

FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE AGENDA



March 7, 2023 – 3:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

This meeting is being held on the traditional and unceded territory of the Secwépemc People.

1. February 14, 2023, Meeting Report
2. Projects Update
3. IBM Review
4. 2023/24 – 2024/25 Draft School Calendar
5. 2022-2023 Budget Planning
6. 2023-2024 Committee Calendar review
7. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	April 11, 2023	3:00 p.m.	Board Office
Finance/Facilities Committee	May 9, 2023	3:00 p.m.	Board Office
Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office

“Learning, Growing, and Belonging Together”



**FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE
MEETING REPORT**

February 14, 2023 (3:02 p.m. – 3:27 p.m.)

Trustees in Attendance: Angie Delainey (Chaired Mtg.) Ciel Patenaude, Anne Kohut, Mary Forbes (3:13pm)

TEAMS: Willow Macdonald, Mike Franklin, Maria Telford, Linda Martens. (3:06pm)

Absent:

Staff: Superintendent / Acting ST Chris van der Mark, Deputy Superintendent Lenardon, Directors of Instructions Sean Cameron, Cathy van der Mark, Patrick McCarron Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. January 10, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Affordability Fund	Deputy Superintendent Lenardon reviewed the YTD status of the District use of Affordability Funds. Principal Munroe, Columneetza Jr. Secondary, and Principal Telford, 100 Mile Elementary shared the work each led in their schools to support students and families in need and strengthen school-home relationships.	None. Information only.
3. Amended Budget	Superintendent van der Mark provided an update on the Amended Budget. We had proceeded with the first two readings of the amended budget bylaw to be on track with the February 28 submission date. We have new/additional financial information that needs to be reflected in the amended budget.	Recommended that the Board proceed with the first two readings of the amended budget bylaw at a February 21 special Board Meeting.
4. Columneetza Daycare Project	Superintendent van der Mark and Director of Operations, Mr. McCarron provided an update on the Columneetza Daycare Project.	None. Information only.
5. Capital Funding Projects 2023-24	Superintendent van der Mark and Director of Operations, Mr. McCarron provided an update on the Districts 2023-24 Capital Funding Projects that are being prioritized.	None. Information only.



Agenda Item	Notes	Action																					
6. Property Consultation Request- City of Williams Lake	Superintendent van der Mark reviewed with the committee the consultation request for property re-zoning. This has no bearing on the School District, schools in the area.	None. Information only.																					
7. DRAFT Calendar Consultation feedback	Superintendent van der Mark reviewed the feedback received on the proposed DRAFT 2023-24/2024/25 calendar.	Recommended that the DRAFT Calendars be sent out for consultation.																					
8. Proposed Future Meeting Dates																							
<table border="1"><thead><tr><th>MEETING</th><th>DATE</th><th>TIME</th><th>LOCATION</th></tr></thead><tbody><tr><td>Finance/Facilities Committee</td><td>March 7, 2023</td><td>3:00 p.m.</td><td>Board Office</td></tr><tr><td>Finance/Facilities Committee</td><td>April 11, 2023</td><td>3:00 p.m.</td><td>Board Office</td></tr><tr><td>Finance/Facilities Committee</td><td>May 9, 2023</td><td>3:00 p.m.</td><td>Board Office</td></tr><tr><td>Finance/Facilities Committee</td><td>June 13, 2023</td><td>3:00 p.m.</td><td>Board Office</td></tr></tbody></table>				MEETING	DATE	TIME	LOCATION	Finance/Facilities Committee	March 7, 2023	3:00 p.m.	Board Office	Finance/Facilities Committee	April 11, 2023	3:00 p.m.	Board Office	Finance/Facilities Committee	May 9, 2023	3:00 p.m.	Board Office	Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office
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Briefing Note

TO: Finance and Facilities & Transportation Committee

FROM: Patrick McCarron

DATE: March 7, 2023

RE: AFG and Project Updates

BACKGROUND

Each year, the Operations Department provides an overview on progress of projects to date, as well show focus areas moving forward. Our team is working hard to provide a clear, cohesive approach to the ongoing operational improvement of the district, while also addressing the identified issues of a historical practice of “deferred maintenance”.

There is a lot of work to be done, but the projects are exciting as there is opportunity to demonstrate sector skill, competence, and pride.

See slides.

RECOMMENDATION

None. Provided for information.

2022/2023 Project Update

Winter Update



Agenda

- Budget cycles explained
- Highlights 2022-23
- In the Pipeline 2023-24
- Daycare update

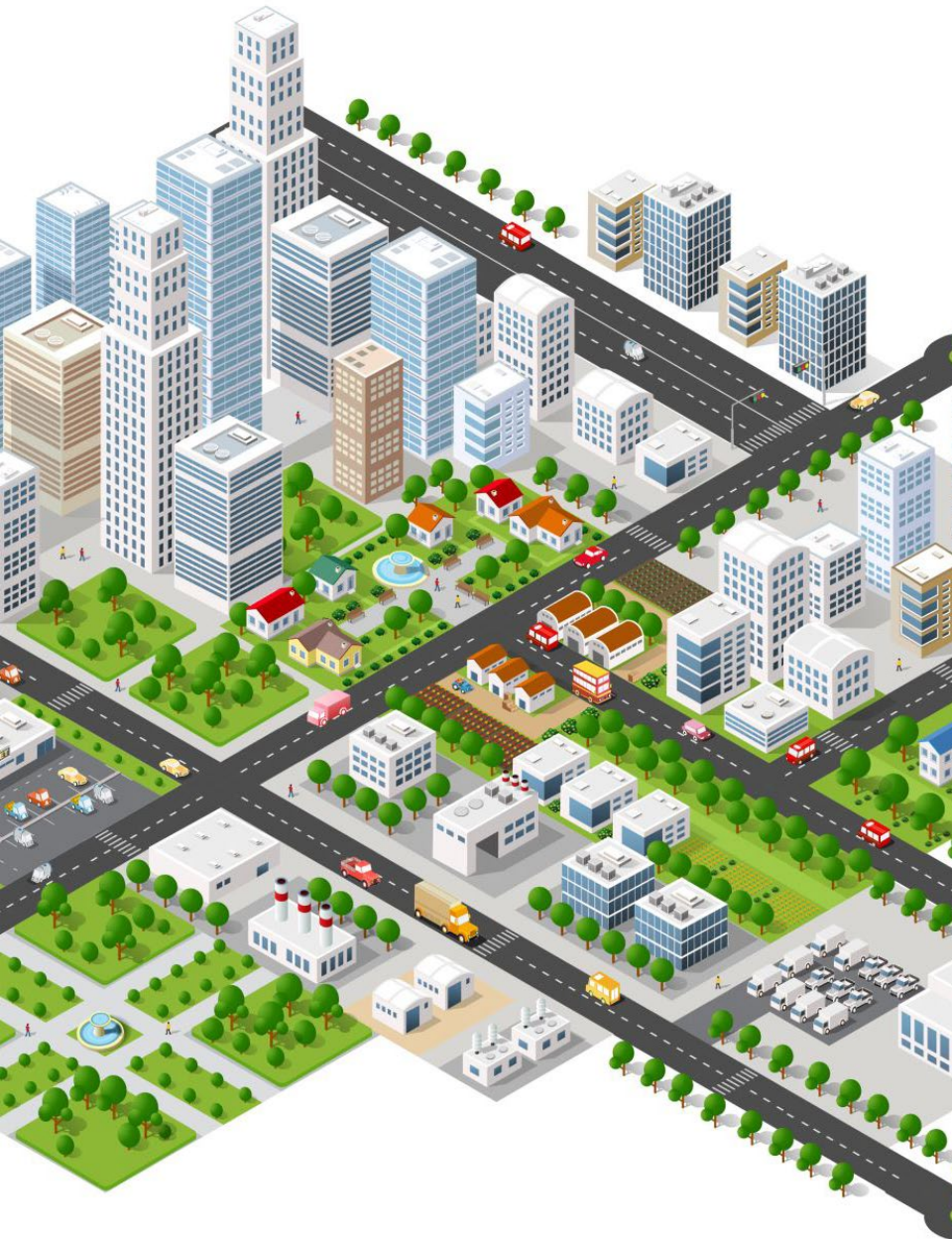
Budget Cycles Explained

This time of year, we are navigating 3 budget cycles

- 1). Current year (2022/23)
- 2). Coming fiscal year – waiting for response (23/24)
- 3). Planning for Capital submissions (24/25)

(Influenced by the deferred project plan)





The Submission Plan (Capital Plan) is based on the following categories:

- Major Capital
 - New School
 - Site Acquisition – for future schools
 - School Expansion
 - School Replacement
 - Rural Community Demolition Request Program

- Minor Capital
 - School Enhancement Program (SEP) 1.5 million
 - Carbon Neutral Capital Program (CNCP) 500,000
 - Playground Equipment Program (PEP) 165,000
 - School Bus Replacement (Bus) 159,252

- AFG
 - Operating, Support Capital projects,

Budget Cycles Explained

AFG May 31st

Major Capital July 31

Minor Capital September 30
(SEP, CNCP, PEP, Bus)



Summary

2022/23

Annual Facilities Grant 1,572,304.00

Capital total 2,616,789.00

Daycare 4,200,000

Total 8,389,093.00 (supported funding)

2023/24

Marie Sharpe 35,774,762

AFG 1,572,304.00

Capital total 6,568,960

Total 43,916,026 (Waiting for response)

Mission & Values
Policies and Bylaws
COVID-19

Strategic Planning
Administrative Procedures

Board of Education
District Contacts

CARIBOO-CHILCOTIN SCHOOL DISTRICT

2023-24
School Bus Registration

Now Accepting Registrations

Now accepting school bus registration for 2023-24

[READ MORE](#)

< >

The screenshot shows a website banner for Cariboo-Chilcotin School District. The banner features a yellow school bus and the text '2023-24 School Bus Registration' with a 'Now Accepting Registrations' button. A navigation menu at the top includes 'Mission & Values', 'Policies and Bylaws', 'COVID-19', 'Strategic Planning', 'Administrative Procedures', 'Board of Education', and 'District Contacts'. Below the banner, there is a 'READ MORE' link and navigation arrows.

Transfinder Registrations Form Finder

40 last week
330 this week

Last year from April – Aug 17
1,323 registrants (year 1)

Board Office

Board office siding and window replacement – complete

Minor tasks remaining on ramp and stairs.

Before



Board Office

Board office siding, window and roof replacement – complete



After



Mile 108 Geo-Thermal Upgrade

95% Complete

Testing and configuration remaining

Diagnostics showing better than expected results



Mile 108 Elementary School Mechanical System Upgrade - Geothermal

ENERGY
TARGET

		GJ	kWhr	Tonne CO2	GJ/ sq.m.	kWhr/ sq.m	\$	\$/ GJ	\$/ kWhr	\$/ sq.m
Natural Gas		340	94,452	16.9	0.12	33	\$3,400	\$10.00	\$0.036	\$1.17
Electricity		966	268,320	5.9	0.33	93	\$32,198	\$33.34	\$0.120	\$11.13
TOTAL		1,306	362,772	22.8	0.45	125	\$35,598	\$27.26	\$0.098	\$12.30
Anticipated Consumption after Piping Reconfiguration										
		GJ	kWhr	Tonne CO2	GJ/ sq.m.	kWhr/ sq.m	\$	\$/ GJ	\$/ kWhr	\$/ sq.m
Natural Gas		34	9,445	1.7	0.01	3	\$340	\$10.00	\$0.036	\$0.12
Electricity		773	214,656	4.8	0.27	74	\$25,759	\$33.34	\$0.120	\$8.90
TOTAL		807	224,101	6.4	0.28	77	\$26,099	\$32.35	\$0.116	\$9.02
Savings										
		GJ	kWhr	Tonne CO2	GJ/ sq.m.	kWhr/ sq.m	\$	\$/ GJ	\$/ kWhr	\$/ sq.m
Natural Gas	90%	306	85,007	15.2	0.11	29	\$3,060	\$10.00	\$0.036	\$1.06
Electricity	20%	193	53,664	1.2	0.07	19	\$6,440	\$33.34	\$0.120	\$2.23
TOTAL	38%	499	138,671	16.4	0.17	48	\$9,500	\$19.03	\$0.069	\$3.28

Mechanical Upgrades

Big Lake Boiler – Complete

Horsefly Boiler – Complete

Dog Creek

Furnace upgrade – Complete





CNCP LED Upgrades

Expenditures remaining from
previous CNCP project

Permission from Ministry to spend
funds on related projects

PSO

Horse Lake

Mile 150

Mile 108

Emergency lighting heads upgrade

Flooring

- Forest Grove Hallway / Office
- Chilcotin Road Classrooms
- Horsefly Classrooms
- W.L. Classrooms
- Marie Sharpe Classroom
- Lac La Hache Classroom

Painting

- Big Lake Exterior
- Naghtaneqed Exterior
- Cataline Interior
- Forest Grove Hallway Interior
- CSS Interior
- W.L. Interior



Fuel System Replacement

- Naghtaneqed – Generator Complete
- Next phase - Fuel system replacement



Before



Generator Shed Hazardous Materials Abatement & Fuel Treatment

Abatement finished in Summer

Generator Shed Hazardous
Materials Abatement & Fuel
Treatment

After

Abatement
finished in
Summer





Playground Installs

Cataline – Completed

Dog Creek - Completed

<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>
District Fire Alarm Upgrade	Phase 1 awarded Phase 2 in Engineering Phase 3 Year 23/24 budget cycle 2 Million total	April 2023 Start Summer 2023 start Fall/Winter 2023/24 start
PSO HVAC Upgrade	Phase 1 – Complete Phase 2 - Final documents Tender ready – Material Purchased 1.3 Million total	Spring Fabrication
Cataline Drainage	In Engineering	Late Spring
Horsefly Water Upgrade	Ready for install – Material Purchased	Spring

Examples of Projects In the Pipeline

Plenty of work behind the scenes

Daycare Update



Daycare Update

Project Status:

- Design package submitted to City of W.L. for building permit
- Still seeking to provide 119 spaces for the City of Williams Lake and area.

Project structure built on three levels

- SD27 Leadership team
- Project design team (CTA Architecture = Mechanical, Electrical, Structural, Landscape), Construction Manager / GC (Lauren Bros),
- Stakeholder Group
 - Provides inputs/influence to project design team
 - SD27, Architect design team, L.B., Interior Health, City of W.L., Women's Contact Society
 - Hold monthly meetings
 - Quarterly reporting to Ministry

Daycare Update

Key Project Notes:

- Submission to City of W.L. for building permit
- Have begun HAZMAT analysis and preparing for abatement
- Schedule for tender documents close to ready for Sub Trades
- Liaising with Cafeteria consultant about design/equipment upgrades
- Will need to begin renovating cafeteria from structure
- Working with Cafeteria consultant on layout, types of appliances, menus etc...
- Good stakeholder input
- Lauren Bros moving from CM to General contractor once construction begins



LOWER FLOOR PLAN - DEMOLITION

1/10

REFERENCE NOTES:

- ELECTRICAL CONTRACTOR TO DISCONNECT ALL ELECTRICAL EQUIPMENT, DEVICES, CABLES AND ALL ASSOCIATED MATERIALS. NO EXISTING ELECTRICAL EQUIPMENT WILL BE RE-USED.
- EXISTING FIBRE CABLES ARE LOCATED IN SLAB. ROUTES OF THE CABLES ARE NOT KNOWN. ELECTRICAL CONTRACTOR TO TRACE OUT AND MARK ROUTES. CABLES ARE TO BE REMOVED AT THE END OF CONSTRUCTION, DISCONNECTED AND MADE SAFE.

GENERAL NOTES:

- EXISTING ELECTRICAL SYSTEM MAY BE USED FOR CONSTRUCTION POWER AND LIGHTING.

MAIN FLOOR PLAN - DEMOLITION

1/10

REFERENCE NOTES:

- ELECTRICAL CONTRACTOR TO DISCONNECT ALL ELECTRICAL EQUIPMENT, DEVICES, CABLES AND ALL ASSOCIATED MATERIALS. NO EXISTING ELECTRICAL EQUIPMENT WILL BE RE-USED.

NO.	REV.	DATE	BY	DESCRIPTION
1	ISSUED FOR PERMIT	2023.02.02		
2	ISSUED FOR PERMIT	2023.02.02		
3	ISSUED FOR PERMIT	2023.02.02		

PROJECT TITLE
COLUMNEETZA CAMPUS-CHILD CARE + KITCHEN
 1045 WESTERN AVE
 WILLIAMS LAKE BC

Client's approval, the site and all information provided to us is for the purpose of preparing the drawings. We warrant that the drawings are prepared in accordance with the professional standards of the engineering profession. We warrant that the drawings are prepared in accordance with the professional standards of the engineering profession. We warrant that the drawings are prepared in accordance with the professional standards of the engineering profession.



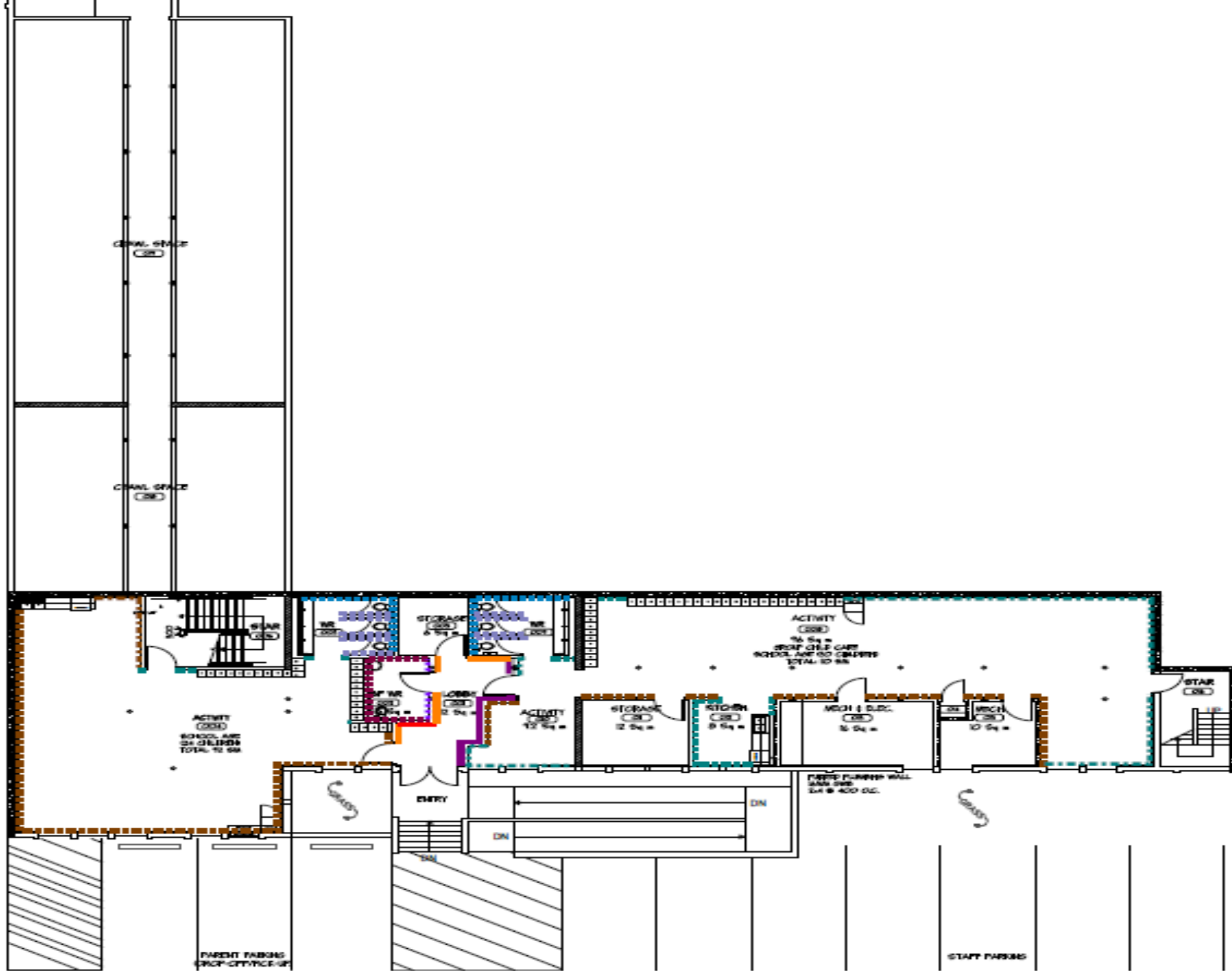
PROJECT TITLE
FLOOR PLANS - DEMOLITION

PROJECT No. 2023.02
DATE 02/02
DESIGNED BY [blank]
SCALE AS SHOWN
DATE 02/02/2023
PROJECT

REVISION No.
E - 2

CHERNOFF THOMPSON ARCHITECTS

1340-1075 WEST GEORGIA, VANCOUVER, B.C. V6E 3C1
 TELEPHONE (604) 669-9460 FAX (604) 683-7688

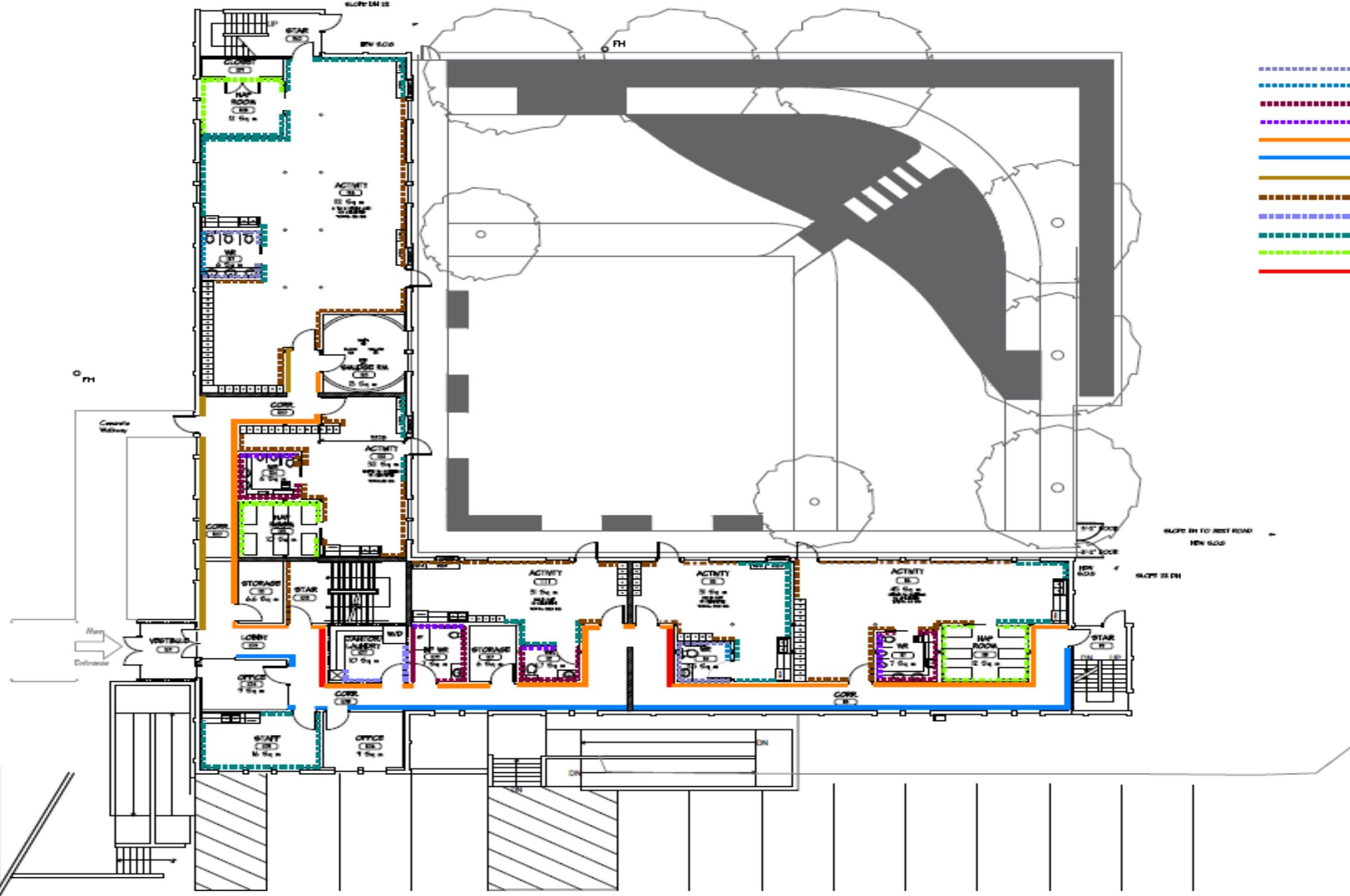


- CT-1
- CT-2
- CT-3
- CT-4
- HPL-1
- HPL-4
- FRP-1
- FRP-2
- FRP-3
- GRAPHIC WALL

PARENT PARKING
DROP-OFF/PICK-UP

STAFF PARKING



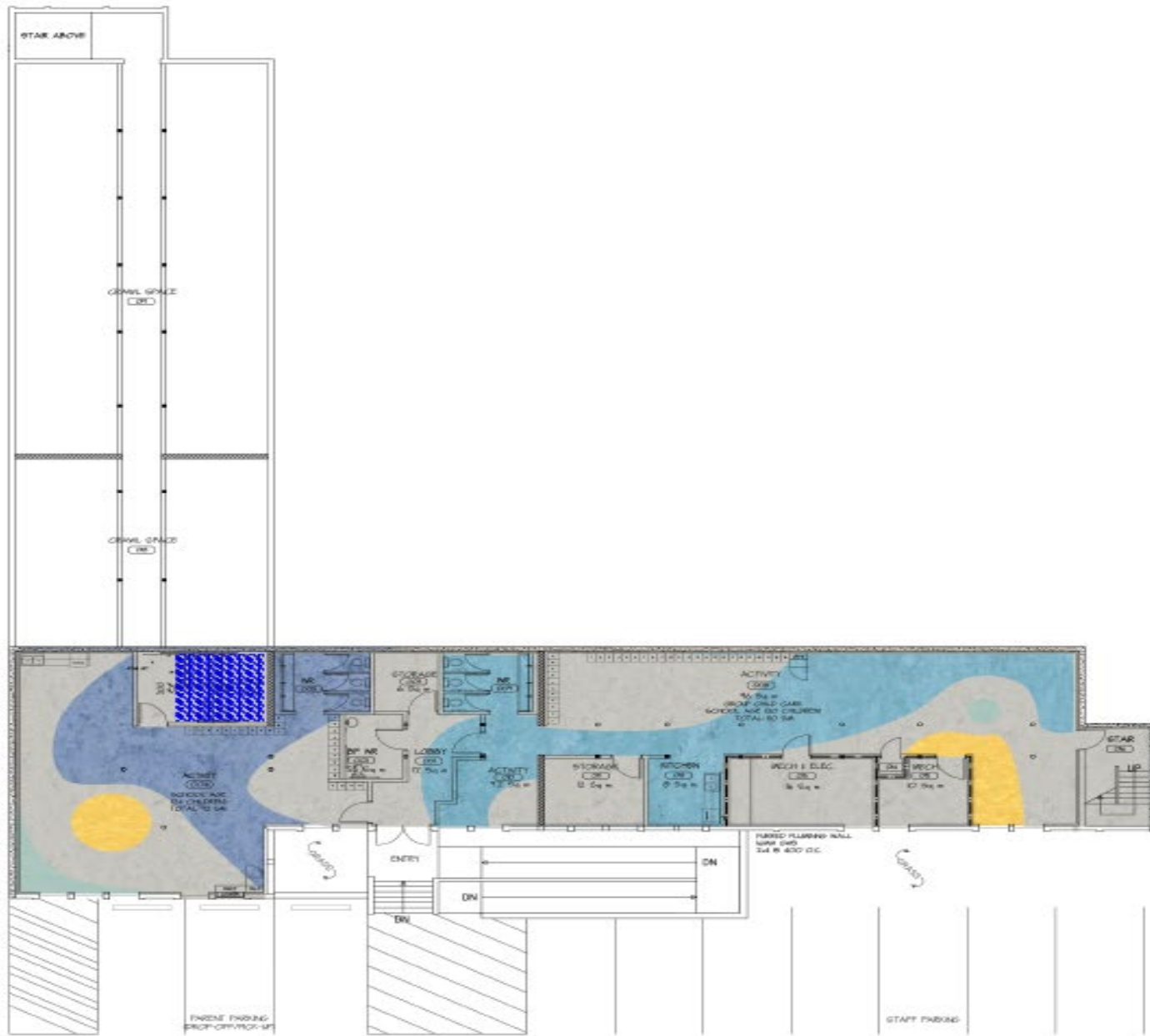


- CT-1
- CT-2
- CT-3
- CT-4
- HPL-1
- HPL-2
- HPL-3
- FFP-1
- FFP-1 (up to door H)
- FFP-2
- FFP-3
- GRAPHIC WALL



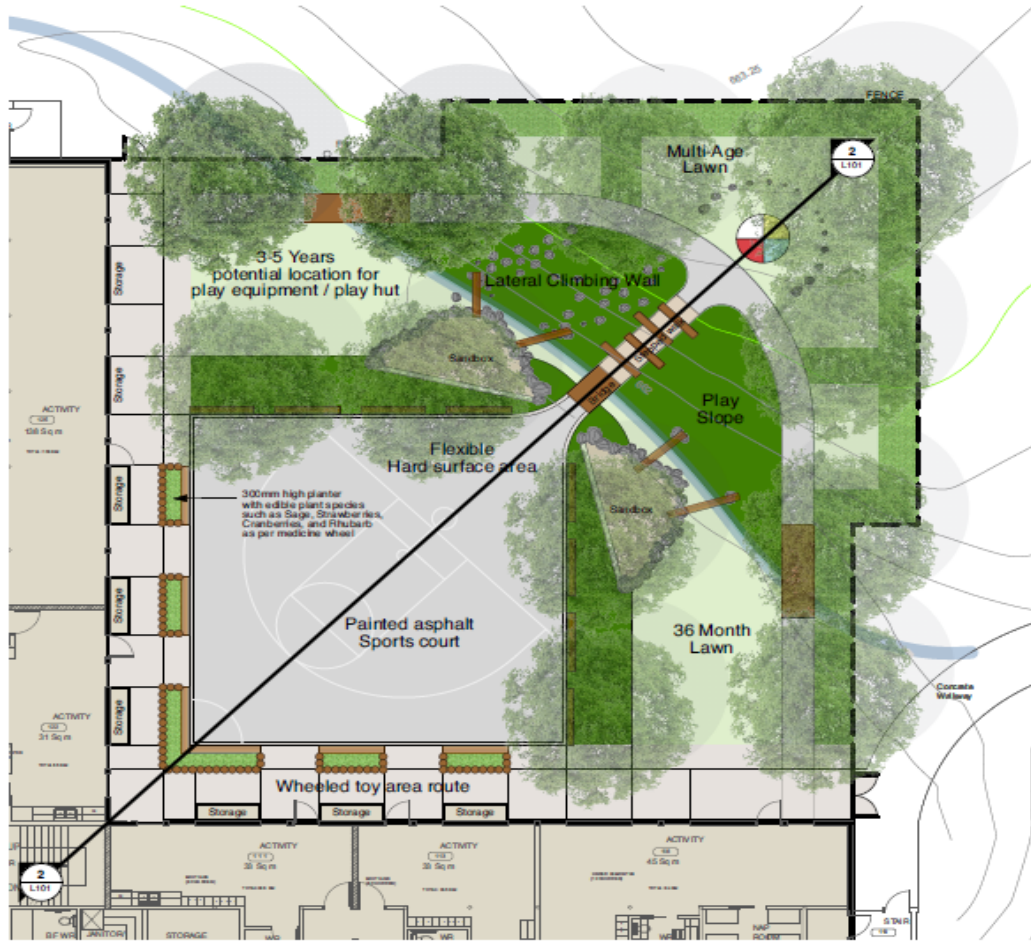
- LN-1
- LN-2
- LN-3
- LN-4
- LN-5
- LN-6
- SM-1





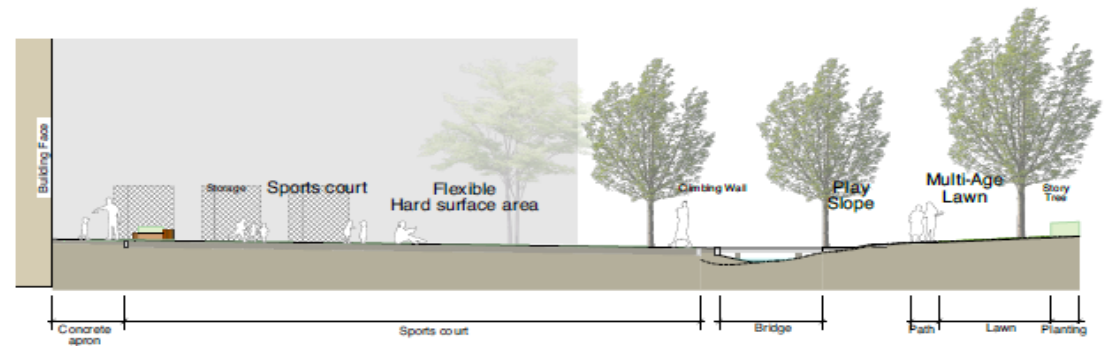
- LN-1
- LN-2
- LN-3
- LN-4
- LN-5
- SM-1

Daycare Update



1 LANDSCAPE PLAN
SCALE 1:100

MATERIALS LEGEND



2 SECTION THROUGH PLAY AREA
SCALE 1:100

Briefing Note

TO: Finance and Facilities & Transportation Committee

FROM: Sean Cameron

DATE: March 7, 2023

RE: IBM Review and IT Priorities

BACKGROUND

In December 2020 SD 27 engaged IBM to perform an IT Optimization (ITOP) review. This review was the foundation of the IT roadmap that was established in the district.

In January 2023 IBM completed a condensed ITOP review noting areas of improvement and areas of concern.

DISCUSSION

The 2023 review focused on the same key areas as the full ITOP completed in 2020. The current ITOP also included the priorities and KPI scores from the original report for comparison. The side-by-side comparison included in the current report shows significant improvement across most focus areas. These improvements are a credit to the hard work, commitment, and willingness to learn demonstrated by the IT department in SD 27.

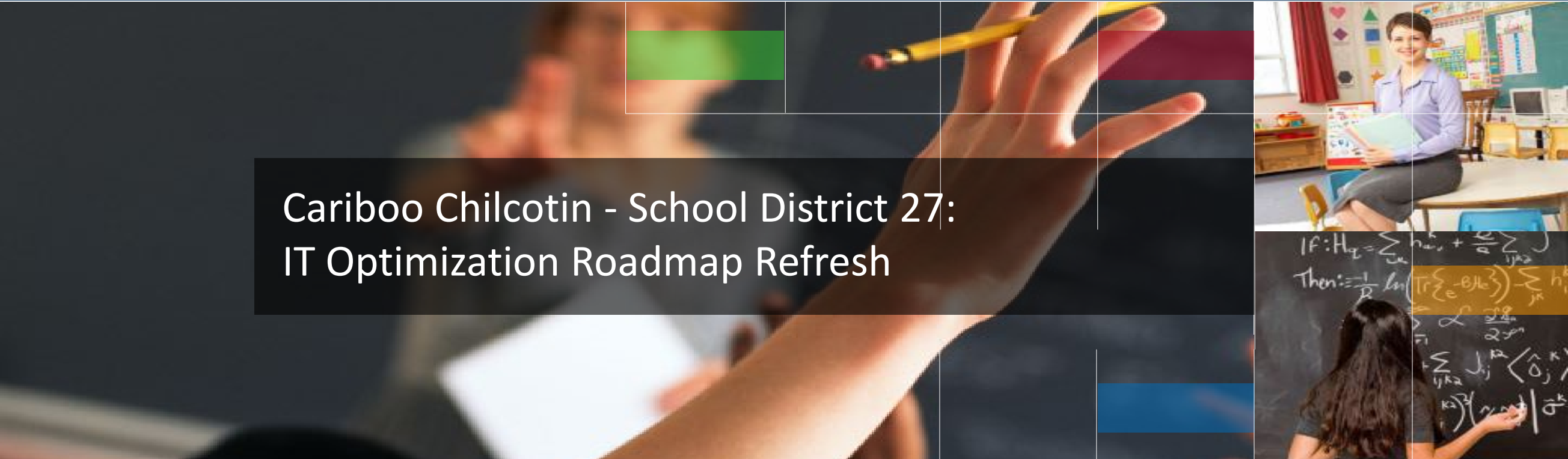
Areas of concern and priorities for future planning continue to be improving security across the district and wireless infrastructure across all sites. Addressing these areas requires significant investments in both time and resources. Both items will be brought forward in budget and project planning.

While the district has much more work to complete with IT, the report confirms the investment from the Board and the work of the department is making a difference. The IBM analysts note in their report “SD 27 has moved from being far behind many of its peers to being part of small group of districts in the province who are on the leading edge of technology services in Education.”

RECOMMENDATION

None. Information only.

“Learning, Growing, and Belonging Together”



Cariboo Chilcotin - School District 27:
IT Optimization Roadmap Refresh

IT Optimization Roadmap Refresh

Authored by:
IBM Canada K-12 Education
Brad Klinck

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Introduction & Successes

In November and December of 2020, IBM performed an IT Optimization engagement for School District 27, taking a snapshot of the current state and providing recommendations for improvements. This included a multi-year roadmap and budget, along with providing a suggested scope and sequence of projects to deliver the biggest impact and the best return on investment for the District. This document will detail the previous state of technology at the end of 2020 and provide an update, reflecting the excellent work that has been completed, along with a new roadmap for moving forward with additional recommendations.

Examples of progress and successes over the past two years include:

- ✓ Continued growth in IT team skills, response rates and customer services delivery
- ✓ A refreshed, optimized datacentre and backup environment, with off-site cloud redundancy
- ✓ Increased automation of IT tasks, allowing the IT team to focus more on delivering service to the schools
- ✓ Intune and SCCM device management
- ✓ New end-user devices, improved performance, updated image, more responsive software delivery
- ✓ Increased security posture and initiatives to better protect the district from cyber threats
- ✓ Annual Vulnerability Assessments
- ✓ SchoolConnect user ID automation and Teams automation
- ✓ Increased use of Teams, including staff and student specific templates, Teams voice migration pilot
- ✓ Network improvements, new IP scheme, increased security and usability
- ✓ Security hardening of critical systems
- ✓ Active Directory Domain Consolidation and Upgrades
- ✓ New school servers and services deployment
- ✓ Digital online forms and SharePoint portal
- ✓ PowerBI Dashboards and PowerApps





SWOT Analysis

2020 SWOT

Strengths	Weaknesses/Challenges	Opportunities	Threats/Risks
Dedicated IT team with good feedback from district staff for on-site support	Teaching & Learning Strategic Technology Plan	District Technology Plan	No high availability / clustering in data centre server infrastructure
Support for remote learners is a priority	No Formal IT Plan/Roadmap	District Strategic Plan	Risk of IT Staff Illness/Attrition, Loss of Technical/Institutional Knowledge
NGN/ECS, Firewall Rule Enhancement	End-user device Age / Performance / Reliability	Learning Plan Leveraging Digital	Risk of Data Breach or Ransomware / No device encryption
Active Directory & Office 365	Wireless Coverage / Capacity / Connectivity issues	IT Monitoring Tools (Proactive)	Risk of Data Loss / Extended downtime Due to Backup System Deficiencies
A shift toward more automation	Lack of Technology Consistency / Equity / Standards	Server & AD Consolidation	EOL Analog Telephone Systems
Meraki Wireless in all schools	IT Reactive vs Proactive	IT System Management Tools (Proactive)	No Software / OS Patch Management
Strong Single Sign-On / Cloud Application Integration	Lack of Standards	Help Desk Suite	Lack of a Plan Leads to Ad Hoc Decision Making/Band-aids
Data projectors in most rooms	Limited IT Monitoring/Management Tools	Microsoft Teams / ID Automation	Poor Business Processes Can Lead to Mistakes
Facilities use of technology in cost and emissions reduction	Password & Security Practices	Cybersecurity Awareness / Preventative Measures	

2023 SWOT

Strengths	Weaknesses/Challenges	Opportunities	Threats/Risks
Skilled IT Team, Strong Customer Service Focus	Wireless Coverage / Capacity / Connectivity issues	Additional Wireless APs or Refresh with Aruba/ClearPass Integration	Risk of IT Staff Illness/Attrition, Loss of Technical/Institutional Knowledge
Modern Datacentre Infrastructure	Limited IT Monitoring Tools	Managed SIEM Solution, Increased Security Hardening	EOL Analog Telephone Systems
Robust Backup On-Premise, in Azure, and for Office 365, some DR capabilities	Staff Cybersecurity Knowledge	Cybersecurity Awareness Training, Culture of Security	Limited Visibility/Monitoring for Threats such as Phishing and Ransomware
Strong Security Program and Roadmap	Data Privacy Strategy Needed	Disaster Recovery Plan and Consider Additional Capabilities	Disaster Recovery Planning
New SharePoint Portal and PowerBI/PowerApps	Need for Additional Resiliency Planning (DR, BCP, IRP)	Business Continuity Planning	Business Continuity Preparedness
Aruba ClearPass Wireless Security	Staff Email Protection	Incident Response Planning	Need for Incident Response Planning and IR Firm on Retainer
SchoolConnect ID & Teams Automation		Email Protection	Email Protection/Filtering to Prevent Phishing and other Threats
Refreshed, Standardized Devices		Enhanced Data Privacy and Protection	Data Privacy is Complex and Ever-Changing
New Help Ticket System			

IT Key Performance Indicators

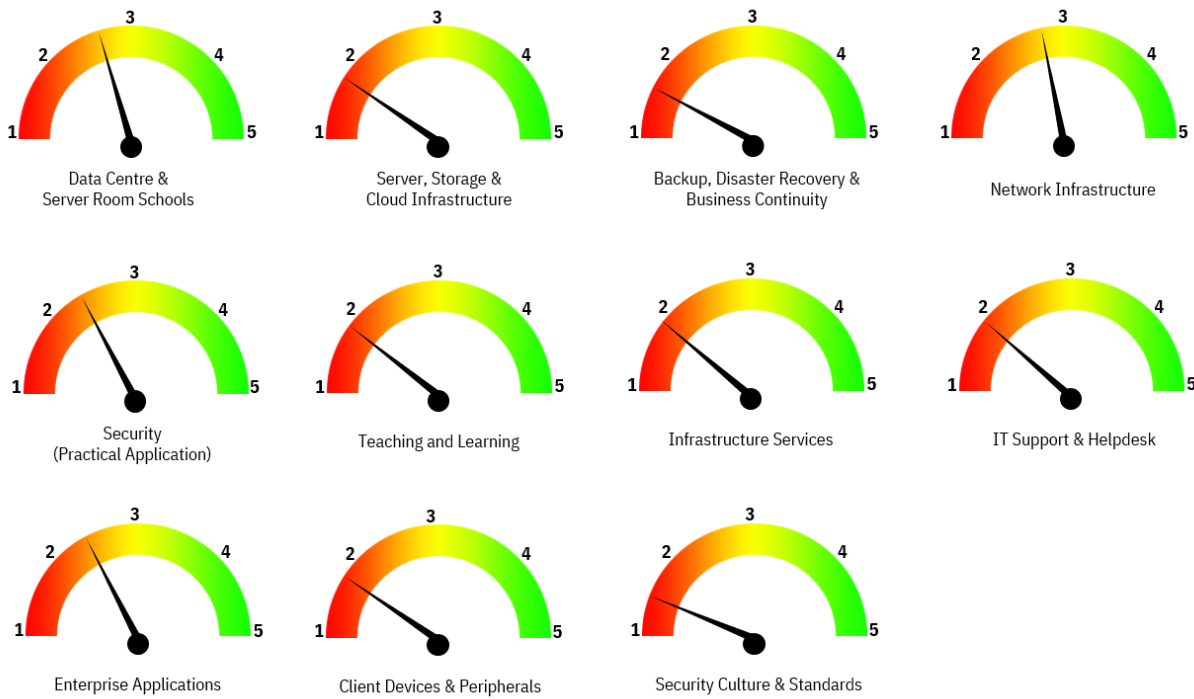
- The KPI Dashboards provide a quick snapshot of the overall IT environment, highlighting strengths and identifying gaps or areas where attention is needed.
- IBM evaluated over 250 KPIs and Best Practices in multiple categories including: Data Centre, Servers, Storage, Network, Security, Infrastructure Services, Teaching & Learning, IT Support & Helpdesk, Enterprise Applications and Client Devices.
- The KPIs are based on a maturity scale of 1 – 5 which is detailed below in a colour coded scale. It is important to note that level 5 is extremely rare to achieve.

Ratings	
1.0	Initial - processes and activities are adhoc, chaotic, or undefined.
2.0	Repeatable - basic processes and activities are established and there is a level of discipline and adherence.
3.0	Defined - All processes and activities are defined, documented, standardised and integrated together.
4.0	Managed - Processes are measured by collecting detailed data on the processes and their quality and appropriately improved.
5.0	Optimal - Continuous process improvement is adopted. Process and activities are mature.



IT Dashboard

2020 Dashboard



2023 Dashboard





IT KPI Scorecard

2020 IT KPI Scorecard

KPIs & Best Practices Summary

Data Centre & Comm. Rooms		
Data Centre	3.3	
School Communication Rooms / Racks	2.1	
	2.7	
Server, Storage & Cloud Infrastructure		
Servers (Physical Hardware including VMware)	1.6	
Virtual Infrastructure	1.5	
Storage Infrastructure	1.3	
Cloud Compute (incl hosted solutions)	2.3	
	1.7	
Backup, Disaster Recovery & Business Continuity		
Backup Strategy	2.0	
Disaster Recovery	1.3	
Business Continuity	1.3	
	1.5	
Network Infrastructure		
Internet	2.8	
Wide Area Networks and LAN Design	2.8	
Wired Networks	2.8	
Wireless Networks	2.9	
	2.8	
Security (Practical Application)		
Firewall	3.4	
Content Filter & Policies	2.8	
Internal & External Security	1.4	
Anti-Virus / Endpoint Security	2.0	
	2.4	
Teaching and Learning		
Education Strategic Planning	1.6	
Leadership	3.3	
Data and Analytics	1.5	
Implementation Effectiveness	1.3	
	1.9	
Infrastructure Services		
Identity Management & Directory Services	2.5	
DNS & DHCP	2.0	
Group Policies	1.2	
File / Sharing	1.8	
	1.9	
IT Support & Helpdesk		
IT Support	2.6	
Helpdesk	1.3	
	1.9	
Enterprise Applications		
Web / Portal	2.0	
Data & Database	1.5	
Email / Communication / Collaboration	3.3	
Finance / HR / Payroll	1.8	
SIS	3.0	
Library	2.7	
	2.4	
Client Devices		
Desktops	1.6	
Laptops	1.4	
iPads (and other tablets)	1.3	
Peripherals (Projectors, SmartBoards, AppleTV, etc. excluding printers)	1.6	
Printing Infrastructure	2.3	
Image Creation & Deployment	1.8	
	1.7	
Security Culture & Standards		
Information Security Policies, Procedures and Guidelines	2.0	
Compliance	1.0	
Security Governance	1.0	
Organization of Information Security	1.0	
Information Security Risk Management	1.0	
Communication Security, Access Control, and System Maintenance	2.0	
Information Security Incident Management	1.0	
Human Resource Security	1.0	
	1.3	

2023 IT KPI Scorecard

KPIs & Best Practices Summary

Data Centre & Comm. Rooms		
Data Centre	3.6	
School Communication Rooms / Racks	2.4	
	3.0	
Server, Storage & Cloud Infrastructure		
Servers (Physical Hardware including VMware)	4.0	
Virtual Infrastructure	4.0	
Storage Infrastructure	4.0	
Cloud Compute (incl hosted solutions)	3.6	
	3.9	
Backup, Disaster Recovery & Business Continuity		
Backup Strategy	4.0	
Disaster Recovery	2.0	
Business Continuity	1.3	
	2.4	
Network Infrastructure		
Internet	2.8	
Wide Area Networks and LAN Design	2.8	
Wired Networks	3.9	
Wireless Networks	2.9	
	3.1	
Security (Practical Application)		
Firewall	3.7	
Content Filter & Policies	3.0	
Internal & External Security	3.1	
Anti-Virus / Endpoint Security	2.0	
	3.0	
Infrastructure Services		
Identity Management & Directory Services	4.1	
DNS & DHCP	4.0	
Group Policies	3.5	
File / Sharing	1.8	
	3.8	
IT Support & Helpdesk		
IT Support	3.8	
Helpdesk	3.7	
	3.7	
Enterprise Applications		
Web / Portal	3.5	
Data & Database	3.0	
Email / Communication / Collaboration	3.8	
Finance / HR / Payroll	1.8	
SIS	3.0	
Library	2.7	
	3.0	
Client Devices		
Desktops	3.9	
Laptops	3.9	
iPads (and other tablets)	1.3	
Peripherals (Projectors, SmartBoards, AppleTV, etc. excluding printers)	1.6	
Printing Infrastructure	2.3	
Image Creation & Deployment	3.9	
	2.8	
Security Culture & Standards		
Information Security Policies, Procedures and Guidelines	2.0	
Compliance	2.0	
Security Governance	2.0	
Organization of Information Security	1.0	
Information Security Risk Management	2.0	
Communication Security, Access Control, and System Maintenance	3.0	
Information Security Incident Management	1.0	
Human Resource Security	1.0	
	1.8	

2020 Top Priorities

1. Risk Management

- ✓ a) Remediate Security Concerns
- ✓ b) Data Centre Virtualization High Availability
- ✓ c) District Strategic & Technology Plans Alignment
- ✓ d) Multifactor Authentication for Privileged / Critical Users

2. Quick Wins

- a) Active Directory Integrated Web Filtering
- ✓ b) Secure Password Practices (Vault, Reset Portal & Policies)
- c) Cybersecurity Awareness Campaigns
- ✓ d) Cloud Home Directory Migration

3. Process & Service Improvement

- ✓ a) SchoolConnect ID & MS Teams Automation
- ✓ b) IT Help Desk Solution & Asset Management System
- c) Business Process & Systems Optimization
- ✓ d) Digital Systems Migration & Optimization
- e) IT Staff Organizational Review

4. Infrastructure Optimization & Sustainability

- ✓ a) Backup Redesign
- b) Disaster Recovery Plan
- ✓ c) Wireless Network Optimization and Increased Capacity
- ✓ d) Device Standards, Management & Refresh
- e) IT Monitoring & Support Tools

5. Potential Cost Savings

- ✓ a) Device Purchasing & Standardization
- ✓ b) School Server Consolidation / Centralization
- ✓ c) Implement VoIP via Teams (Pilot at 2 sites)

6. Educational Technology Alignment

- a) Learning Plan Leveraging Digital
 - Standardize digital tools
 - Effective use of digital tools to support student learning
 - Professional learning aligned with effective use of technology
- b) Communication strategy
- c) Academic Data & Analytics Roadmap

Top Priorities

1. Risk Management

- a) Attack Surface Hardening
- b) Microsoft Defender
- c) Email Protection
- d) Cybersecurity Awareness Training
- e) 10 Essential Practices of Security Workshop
- f) Incident Response Planning
- g) Managed SIEM Solution
- h) Data Classification and Controls

2. Quick Wins

- a) Process & Workflow Automation

3. Process & Service Improvement

- a) Business Process & Systems Optimization
- b) Help Desk Chatbots and Self-Service Exploration

4. Infrastructure Optimization & Sustainability

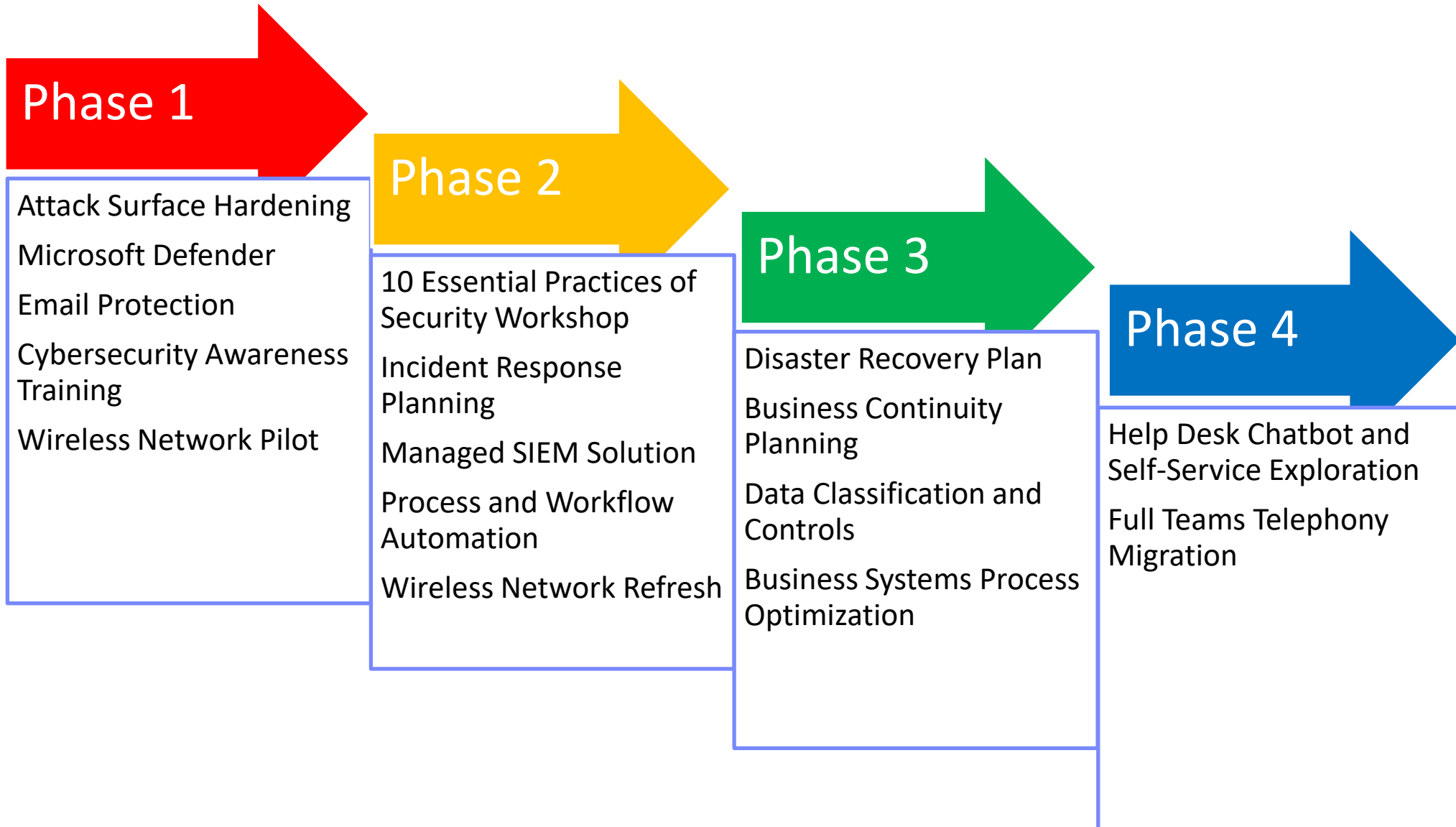
- a) Disaster Recovery Plan
- b) Business Continuity Planning
- c) Wireless Network Pilot and Refresh

5. Potential Cost Savings

- a) Full Teams Telephony Migration
- b) Potential Buy-back of old Wireless Equipment



Recommended Project Phases



Summary

In the past two years, SD27 has completed a number of large, complex IT projects and systems refreshes, greatly improving IT services and delivery capabilities, along with end-user technology experiences. SD27 has moved from being far behind many of its peers to being part of a small group of districts in the province who are on the leading edge of technology services in Education, and should be commended for undertaking this investment and driving change.

While there is never an end-state with IT, the progress made in the past two years is considerable, made possible by the leadership on the IT team and executive support from senior administrators to make technology and end-user experience a priority.

This new roadmap will provide a refresh of IT and technology integration priorities, re-affirming several later-phase ones from the original report, and adding new ones based on changes in the IT landscape. With continued focus and investment, SD27 will continue to be a leader both in the province of British Columbia, and across Canada.



THANK YOU

Briefing Note

TO: Finance and Facilities & Transportation Committee

FROM: Chris van der Mark

DATE: March 7, 2023

RE: Calendar

BACKGROUND

Each year, school districts must approve the school year for at least the upcoming year, ensuring they are compliant with the minimum hours of instruction as required by the *School Act*.

Boards must approve a calendar by March 31st.

The calendar sets the “book ends” and days of instruction. Professional Development days are set in consultation with the local union (red). These are only in as place holders for the 2024-2025 drafting calendar.

DISCUSSION

We have already sent the proposed calendar(s) out once, with the below feedback.

We have received 19 responses on the 2-year calendar(s).

With regards to the 2023-24 calendar:

- 6 requests to NOT attach Spring Break to Easter.

Rationale for attaching Spring Break to Easter is that it makes for a very uneven return from Spring Break. Spring Break is actually extended by a day as you return after Easter Monday.

- 2 requests to connected to instructional time and/or extending the length of day and reduce days in session.

This is always more complex than it looks. Instructional time, while there are ministry minimums, we also have contractual factors that limit length of day and when things can occur. Not unsolvable, but complicated.

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With regards to the 2024-25 calendar:

- Almost all respondents commented on the administrative day falling on June 30th, a Monday.

While this is the last day of June, it is a reasonable request that the administrative day be the last Friday of June, the 27th. This would make the last day in session for students Thursday, the 26th. It would not be necessary to bring staff in for the Monday if instructional minutes are met, and they are. This change will be made. Thank you for raising it.

Other comments:

- 4 requests to bring back Fall Break.

As discussed, 3 years ago, there is no educational driver for a Fall Break. Moreover, we know that such a break actively creates hardships for families and increases dysregulation in our schools.

- Some requests for there to be “choices” sent out.

We do this if we are proposing a deviation from the norm or standard practice. For example, last year, we sent out a choice when the suggestion was made regarding the later start to Christmas Break. It was not in the initial option.

- 2 comments with regards to the placements of non-instructional days.

With the exception of the District Planning Day (September), the other 5 days are planned in collaboration with the CCTA. There are some limitations as we align with provincial days in October and local events in April.

As a result of the previous round of feedback, the Administrative Day (2024-25) was moved from June 30 to June 27 with, we hope, some enhanced understanding of how these pieces are designed.

We have had 2 more request to separate Spring Break from Easter. As mentioned last month, due to the Early Easter, this creates unnecessary stops and starts that are not beneficial to learning or schools. We do not recommend this change.

This feedback, however, should be considered, in years where Easter falls later in April, separating Spring Break from Easter.

RECOMMENDATION

That the Board approve the Draft 2023-24 and 2024-25 school calendars for submission to the Ministry.

Briefing Note

TO: Finance and Facilities & Transportation Committee

FROM: Chris van der Mark

DATE: March 7, 2023

RE: Budget Priorities

BACKGROUND

As we begin our budget build for the 2023-24 school year, it is important to consider any cost pressures, potential cuts, or new priorities. Over the past 3 years, the school district has continued to identify areas of efficiency and has not needed to cut any services or programs. We have also been able to increase funding/spending to core functions of schools.

89% of the budget is staff (salary/benefits). Everything else comes from the remaining 11%.

DISCUSSION

Significant funds have been added and committed to on an ongoing basis, including:

Annual IT Lease Commitment	\$500 k
School Supplies and Resources	\$490 k
Learning Initiatives	\$150 k
Mentorship*	\$100 k
Recruitment	\$250 k
Additional Custodial**	\$190 k
Counselling Ratio above CA	\$220 k
Lifts for Exempt and Excluded***	\$180 k
Helping Teachers	\$220 k

In some cases, we have not been able/or had to spend all of the funds allocated as it may rely on availability of casual coverage.

Irrespective, the above priorities have been well received and we continue to see benefits, especially with regards to the learning components.

In addition to the above, we will be needing to consider the following:

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White Fleet replacements	\$400 k
Mini Bus for Sport/Extra Curricular (x2)	\$300 k
Learning Initiative increase (1 time)	\$80 k
Exempt and Excluded Lifts (year 2)*	\$240 k
Additional Tech/Wireless Upgrade	\$200 k

The White Fleet is a regular cost item as we replace aging vehicles. Mini-buses (one for North and South End) would ultimately help make sport and extra-curricular travel more accessible, affordable and safe from a school perspective.

We are consider bringing in some exceptional, international speakers to help augment our already robust learning series.

This year, PSEC covered the first year of the public sector raises for exempt and excluded. We had budgeted this last year (part of our anticipated surplus), and will need to do so again as there has not been confirmation of this going forward. 2023-24 has a significant lift (5.5%) and it will be essential the District plans to support exempt and excluded appropriately. Given the recent budget forecast, it would be wise not to assume the funding will be built in.

We remain in a solid position where we are able to consider new possibilities. We may not be able to do everything. We are always interested to hear from partner groups of other areas to consider as we begin the budget process.

What might be missing? What have we not considered?

Larger capital items and issues related to our deferred maintenance issues will come from AFG, Ministry Capital, or District surplus funds.

RECOMMENDATION

None. Provided for information.

Board Of Education Proposed Meeting Dates 2023-2024



MEETING	DATE	TIME	LOCATION
In-Camera Board Meeting Public Board Meeting	September 26, 2023	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	October 24, 2023	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	November 28, 2023	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	December 19, 2023	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	January 23, 2024	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	February 20, 2024	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	March 12, 2024	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	April 23, 2024	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	May 28, 2024	5:00 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	June 25, 2024	5:00 p.m. 6:30 p.m.	Board Office

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	September 12, 2023	3:00 p.m.	Board Office
Finance/Facilities Committee	October 10, 2023	3:00 p.m.	Board Office
Finance/Facilities Committee	November 7, 2023	3:00 p.m.	Board Office
Finance/Facilities Committee	December 5, 2023	3:00 p.m.	Board Office
Finance/Facilities Committee	January 9, 2024	3:00 p.m.	Board Office
Finance/Facilities Committee	February 6, 2024	3:00 p.m.	Board Office
Finance/Facilities Committee	February 28, 2024	3:00 p.m.	Board Office
Finance/Facilities Committee	April 9, 2024	3:00 p.m.	Board Office
Finance/Facilities Committee	May 14, 2024	3:00 p.m.	Board Office
Finance/Facilities Committee	June 11, 2024	3:00 p.m.	Board Office

MEETING	DATE	TIME	LOCATION
Policy Committee	September 12, 2023	5:00 p.m.	Board Office
Policy Committee	October 10, 2023	5:00 p.m.	Board Office
Policy Committee	November 7, 2023	5:00 p.m.	Board Office
Policy Committee	December 5, 2023	5:00 p.m.	Board Office
Policy Committee	January 9, 2024	5:00 p.m.	Board Office
Policy Committee	February 6, 2024	5:00 p.m.	Board Office
Policy Committee	February 28, 2024	5:00 p.m.	Board Office
Policy Committee	April 9, 2024	5:00 p.m.	Board Office
Policy Committee	May 14, 2024	5:00 p.m.	Board Office
Policy Committee	June 11, 2024	5:00 p.m.	Board Office

MEETING	DATE	TIME	LOCATION
Education Committee	September 13, 2023	4:00 p.m.	Board Office
Education Committee	October 11, 2023	4:00 p.m.	Board Office
Education Committee	November 8, 2023	4:00 p.m.	Board Office
Education Committee	December 6, 2023	4:00 p.m.	Board Office
Education Committee	January 10, 2024	4:00 p.m.	Board Office
Education Committee	February 7, 2024	4:00 p.m.	Board Office
Education Committee	February 27, 2024	4:00 p.m.	Board Office
Education Committee	April 10, 2024	4:00 p.m.	Board Office
Education Committee	May 15, 2024	4:00 p.m.	Board Office
Education Committee	June 12, 2024	4:00 p.m.	Board Office

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