run 12:45 to 3:45
- Partially funded by the Ministry - 20K
- Enrollment dropped in 2024/25
- 2025/26 last year of Ministry funding

A photograph of four children playing on a blue rope climbing structure at a school playground. Three children are at the top of the structure, and one boy is at the bottom. They are all smiling and looking towards the camera. The background shows a school building and some greenery.

Before and After School Care

- At all elementary schools.
 - Kelly Creek - Independently run
 - Texada - Before Care only
 - Edgehill - K only program
- Serves 143 children
- Considered part-time (4 hrs or -)
 - Limited funding from Province
- Staffed with EAs
- Seamless Day program at Edgehill

Financials



Successes

- Maximum government contributions based on part-time
- Implemented an ACCB first rule before district support
- Enhancing systems to remind and collect fees
- Adaptation to the esiKidz platform

Growth Areas

- Edgehill has a different fee structure than the rest of the district.
- Preschool fees are significantly below the regional range. \$200 vs \$600
- Fees cannot be raised on part-time hours (4 or under)

Successes & Growth Areas



Successes

- Steady staffing
- Registration System
- Routines established in community
- Entrance scheduling and staff development
- Communication improvements

Growth Areas

- Staff support and license management
- Invoice follow-up
- Fee structures
- Preschool enrollment and schedule
- Business over school
- Hours of care
- Space limitations

Recommendations

- Use transition year funding to:
 - Hire a Child Care Manager
 - Take a stronger business approach
 - Explore full week preschool
 - Limit space capacity to 36
 - Solidify district vision for child care growth and action
 - Access funding for external spaces where possible - JT



Thank you!

Questions?



ARTIFICIAL INTELLIGENCE

qSD's Integration Initiative

Presented by Allison Burt



Land Acknowledgement



čěčhašt kʷ ɬaʔamɪn qaymɪxʷ.
ʔəsna tɛʔɛ ɡɪʔɛ.

We would like to express our respect for and gratitude to the ɬaʔamɪn peoples whose traditional and treaty territory qathet School District resides on. We recognize the ongoing impacts of colonialism and are committed to our own learning and unlearning while courageously working towards decolonization and indigenization through truth, healing, celebration and reconciliation.



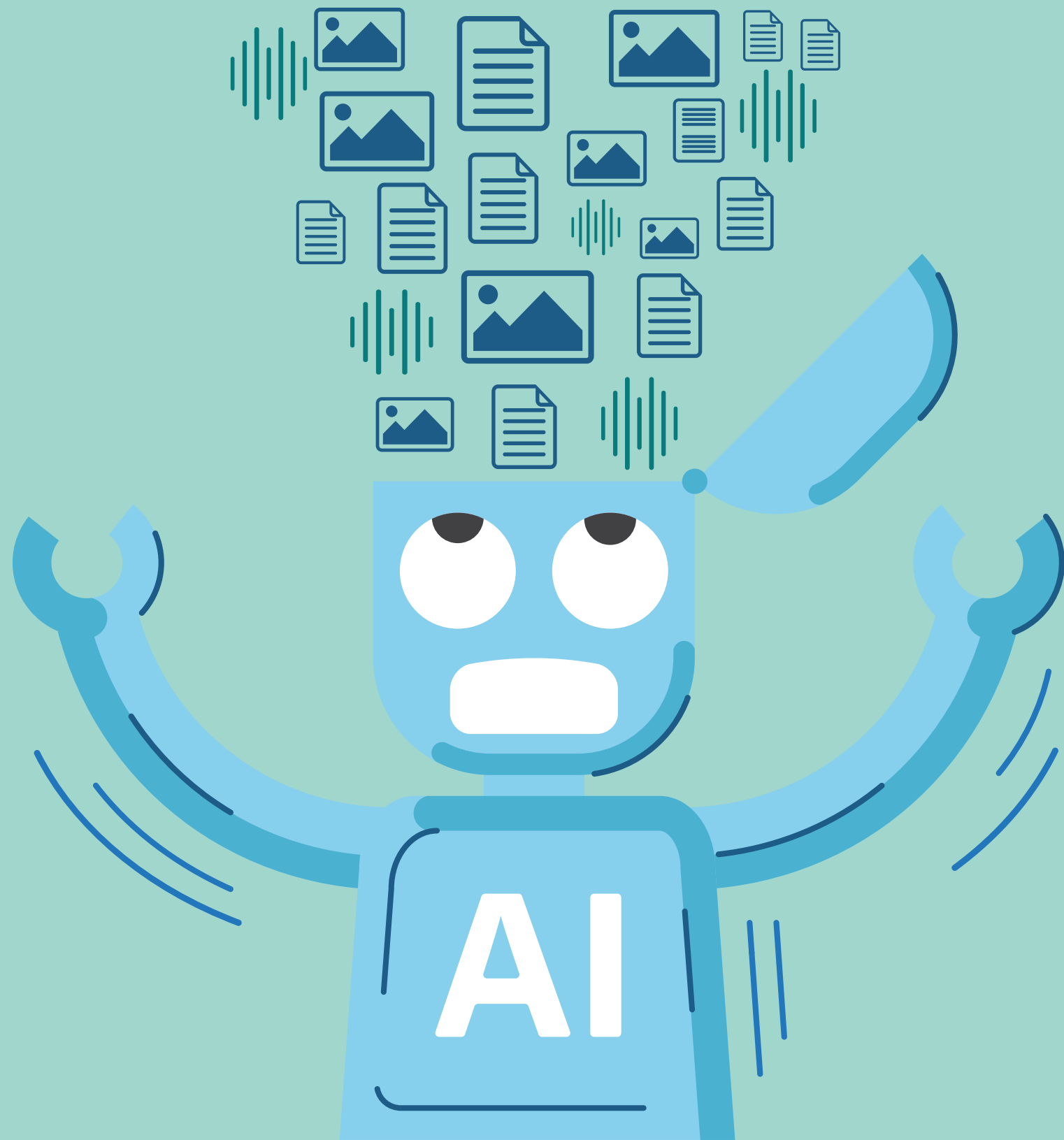


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- Background
- Implementation Strategy
- Considerations
- Questions
- References and Resources

1

ARTIFICIAL INTELLIGENCE

Background



What is Artificial Intelligence?

ARTIFICIAL INTELLIGENCE

is a digital tool that uses data to learn, solve problems, and make decisions - things that usually only people can do

GENERATIVE ARTIFICIAL INTELLIGENCE

is a technology-based tool that can independently create content, including audio, code, images, text, simulations, and videos. Generative AI can be used to create text, graphics, and videos in a matter of seconds.

ARTIFICIAL INTELLIGENCE IN EDUCATION

involves using computer programs and artificial intelligence (AI) in educational settings to help with learning, teaching, and running school or districts. AI can be used to support student-focused learning experiences, help educators with planning and instruction, and make school systems and office work run more smoothly.

(Ministry of Education and Child Care, 2024)

Content
development and
support

Curriculum
alignment,
assessment design,
and timely and
effective feedback

Aiding creativity
and collaboration

Organizational and
administrative
efficiency

Misinformation,
errors, and bias

Overreliance and
loss of critical
thinking

Diminished
accountability and
ethics

Compromised data
and privacy

Benefits and Risks of Using AI in Education

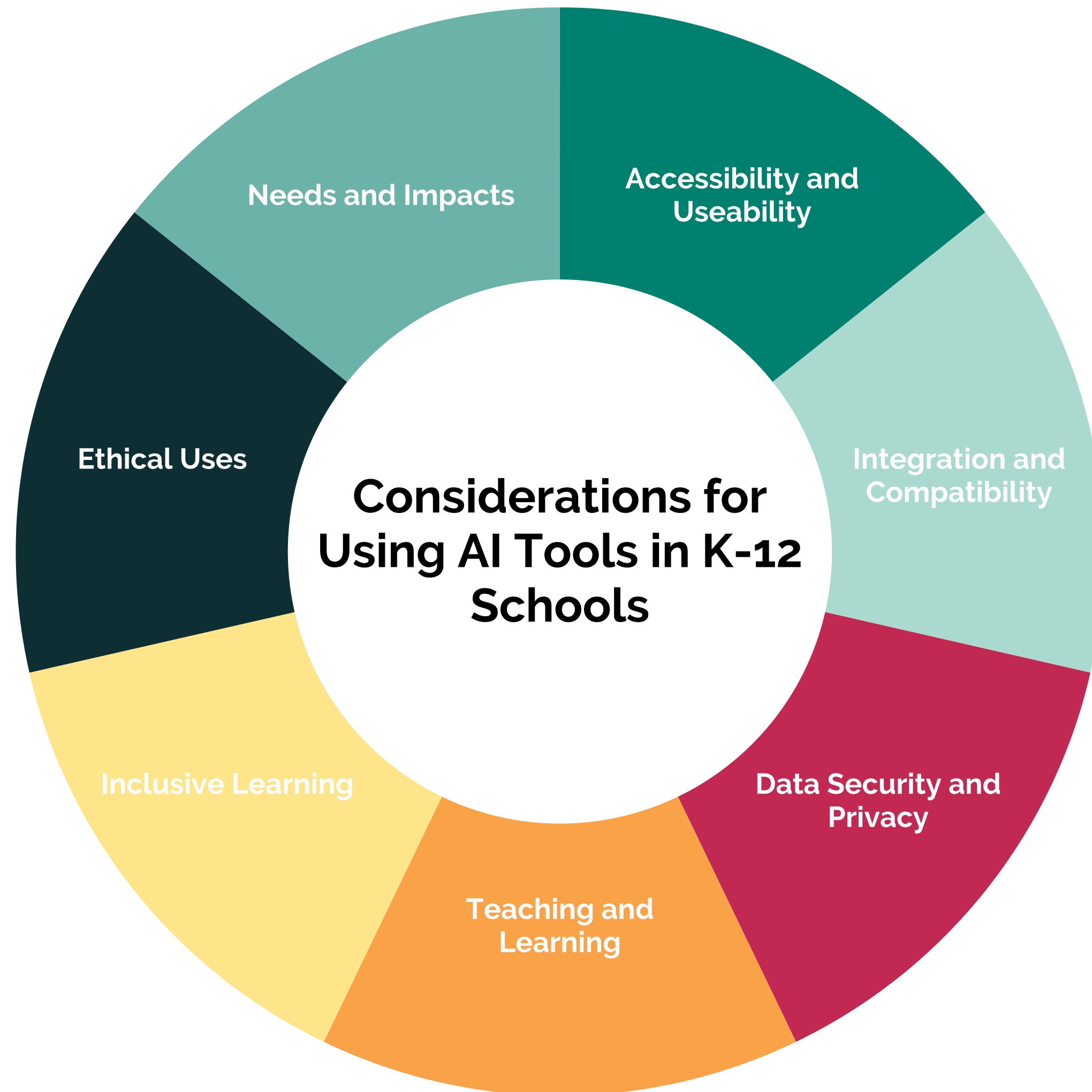




Education, by its nature, is relational, especially when emphasizing the irreplaceable and integral role of human connections in the learning process. While AI can provide valuable support, ongoing human interaction remains fundamental for fostering meaningful relationships among educators and students, as well as within the school community. Therefore, AI tools should be viewed as complements to human processes, not a replacement.

Ministry of Education and Child Care





(Ministry of Education
& Child Care, 2024)

2

ARTIFICIAL INTELLIGENCE

Implementation Strategy



Project Objectives

01

Cultivate
Curiosity

02

Enhance
Teaching &
Learning

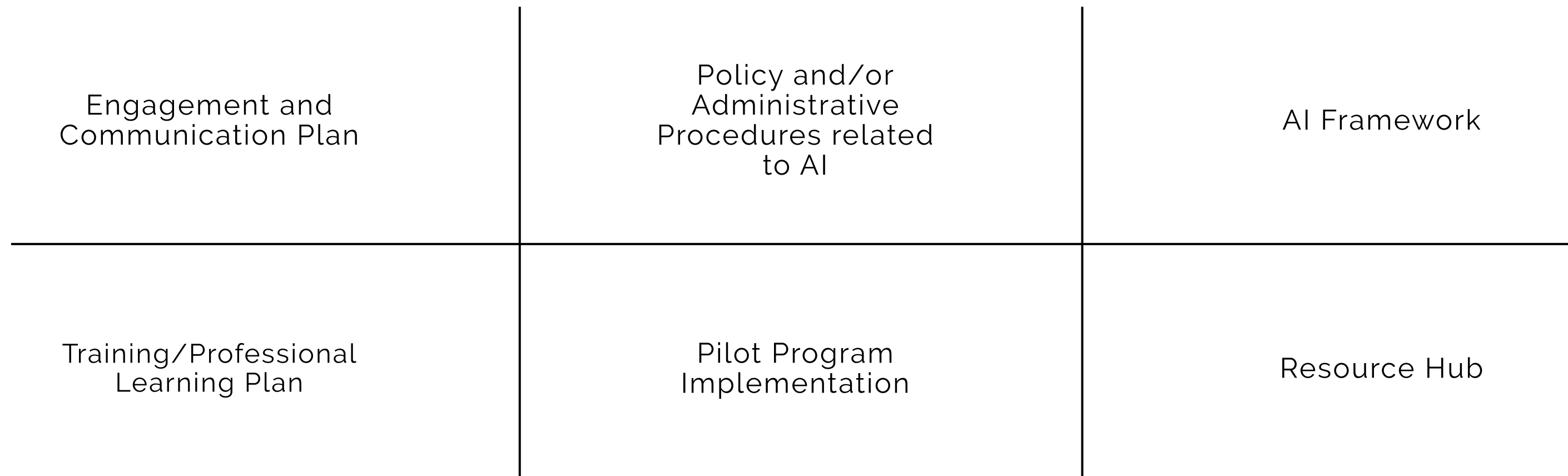
03

Address
Equity

04

Ensure
Ethical Use

Key Deliverables





Implementation Timeline

Phase 1 - ongoing
Engagement and Communications

Phase 2 - months 1-2
AI Policy, AP, and Framework

Phase 3 - months 3-6
Professional Learning Plan

Phase 4 - months 4-8
Classroom Pilot Programs

Phase 5 - months 9-12
Evaluation and Refinement

Project Team



IT Department



**Communications
Department**



**Principals and
Vice Principals**



Staff



**Students,
Families, School
Communities**

3

ARTIFICIAL INTELLIGENCE *Considerations*

1

**promoting
ineffective
teaching
practices**

2

bias

3

privacy risks

4

digital divide

5

**human in the
loop**

4

ARTIFICIAL INTELLIGENCE

Questions



1

What examples of AI use have you already seen or heard about in education?

2

What worries or concerns do you have about using AI in schools or education?

3

How do you think AI could change your day-to-day workload? In what ways might it help or add challenges?

4

Do you trust what AI tools tell you or show you? Why or why not?

5

What should students know or be taught before they start using AI tools in school?

6

What kinds of support or training would help you feel more confident using AI?



References and Resources

- AI Terms to Know
- Considerations for Using AI Tools in K-12 Schools
- AI Competency Framework for Teachers
- Australian Framework for Generative AI in Schools
- West Vancouver Schools
- Framework For Generative AI in Saanich Schools
- SD 35 AI Guiding Principles DRAFT



Thank you!

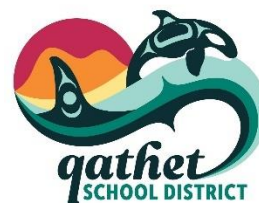
Thank-you to the following districts who graciously gave their time for brainstorming and learning sessions and allowed the qathet School District to use and adapt their Artificial Intelligence artifacts for this initiative:

- School District 45 (West Vancouver)
- School District 63 (Saanich)
- School District 68 (Nanaimo-Ladysmith)
- School District 73 (Kamloops-Thompson)

Thank you!



MEMORANDUM



Date: May 14, 2025
To: Committee of the Whole
From: Steve Hopkins, Secretary-Treasurer
Action: Approval of Annual Facility Grant Projects

1.0 BACKGROUND

The Annual Facility Grant (AFG) funding is provided as a lump sum amount annually which a board of education may expend for the purpose of:

- upgrading or replacing existing facility components throughout the expected economic life of an existing capital asset.
- enhancing the service potential of an existing capital asset or a component of an existing capital asset by correcting deficiencies in design, construction, or addressing unsafe conditions.
- significantly lowering the associated operating costs of an existing capital asset; or
- extending the life of an existing capital asset or a component of an existing capital asset beyond its original life expectancy.
- A board of education is responsible for managing its AFG funds to enable planned or emergent health and safety expenditures to be addressed within a fiscal year.

2.0 ADDITIONAL INFORMATION

There are nine main categories of eligible AFG expenditures:

- **Accessibility upgrades** (improvements related to access for persons with mobility issues or physical disabilities).
- **Asbestos Abatement** (mitigation and/or remediation of asbestos affected areas).
- **Electrical upgrades** (improvements or replacements of power supply and distribution systems, fire protection systems, and technological infrastructure upgrades to accommodate computer and telecommunications networks).
- **Exterior Wall System upgrades** (improvements to protect the fabric of the building, including exterior painting, window, and door replacement, building envelope repair and replacement, structural and non-structural seismic mitigation).
- **HVAC upgrades** (improvements, replacements or provision of heating, ventilation, and air conditioning systems).
- **Interior Construction upgrades** (improvements of school facilities related to flooring, wall partitions, non-structural upgrades, and the provision of educational programming).

- **Plumbing upgrades** (improvements, replacements or provision of washroom and plumbing systems, and safe drinking water).
- **Roofing upgrades** (scheduled roof replacements and major roof repairs).
- **Site upgrades** (site improvements including positive site drainage; repairs to sidewalks, parking lots, site access/egress, paved work areas, paved play areas, and play fields; repairs, upgrading or replacement of playground equipment; perimeter safety fencing; contaminated soil remediation; underground storage tanks removal; sewer or water services; underground irrigation systems; traffic safety).

Expenditures for annual facility projects may include any associated consultant fees.

Examples of ineligible use of AFG include:

- Building expansions resulting in increases to gross facility area or design capacity.
- Building acquisitions.
- Site acquisitions.
- Acquisition of equipment, furnishings, personal computers and peripherals, servers, or vehicles and their accessories.

3.0 OPTIONS FOR ACTION

Option 1 – To approve the 2025/2026 proposed list of projects.

Option 2 – Make recommendations for further adjustments to the proposed list of projects.

4.0 STAFF RECOMMENDATION:

THAT: The Board of Education approve the proposed list of projects under the 2025/2026 Annual Facility Grant program.

5.0 APPENDICES

Appendix A – 2025/2026 Proposed Annual Facility Grant Plans.

Project Year	Project Name	Project Type	Facility	Funding Source	Budget	Actual	Variance	Status
2025/2026	Line Painting - Parking Lots (Accessibility and play	Grounds	All Sites	AFG	\$	15,000.00		Proposed
2025/2026	Board Room and Office Area HVAC Replacement	Building	Board Office	AFG	\$	75,000.00		Proposed
2025/2026	Blacktop Play Area Painting and New Court	Grounds	Brooks	AFG	\$	50,000.00		Proposed
2025/2026	Home Ec Millwork Partial Upgrades	Building	Brooks	AFG	\$	15,000.00		Proposed
2025/2026	Outdoor Seating - Concrete Picnic Tables	Grounds	Brooks	AFG	\$	5,000.00		Proposed
2025/2026	Daycare Blind Upgrades	Building	Brooks	AFG	\$	6,000.00		Proposed
2025/2026	Gaga Ball Court	Grounds	Edgehill	AFG	\$	5,000.00		Proposed
2025/2026	Hallway Ceiling Upgrade	Building	Edgehill	AFG	\$	30,000.00		Proposed
2025/2026	New Plumbing Upgrade	Building	Edgehill	AFG	\$	100,000.00		Proposed
2025/2026	Fire Alarm System Upgrade	Building	Edgehill	AFG	\$	75,000.00		Proposed
2025/2026	Shade Structure - Rear Play Space	Grounds	Edgehill Daycare	AFG	\$	10,000.00		Proposed
2025/2026	Flooring Replacement - Staff Room, Kindergarten	Building	Henderson	AFG	\$	25,000.00		Proposed
2025/2026	Playground Sand Building/Digging Area	Grounds	Henderson	AFG	\$	8,000.00		Proposed
2025/2026	Playground Drainage Upgrades	Grounds	Henderson	AFG	\$	30,000.00		Proposed
2025/2026	Kindergarten Cubby Storage	Building	James Thomson	AFG	\$	8,000.00		Proposed
2025/2026	Student Support Services - Breakout Room Space	Building	James Thomson	AFG	\$	10,000.00		Proposed
2025/2026	Gym AV Upgrade	Building	James Thomson	AFG	\$	5,000.00		Proposed
2025/2026	Annex Building Exterior Stairs Replacement	Building	James Thomson	AFG	\$	8,000.00		Proposed
2025/2026	School Site IT Server UPS Replacement	Building	JT/HEN/WV/KC/TX	AFG	\$	25,000.00		Proposed
2025/2026	Daycare Blind Upgrades	Building	Kelly Creek	AFG	\$	6,000.00		Proposed
2025/2026	Parking Lot Expansion and Removal of Front Com	Grounds	Kelly Creek	AFG	\$	55,000.00		Proposed
2025/2026	Library Outdoor Area Improvements	Grounds	Kelly Creek	AFG	\$	5,000.00		Proposed
2025/2026	Covered Area Foundation Repair	Building	Kelly Creek	AFG	\$	7,500.00		Proposed
2025/2026	Operations Centre - Upper Floor Asbestos Abater	Building	Operations Centre (Bus	AFG	\$	30,000.00		Proposed
2025/2026	Boiler Replacement	Building	Operations Centre (Bus	AFG	\$	41,300.00		Proposed
2025/2026	Partial Window Replacement - Mid-level	Building	Operations Centre (Bus	AFG	\$	25,000.00		Proposed
2025/2026	Accessible Automatic Door Openers (2)	Building	OVEC	AFG	\$	5,000.00		Proposed
2025/2026	Classroom blinds (2 rooms)	Building	PIE - Courtenay	AFG	\$	5,000.00		Proposed
2025/2026	Hand Washing Station	Building	PIE - IDLC	AFG	\$	2,500.00		Proposed
2025/2026	Bathroom Renovations	Building	Texada	AFG	\$	90,000.00		Proposed
2025/2026	Partial Hardie Siding Replacement	Building	Westivew	AFG	\$	60,000.00		Proposed
2025/2026	Garden Upgrades	Building	Westivew	AFG	\$	5,000.00		Proposed
2025/2026	Shade Structure - Strongstart	Grounds	Westivew	AFG	\$	10,000.00		Proposed
Total					\$	852,300.00		
					\$	852,300.00	BUDGET	

2025/2026 Annual Facility Grant (AFG)

Project Summary

May 14, 2025

Presented by: Jared Formosa



**2025/2026
Annual Facility
Grant Funding**

\$852,300

Annual Facility Grant is intended for annual facility projects required to maintain facility assets through their anticipated economic life and to prevent premature deterioration of these assets.



Edgehill School

School is currently undergoing Major Capital project for the addition of 5 classrooms, Media-Tech, Music, and additional Student Support spaces.

With crew mobilized to site for Major Capital work, it is opportunistic to add scope to projects to encompass existing building system as well.

2025/2026 Planned Project work (Exceeding \$20k)

- Hallway Ceiling Upgrade
- New Plumbing Upgrade
- Fire Alarm System Upgrade



Henderson School

School just completed the commissioning for the new Mechanical HVAC system which includes the removal of the 3 Natural Gas boilers and new heating and cooling system throughout the school.

2025/2026 Planned Project work (Exceeding \$20k)

- Flooring Replacement (Staff Room, Kindergarten)
- Playground Drainage Upgrades
- Playground Free Play Sand Area



James Thomson School

School has had considerable work done in the past few years with new roofing and mechanical system HVAC Upgrades.

The focus for JT this year will be minor capital functional improvements to improve space utility.

2025/2026 Planned Project work

- Student Support Services breakout spaces
- Kindergarten Cubby Storage
- Replacement Annex Building Outdoor Stairs
- Gym AV Upgrade



Kelly Creek School

Two renovated portable classrooms are nearing completion and will be made available to school staff for September.

The school site has seen increased traffic with higher enrolment and the addition of the Daycare. The focus at this site will be a partial frontage update to create more parking and parking flow.

2025/2026 Planned Project work

- Parking Lot Expansion and removal of fenced compound
- Outdoor area improvements (Front)
- Daycare blinds



Westview School

The school is overall in excellent shape and will undergo a lighting upgrade as part of the CNCP program. The siding has prematurely failed and will begin replacing in phases over a few years with a focus on the most compromised areas.

2025/2026 Planned Project work

- Hardie siding replacement – Phase 1
- Garden Upgrades
- Shade Structure on Early Learning side (Nootka)



PIE (OVEC/IDLC/VI)

OVEC has been reviewed for opportunities to improve accessibility as the building is currently used more widely. We will plan to add additional automatic door openers to continue removing as many barriers as practicable at site.

Added a couple small projects to support the satellite IDLC and Vancouver Island PIE buildings.

2025/2026 Planned Project work

- Accessible automatic door openers (OVEC)
- Classroom blinds (Courtenay)
- Handwashing Station – Yurt (IDLC)



Texada School

The District has replaced flooring as a priority in past years given the age and has largely caught up at this site. The site remains as the last bathroom in the District, except for Edgehill , that is original and in need of renovation.

2025/2026 Planned Project work

- Bathroom Renovations



Brooks

An outdoor court was constructed last year in a phased approach to having a multi-court outdoor sports area. Phase 2 will continue and line paint both courts.

With the Bike Shelter finishing this year, we have engaged in conversations with the City for a partnership in promoting Active Transportation to and through our upper parking lot with a multi-use pathway.

2025/2026 Planned Project work

- Blacktop Sports court and line painting
- Home Ec Millwork phased upgrade
- Improved Outdoor Seating
- Daycare blinds



District Sites

The Board Office has deferred update in years past for HVAC/envelope upgrades. The updates, in a phased approach, will spread out the capital cost over a few years and improve building efficiency/reliability.

The Operation Centre renovation plan remains as a phased approach to reduce annual costs and build usable office space in the years to come, including abatement in preparation and partial window upgrades. The boiler units have far exceeded the expected life expectancy and are now oversized for the building area serviced. The boilers would be replaced by reusing the boilers removed from Henderson.

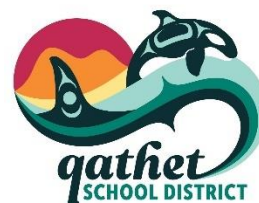
IT Infrastructure upgrades will also be phased over 2 years to replace school site UPS to protect IT server equipment during outages/surges.



Thank you!



MEMORANDUM



Date: May 14, 2025
To: Committee of the Whole
From: Steve Hopkins, Secretary-Treasurer

Action: Receipt of Maintenance and Transportation Program Report

1.0 BACKGROUND

The role of the Operations Manager was vacated in December 2013, at which time the maintenance-related duties were temporarily absorbed by the Secretary-Treasurer as a short-term cost-saving measure to mitigate a government funding shortfall. The shortfall was created by design under the auspices of an administrative savings initiative, where each district was allocated a reduced amount of funding and expected to offset this by cutting administrative spending.

In 2019, the district planned to reintroduce the role; however, between 2019 and 2023, two different candidates were hired, with neither finding sustained success, resulting in the Secretary-Treasurer once again covering those duties for much of that time.

In March of 2023, the organization finally found a fit with the recruitment of the current Director of Operations. Under his leadership, the department has moved from a reactive, short-term approach to a more stable, proactive, and strategic model. This has included establishing clear maintenance plans, improving project management practices, strengthening contractor oversight, and rebuilding internal operational capacity. As a result, the department is now better equipped to meet the district's daily operational needs while planning effectively for long-term infrastructure and service improvements.

2.0 OPTIONS FOR ACTION

Option 1 – To receive the Maintenance and Transportation Program report.

Option 2 – Make recommendations for further adjustments to the report.

3.0 STAFF RECOMMENDATION:

THAT: The Board of Education receive the Maintenance and Transportation Program Report.

4.0 APPENDICES

Appendix A – Maintenance and Transportation Program Report.

Maintenance & Transportation Program

qathet School District (July 2024– Present)

Submitted by Jared Formosa, Director of Operations

May 14, 2025



2024/2025 Capital Program

The School District Operations department had a busy summer completing projects in time for school opening, ranging from small upgrades to complete system upgrades throughout schools. A high-level summary for each notable project was shared in September as part of the Superintendents' School Opening Report.

Capital Program Summary:

- Annual Facility Grant (AFG) \$785,853
- School Enhancement Program (SEP) \$2,000,000
 - Henderson HVAC, including removal of three IBC Boilers used for primary heating
- Carbon Neutral Capital Program (CNCP) \$103,000
 - Henderson Energy Upgrades, including LED lighting and 3-phase electrical power
- Bus Acquisition Program (BUS) \$291,386
 - New 80 Passenger Bus

Edgehill Elementary School Addition

Project planning for the Edgehill Elementary Addition project has been ongoing and detailed design stages are now completed. Unitech Construction Management Services was awarded the management contract as the successful bidder in a process that was advertised provincially through BC Bid. The Construction site has been setup and demolition work was undertaken in March over the Spring Break with some construction work having already started with crews doing excavation and foundation work.

Quarterly project updates have been delivered to trustees since the beginning of the school year with the next update scheduled for June.

2025/2026 Capital Program

The Ministry of Education and Childcare recently provided the district its Capital Plan response letter which outlines which projects will be supported.

Capital Program Summary:

- Annual Facility Grant (AFG) \$852,300
- School Enhancement Program (SEP) \$1,125,000
 - Edgehill HVAC
- Carbon Neutral Capital Program (CNCP) \$255,000
 - Edgehill & Westview Energy Upgrades, LED Lighting Upgrades
- School Food Infrastructure Program (FIP) \$157,709
 - New Equipment

2026/2027 Capital Program Planning

Submissions under the next funding intake are due in September. Work on these plans are underway with recommendations coming to the Board in September prior to the submission deadline of the 30th. It's anticipated that additional HVAC and lighting projects will be explored for other local schools. Also, in the exploratory stages are plans to explore an application under the Playground Equipment Program. We opportunistically added structural capacity to the new Edgehill school addition to accommodate a future large solar array and may explore as a submission in the next cycle planning.

Fleet Insurance Renewal

Vehicle Fleet insurance is renewed effective June 30th of each school year. This spring when putting together the renewal documents, staff worked with the insurer to amend the registered vehicle name of all the buses and maintenance vehicles within the fleet to reflect the name change adopted by the organization. Beginning in July, all school district owned vehicles are now registered under the name, Board of Education of School District 47 (qathet). This marks another major milestone in the renaming process.

2025/2026 Bus Pass Applications

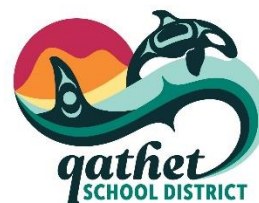
Substantial changes were implemented last school year to improve the internal processes in place governing the annual issuance of student bus passes. With the adoption this year of a new bus routing and management system, additional efficiencies are being explored with one significant change being having been implemented this Spring.

Eligible student bus riders who have actively used their pass throughout the 2024/2025 school year will automatically be registered for the upcoming 2025-2026 school year transportation. Riders who have been automatically registered received an email confirmation of registration in late April.

Disposal of Surplus Equipment

Beginning this Spring the district hopes to launch a web-based platform, created internally by our IT Director, to host online auctions to facilitate the sale of surplus equipment.

MEMORANDUM



Date: May 14, 2025
To: Committee of the Whole
From: Steve Hopkins, Secretary-Treasurer
Action: Receipt of Occupational Health and Safety Report

1.0 BACKGROUND

District Occupational Health and Safety related services were historically delivered part-time by a long serving support staff member who did it in conjunction with their custodial and maintenance related duties. These services were mostly limited to supporting the various site-based committees required under Worksafe regulations. For many years the district has also contracted with another School District in the form of WorkSafe related claims management services as this type of expertise is not something the district has had available to it in-house. With the retirement of the long serving support staff employee in 2022 the organization was left with a significant hole in its service delivery model.

In the Spring of 2024 the Board approved, as part of the annual budget, the creation of the Occupational Health and Safety Manager position which was filled in October 2024.

2.0 ADDITIONAL INFORMATION

As this was a new position, financial resources had to be allocated in support of its creation. The resources required were incremental as the role of the former support staff employee was not filled and the maintenance related work was redirected to the maintenance foreman role. As this is the first year with the position in place there is still significant work required in setting up associated processes. Over time we will continue to evaluate the role and if an opportunity presents itself we would look to pull the contracted claims management services in-house which would roughly save an additional \$10,000 each year.

3.0 OPTIONS FOR ACTION

Option 1 – To receive the Occupational Health and Safety work plan report.

Option 2 – Make recommendations for further adjustments to the Occupational Health and Safety work plan.

4.0 STAFF RECOMMENDATION:

THAT: The Board of Education receive the proposed Occupational Health and Safety work plan report.

5.0 APPENDICES

Appendix A – Health and Safety Work Plan.

Health and Safety Work Plan

qathet School District (October 2024– Present)

Submitted by Lisa McMurray, Health and Safety Manager

May 14, 2025



The following summarizes the activities I've been working on since starting in my role as the Manager of Health and Safety for the qathet School District in October 2024.

Compliance:

I have been involved in several health and safety compliance activities, including those associated with new Workers Compensation Board (WCB) First Aid Regulations, commencing with changes that came into force in November 2024. This included the completion of 14 site-specific first aid assessments and the implementation of associated site-specific first aid procedures. In January, I responded to a WCB inspection with policy, procedure and training details related to qathet School District's compliance with legislative requirements for Bullying and Harassment.

Inspections and Investigations:

I conducted initial inspections at most of the schools in the district and provided reports with recommended improvements.

Under construction safety, I conducted an initial review of health and safety provisions at the start of Edgehill expansion project with Unitech. Informal observations and notice to Director of Operations have occurred for roofing activities as observed at Henderson.

I am working on improving overall contractor safety management.

The accident/incident investigation process has been streamlined, with clarity provided to administrators on reporting and investigating incidents. I have established a monthly trend report that provides qSD incident trends for health and safety committees and administrators. I have been supporting WCB claim reporting and enquiries by liaising with administrators and relaying reports as appropriate to SD23.

Assessments:

I have conducted ten formal / informal ergonomic assessments directly, helping staff to optimize existing equipment or recommending and/or obtaining alternatives.

I have also established a process to actively review the recommended equipment that is associated with BCTF Health and Wellness assessments, to ensure cost-effective and suitability for application, having completed a review of six assessments to-date.

I am working towards standardizing equipment options with our vendors. This has proven to be more difficult than initially anticipated due to vendor-imposed limitations for our regional area (primarily associated with logistics).

Emergency Response:

The AED equipment at the district is now being actively managed, after a period of hiatus due to the former Safety Officer's retirement. There are 13 units that are deployed across the School District that are being maintained to be in ready state.

I am monitoring compliance with emergency drill requirements for all schools through the JHSC tracker (see below). I have identified a push-to-talk option for evaluation related to emergency communication. The emergency preparedness and response program is under review for updating.

Health and Safety Committees:

Upon my initial evaluation of our program, I noted inconsistencies in practices amongst qathet School District's Joint Occupational Health and Safety Committees (JHSC). To ensure consistent practices and levels of competence amongst JHSC members, I have developed and introduced an employer-based training course that was delivered to 27 JHSC members in January and February 2025. This training course will be delivered twice a year, being available to new members as they join.

The District Health and Safety Committee has been re-established with the Director of HR and me representing SD47 management, with a view to ensure transparency and a balanced and compliant approach to health and safety issues that arise. I am managing the scheduling and administration of this committee.

I have established an online JHSC tracker for self-reporting, and to allow for oversight of JHSC activities, including meetings, inspections and trends.

Training and Communication:

Improvements in health and safety communications has been through monthly email updates to JHSCs, the establishment of a Health and Safety webpage.

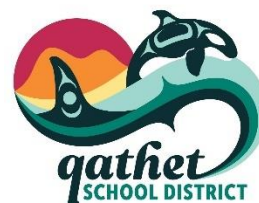
Health and safety training is under review, including course offerings, content, assignment, and record retention. In collaboration with the Director of HR and Executive Administrator, I have looked into utilizing existing systems to ensure that we are able to appropriately assign and track completion for employees. These systems have included Desire2Learn and Atrieve, with the latter being the most-likely format for long-term.

I have developed and delivered two new courses: one-day new JHSC member training (see above), and Ergonomic/Chemical Safety Refresher training for Custodians. A review of health and safety orientation training is underway.

Health, Safety, and Environment (HSE) Management System:

I have established a workplan to develop and adopt a sustainable management system. In my review of the existing system at SD47, I note that most of the elements of a H&S management system appear to be in place, but that improvements in communicating the requirements and ongoing updating are required.

MEMORANDUM



Date: May 14, 2025
To: Committee of the Whole
From: Steve Hopkins, Secretary-Treasurer
Action: Receipt of Information Technology Report

1.0 BACKGROUND

Information Technology (IT) services have been delivered here in the qathet district through a variety of different service models over the years. Early in the 2023/2024 school year a determination was made that the model was not meeting the needs of the organization, and a decision was made to further restructure the department.

Following that decision the District Principal of Technology and the Information Technology Manager positions were both eliminated, and the Director of Technology position was created and subsequently filled in February of 2024.

2.0 ADDITIONAL INFORMATION

Following the recruitment of the Director role, the balance of the personnel changes were made resulting in the Help Desk position being moved to the supervision of the education directors. An additional support staff technician position was then created and subsequently filled in September of 2024. Finally, the prior model also utilized a base number of hours for a local contractor to augment services, in the current model those hours have been reduced with related services being delivered in-house. The net savings this school year in salary and benefits to this staffing approach was approximately \$40,000.

3.0 OPTIONS FOR ACTION

Option 1 – To receive the Information Technology Report.

Option 2 – Make recommendations for further adjustments to the Information Technology Report.

4.0 STAFF RECOMMENDATION:

THAT: The Board of Education receive the Information Technology Report.

5.0 APPENDICES

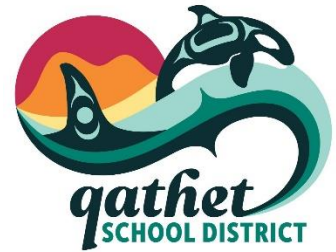
Appendix A – Information Technology Update.

Information Technology Work Plan

qathet School District (February 2024 – Present)

Submitted by Ben Grant, Director of Information Technology

May 14, 2025



Staffing Plan Adjustments – First 6 Months

- District Principal of Technology re-deployed to fill a vacancy with the Partners in Education program.
- Transitioned the MyEducation Help Desk position away from the IT department to Student Information Specialist (focusing on student data management and support). This aligns with other school districts in BC.
- The Manager of Information Technology position was eliminated as part of a strategic shift in the direction and leadership of the IT department.
- Reduced local contractor scope of work and removed administrative access to prioritize internal capacity and reduce dependency on external contractors.
- Centralized IT operations at the School Board Office to improve communication, cohesion, and support consistency across the district.
- Hired an additional support staff technician, a networking specialist, to strengthen in-house technical expertise.
- Shifted technician duties to a shared responsibility model—each technician now supports network and server infrastructure as well as client devices.

Required Immediate IT Improvements

- Migrate from SharePoint (on-premises server) to SharePoint Online. This is a significant migration, as it involves transitioning from a legacy system to a modern, cloud-based platform. Key considerations include assessing existing sites to determine what should be migrated, archived, or discarded. This ensures that only relevant and up-to-date content is moved to the new environment.

- Initiated development of an automated system to keep student accounts in sync between MyEd (our student information system) and Active Directory. This includes account creation, grade transitions, and group membership updates.
- Began designing a 'Zero Trust' network model for Wi-Fi, incorporating stronger identity verification and access controls to reduce the risk of unauthorized access.
- Conducted a district-wide audit of outdated or unused servers and equipment at the Board Office, Datacentre, Brooks Secondary, and other sites. Equipment was decommissioned or scheduled for disposal.
- Incorporate IT work orders onto the eBase platform—already in use by other departments. This centralized, cloud-based system allows staff to submit and track IT service requests in real time. Goal: Improve response times, improve communication, and increase confidence in IT support.

Ongoing and Current IT Initiatives

- Classroom Technology Modernization: Introducing BenQ RM7505 interactive panels to replace aging projectors. These 75" 4K UHD displays offer touch functionality, wireless connectivity, and improved audio-visual quality. Feedback from teachers has been highly positive.
- Device Management Consolidation: Transitioning laptops (previously domain-joined) and iPads (previously managed with JAMF and licensed per device) to Microsoft Intune—fully covered under our Microsoft agreement—thereby eliminating extra costs. Intune enhances security and improves software deployment while also integrating devices into our 'Zero Trust' network.
- Long-Term Laptop Assignment: Laptops are now assigned to individual teachers instead of classrooms. These will remain with them for the life of the device—moving away from a fixed 4-year replacement cycle. This change improves accountability and extends device lifespan.
- Network Optimization: Only active network ports are now connected to switches, rather than every wall jack. This change reduces power usage, lowers the number of required switches, and declutters network closets.
- UPS Modernization: Replacing aging lead-acid UPS battery backup units with modern lithium-based systems. These newer UPS units offer longer life spans (up to 10 years), faster recharge times, reduced maintenance, and improved reliability.
- Cloud Transition: Reducing our on-premises server footprint by moving systems such as file shares into Microsoft 365 (Teams and OneDrive). This enables secure, cloud-based access to documents and supports improved collaboration and disaster recovery.
- Cybersecurity Enhancement: Rolling out Multi-Factor Authentication (MFA) for all staff. MFA adds a second layer of identity verification, significantly reducing the risk of unauthorized access and aligning with cybersecurity best practices.

- **License Optimization:** Assigning Microsoft A3 licenses only to staff who require advanced features (e.g., staff with assigned laptops), while others receive free A1 licenses. This needs-based approach has resulted in substantial cost savings.
- **HR & IT Collaboration:** Working closely with HR to align onboarding and offboarding processes. This includes managing Active Directory by removing inactive accounts and unused licenses, and ensuring timely setup of new staff accounts.
- **Automation Development:** Currently developing a tool to automate the entire staff lifecycle process—onboarding, updates, and offboarding—to ensure accounts, permissions, and licenses are consistently managed, reducing manual effort and improving security.

Near-Term goals for Elementary and Secondary Schools

- **Realign iPad Use:** Transition iPads back to primary grades (K–3), where they are developmentally appropriate and most effective as one-to-one learning tools.
- **Expand Laptop Access:** Increase the number of laptops available in grades 4–12, particularly at the secondary level, by deploying additional shared laptop carts to improve student access.
- **Improve Device Alignment:** Shift from a one-size-fits-all model to a more purposeful allocation of devices—iPads for younger learners, laptops for older students—better supporting research, productivity, and integration with our Microsoft 365 environment.
- **Optimize Existing Inventory:** Remove outdated iPads and repurpose functional devices by moving them out of higher grades and into classrooms where they can still be used effectively, helping to reduce unnecessary replacement costs.
- **Support Sustainable Investment:** Recognize this as a significant investment in digital learning, with a focus on maximizing long-term value, improving equity of access, and supporting curriculum delivery with the right tools for each age group.
- **Integrate all staff and student devices** into our secure ‘Zero Trust’ network infrastructure.

Mid-and Long-Term Goals -- Network Security

- **Improve ‘Zero Trust’ network** through improved network VLAN architecture (network segmentation) and improved use of firewall rules (which devices can access which resources).
- **Improve server security** by tightening access rules and using MFA authentication for both the VPN (process used to access district network remotely) and on-prem servers.
- **Enhance Monitoring and Threat Detection:** Expand the use of advanced threat protection tools and real-time monitoring (via Microsoft Defender, Sentinel, or similar platforms) to detect suspicious activity and respond quickly to potential breaches.

- **Staff Cybersecurity Training:** Provide ongoing security awareness training for all staff to reduce phishing risk and build a security-first culture across the district.
- **Expand Zero Trust security principles** from Wi-Fi to the wired network. This includes applying device authentication and access controls to wired connections, ensuring that only authorized users and devices can access the network.
- **Modernize Network Infrastructure to Support AI-Driven Management:** As HP integrates advanced AI features into Aruba Central—including automated diagnostics, natural language queries, and security insights—leveraging these capabilities will require upgrading older network switches. Over the long term, we plan to phase in newer, AI-compatible switching hardware across the district, enabling predictive analytics, faster troubleshooting, and more secure, efficient network operations.

Other Goals

- **Support TELUS's migration** from copper to fibre lines across schools by assessing current phone, fax, and alarm connections. This includes identifying systems that rely on analog lines and installing adapters to ensure continued operation over fibre. As part of this process, we expect to find and cancel inactive services, resulting in ongoing cost savings.
- **Upgrade backhaul connections** in Brooks Secondary, by increasing bandwidth from network closets to the core Layer 3 switch to 10Gbps fiber. This will reduce network bottlenecks, improve performance for cloud-based tools, and support growing device usage. Upgrades will be scheduled as part of planned summer infrastructure work.
- **We currently use an Avaya VoIP phone system** with a separate controller at each school. Since our schools are networked and servers are already centralized, we plan to consolidate the phone system as well—moving to a single Avaya controller at the district data centre. This will reduce the effort required to maintain and update the system, improve reliability, and result in long-term cost savings by eliminating redundant hardware and streamlining licensing.
- **Transition from district-issued cell phones** and plans to a monthly stipend model. Staff will be responsible for their own devices and service, reducing misuse, replacement costs, lost or broken phone replacements, and administrative overhead. This change will be phased in as existing phone contracts expire to avoid costly cancellation fees.