



# Memorandum

**Date:** May 1, 2020  
**To:** Planning and Facilities Committee  
**From:** Mitch Van Aller, Director of Operations

**Action Item:** **Enhancement Agreement – Helen Gorman Elementary Outdoor Classroom**

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## 1.0 ISSUE STATEMENT

Helen Gorman Elementary Parent Advisory Council (PAC) wishes to install an Outdoor Classroom and enter into an Enhancement Agreement with the Board of Education.

## 2.0 RELEVANT BOARD MOTION/DIRECTION

The Board requires that an inventory of all existing exterior enhancements in the District be provided as background for each new enhancement brought forward for Board approval.

## 3.0 BACKGROUND

Helen Gorman Elementary School has been working with students, staff and the PAC for enhancements over the last few years. Helen Gorman Elementary would like to install an Outdoor Classroom consisting of a mud kitchen, sandbox and pebble box, whiteboards, bridge and walking planks, stage, bench's in front of stage and round stump tables with stump seats.

## 4.0 POINTS FOR CONSIDERATION

1. Maintenance will be minimal.
2. School will maintain, replace, repair or remove the Outdoor Classroom.

## 5.0 OPTIONS FOR ACTION

1. Approve Enhancement Agreement – Helen Gorman Elementary Outdoor Classroom.
2. Do not approve Enhancement Agreement – Helen Gorman Elementary Outdoor Classroom.
3. Request additional information.

## 6.0 FOLLOW-UP/REVIEW

Following approval from the Board of Education and all funding secured by Helen Gorman Elementary School PAC, the project would proceed.

## 7.0 DIRECTOR'S COMMENTS

No jurisdiction agreement is required with CUPE Local 3523 as work will be carried out by the District's maintenance staff.

## **8.0 STAFF RECOMMENDATION**

**THAT: The Planning and Facilities Committee recommends to the Board:**

**THAT: The Board of Education enter into an Enhancement Agreement with Helen Gorman Elementary School for the Outdoor Classroom, outlined in Appendix B, as attached to the Agenda and presented at the May 6, 2020 Planning and Facilities Committee Meeting.**

## **9.0 APPENDICES**

- A. Project Costs – Quotes and Summary Page
- B. Enhancement Agreement
- C. PAC Meeting Minutes/Motion to Approve
- D. Sketch of garden location
- E. Project Plan and Scope of Work

## Appendix A - Project Costs

### Helen Gorman Outdoor Classroom - Phase 1

Updated on April 15, 2020

Project Item	Quote #	SD 23 Low Costs	SD23 High Costs	Other Costs
<b><u>PHASE 1</u></b>				
One 10 Foot Mud Kitchen with 3 sinks *	Muddy Monkey Kitchens			\$1,400
One 10 Foot Mud Kitchen with 3 sinks *	Muddy Monkey Kitchens			\$1,400
Four Cedar Play houses *	Muddy Monkey Kitchens			\$3,800
Cedar A-frame structure 6X6X8 *	Muddy Monkey Kitchens			\$1,200
Arched Bridge 8ft *	Muddy Monkey Kitchens			\$1,150
Mud Kitchen Installation (Labour Only) '- Quote does not include cost of materials.	1.1	\$470	\$670	Refer to costs above from Muddy Monkey Kitchens
Sandbox and Pebble Box (Supplied and Installed by SD23 Own Forces)	1.2	\$1,750	\$1,950	
Whiteboards (Supplied and Installed by SD23 Own Forces)	1.3	\$1,155	\$1,355	
Bridge and Walking Planks (Labour Only) '- Quote does not include cost of materials.	1.4	\$450	\$650	Refer to costs above from Muddy Monkey Kitchens
<b>Totals</b>		<b>\$3,825</b>	<b>\$4,625</b>	<b>\$8,950</b>
<b>Grand Total (High Costs)</b>				<b>\$13,575</b>

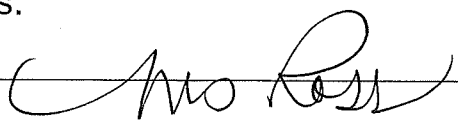
\* HGES to provide diagrams or photos of all items assembled off site. SD23 Operations to review prior to construction.



CENTRAL OKANAGAN  
"Together We Learn"

OPERATIONS  
685 Dease Road, Kelowna, BC V1X 4A4  
Ph: 250.870.5153  
Fax: 250.870.5091

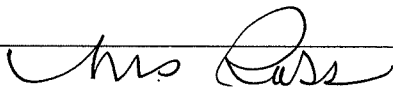
# QUOTATION

Date:	March 3, 2020	WO#:	TBD
School:	HELEN GORMAN ELEMENTARY		
PROJECT DESCRIPTION: MUD KITCHEN – QUOTE # 1.1			
Material Costs: \$ 170.00			
Labour Costs: \$ 400.00			
NOTE: ** KITCHEN BUILT OFF SITE BY OTHERS, THIS QUOTE DOES NOT INCLUDE COST OF KITCHEN			
Approved:	<input checked="" type="checkbox"/>		
Not Approved:	<input type="checkbox"/>		
Please check Approved or Not Approved. The School Administrator must sign this quote before sending it to Operations.			
Email: <a href="mailto:operations.accounts@sd23.bc.ca">operations.accounts@sd23.bc.ca</a>			
For our Quote / Estimate system, we give high/low range estimates, your project should fall within these numbers.			
Estimated Cost Range:	Low \$ 470.00	High \$ 670.00	
Estimators Initials:	RL/MD/KK		
All Quotes / Estimates are valid for 90 days.			
Administrative Officer Signature:			
	Account No.: 10.1.02.59595.0031		
	Date:	March 6, 2020	



**OPERATIONS**  
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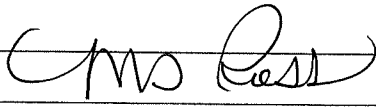
# QUOTATION

Date:	March 3, 2020	WO#:	TBD
School:	HELEN GORMAN ELEMENTARY		
PROJECT DESCRIPTION: SANDBOX AND PEBBLE BOX – QUOTE # 1.2			
Material Costs: \$ 1150.00			
Labour Costs: \$ 700.00			
Approved:	<input checked="" type="checkbox"/>		
Not Approved:	<input type="checkbox"/>		
Please check Approved or Not Approved. The School Administrator must sign this quote before sending it to Operations.			
Email: <a href="mailto:operations.accounts@sd23.bc.ca">operations.accounts@sd23.bc.ca</a>			
For our Quote / Estimate system, we give high/low range estimates, your project should fall within these numbers.			
Estimated Cost Range:	Low \$ 1750.00	High \$ 1950.00	
Estimators Initials:	RL/MD/KK		
All Quotes / Estimates are valid for 90 days.			
Administrative Officer Signature:			
	Account No.: 10.1.02.59595.0031		
	Date:	March 6, 2020	



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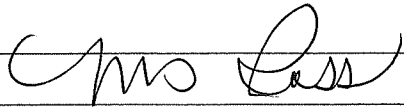
Date:	March 3, 2020	WO#:	TBD
School:	HELEN GORMAN ELEMENTARY		
<b>PROJECT DESCRIPTION: WHITEBOARDS – QUOTE # 1.3</b>  <b>Material Costs: \$ 855.00</b> <b>Labour Costs: \$ 400.00</b>			
Approved:	<input checked="" type="checkbox"/>		
Not Approved:	<input type="checkbox"/>		
Please check Approved or Not Approved. The School Administrator must sign this quote before sending it to Operations.			
Email: <a href="mailto:operations.accounts@sd23.bc.ca">operations.accounts@sd23.bc.ca</a>			
For our Quote / Estimate system, we give high/low range estimates, your project should fall within these numbers.			
Estimated Cost Range:	Low \$ 1155.00	High \$ 1355.00	
Estimators Initials:	RL/MD/KK		
All Quotes / Estimates are valid for 90 days.			
Administrative Officer Signature:			
	Account No.: 10.1.02.59595.00 <sup>31</sup>		
	Date:	March 6, 2020	



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# QUOTATION

Date:	March 3, 2020	WO#:	TBD
School:	HELEN GORMAN ELEMENTARY		
PROJECT DESCRIPTION: BRIDGE AND WALKING PLANKS – QUOTE # 1.4			
Material Costs: \$ 50.00			
Labour Costs: \$ 500.00			
**MATERIAL (BRIDGE AND PLANKS) TO BE SUPPLIED BY OTHERS, THIS QUOTE DOES NOT INCLUDE COST OF THESE ITEMS.			
Approved:	<input checked="" type="checkbox"/>		
Not Approved:	<input type="checkbox"/>		
Please check Approved or Not Approved. The School Administrator must sign this quote before sending it to Operations.			
Email: <a href="mailto:operations.accounts@sd23.bc.ca">operations.accounts@sd23.bc.ca</a>			
For our Quote / Estimate system, we give high/low range estimates, your project should fall within these numbers.			
Estimated Cost Range:	Low \$ 450.00	High \$ 650.00	
Estimators Initials:	RL/MD/KK		
All Quotes / Estimates are valid for 90 days.			
Administrative Officer Signature:			
	Account No.: 10.1.02.59595.00 <u>31</u>		
	Date:	March 6, 2020	

## **Appendix B**

### **SCHOOL SITE, FACILITIES OR EQUIPMENT ENHANCEMENT PROJECT**

**Helen Gorman Elementary School**



## **SCHOOL ENHANCEMENT PROJECT FUNDING AGREEMENT**

THIS AGREEMENT made as of the 16 day of April, 2020.

### **BETWEEN:**

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT No. 23 (CENTRAL OKANAGAN)**, having an office at 1040 Hollywood Road S., Kelowna, British Columbia  
(hereinafter called the "School Board")

### **AND:**

**THE Helen Gorman Elementary School**  
(hereinafter called the "Funding Agency")

### **WHEREAS:**

- A. The Funding Agency wishes to apply its independently obtained funding to assist Helen Gorman Elementary school in achieving School Enhancement Projects described in the Schedules attached hereto (the "School Enhancement Project").
- B. The School Board agrees that each School Enhancement Project described in the Schedules is appropriate for the School and provides a significant and desirable benefit to the students of the School.
- C. The School Board has advised the Funding Agency that its budget priorities and requirements prevent the ongoing allocation by the School Board of funds for the necessary staff training, operation and / or maintenance of each School Enhancement Project during the life of the enhancement and has requested the Funding Agency to fund, on an annual basis, the training, operating costs, maintenance and repairs necessary for the use of the enhancement by the students, staff or others at the School.

**NOW THEREFORE** in consideration of the School Board accepting the School Enhancement Project from the Funding Agency, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Funding Agency, from its own resources, agrees to fund the capital cost of each School Enhancement Project described in the Schedules for installation at the named School.
2. The School Board agrees to assign all personnel necessary to supervise, install and maintain the School Enhancement project at the School, in compliance with its Collective Agreement(s), and at the cost of the funding agency, as detailed herein.
3. The Funding Agency further agrees to provide annually, such funds as determined by the School Board, acting reasonably, that may be required for the staff training, operation, maintenance and repair of the School Enhancement Project to ensure that it can be utilized in a safe, efficient and continuous manner by District students, staff and others, for the life of the School Enhancement Project.
4. The School Board, through its administrative personnel shall determine the standard and schedule of maintenance and repair work, and shall inspect, maintain and repair the enhancement on a regular basis in order to limit any liability to the School Board arising out of the use of the School Enhancement Project by the staff, students, or other persons at the School.
5. Upon accepting the School Enhancement Project the School Board assumes the liability associated with the project and agrees to save harmless the Funding Agency.
6. The School Board shall provide the Funding Agency with any estimated costs of operating, monitoring, maintenance and repair for the next school year annually, on or before May 1<sup>st</sup> in each year, during the life of the Project. The Funding Agency shall pay over to the School Board, the required funds by July 1<sup>st</sup> of the same calendar year.
7. In the event that the Funding Agency is unwilling or unable to provide the necessary funds for the operation, maintenance and repair of any School Enhancement project, the School Board may, at its sole option, decommission the Project, dismantle and dispose of any remaining assets, and retain any residual value from the Project as it sees fit, upon ninety (90) days written notice to the Funding Agency.

8. The School Board agrees that any breach by the Funding Agency of its obligation to fund the required costs associated with the use of a School Enhancement Project shall not be considered the personal obligation of an individual member of the Funding Agency or its executive or directors, and shall be limited to the current cash resources of the Funding Agency, notwithstanding the operation of any law to the contrary.

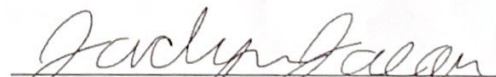
9. This Agreement shall only be binding upon the School Board upon the passage of a resolution by the School Board and upon the Funding Agency upon the approval by a resolution at a general meeting of the members of the Funding Agency, authorizing the executive of the Funding Agency to enter into the Agreement.

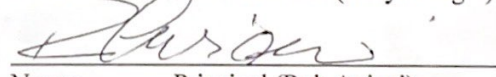
IN WITNESS WHEREOF the parties have hereunto executed this Agreement in the presence of their duly authorized signing officers on that behalf the day and year first above written.

**THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT No. 23,  
(CENTRAL OKANAGAN)** by its  
authorized signatory:

\_\_\_\_\_  
Secretary Treasurer/Assistant Superintendent

**THE Helen Gorman Elementary School**  
by its authorized signatory(ies):

  
Name: PAC President (Jaclyn Jaeger)

  
Name: Principal (Rob Aviani)

# Appendix C - Pac Meeting Minutes

## Helen Gorman Elementary General Meeting Agenda

March 4, 2020

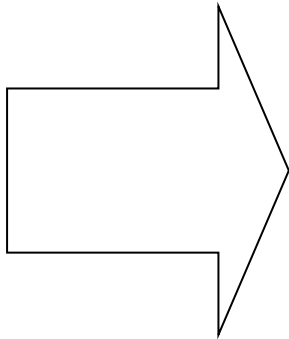
1. **Welcome and Introductions:** Jaclyn, Linda, Erin, Alicia, Diane, Sam, Carrie, Hailey, Anna, Alisha, and Shannon
2. **Approval of January 2020 minutes:** Shannon approves
3. **Treasurer's Report**
  - a. General Account: \$ 37581.73
  - b. Gaming Account: \$ 4770.19
  - c. Gymnastics is about to come out, the cheque has been written
4. **President:**
  - a. **Teacher requests:**
    - i. \$1,102.08 for replacing spot light. Light has already been ordered. Are we wanting to pay the full amount? Anna says she will first approved, Sam seconded.
    - ii. SCREAM: just for the Gr 5. A character building program that goes on for a week. Has always been very well received by everyone. \$75 a student. They will be coming in from the 9<sup>th</sup>-13<sup>th</sup>. Asking for half to be paid for by PAC: \$1462.50. Hailey approved, Erin seconded. Will pay first bit out of gaming and then the rest will come out of General.
5. **Special events:**
  - a. Movie night: Profit? It went well, minus the skipping!!! Parents gave lots of positive feedback. Not a great money maker, but that wasn't the point.
  - b. DFS Fundraiser: Not doing as well as the Christmas ones, but they aren't due until the 13<sup>th</sup>, so assuming more will come in right before the end date.
  - c. Are we still wanting to do the Spring Fair? Not many people involved makes it difficult to put on an event. Can we assign prep jobs to other parents? Should Shelley send out a special notice asking for help? May 29<sup>th</sup>. Hailey, Sam and Erin volunteered that they will be the head organizers. Alicia will help write out a list to organize what parent help/volunteers. Carrie will help as well.
  - d. Facebook auction? Are we just wanting to do this instead of the Spring Fair as well? Less work for our Special Events Coordinators. Would change the date for the end of April. It will go from April 14<sup>th</sup>-21<sup>st</sup>.
6. **Hot Lunch:**
  - a. Term 3 is ready to go. It ordering goes until March 12<sup>th</sup>. Diane is not going to be heading hot lunch next year. She will still help, but will not be the head person.
    - i. Jaclyn's idea, maybe look into having a caterer head the hot lunch. Won't be a fundraiser, probably just break even. However, hot lunch is our biggest

fundraiser, so we really want to keep it. It would be really worth it for PAC to keep the hot lunch program. We will put it out there and see if anyone would up for taking on that position.

7. Need to discuss who is staying and who is going for next year on PAC. A few people are unsure if they are going to continue on the Exec PAC.

**8. Principal's Report:**

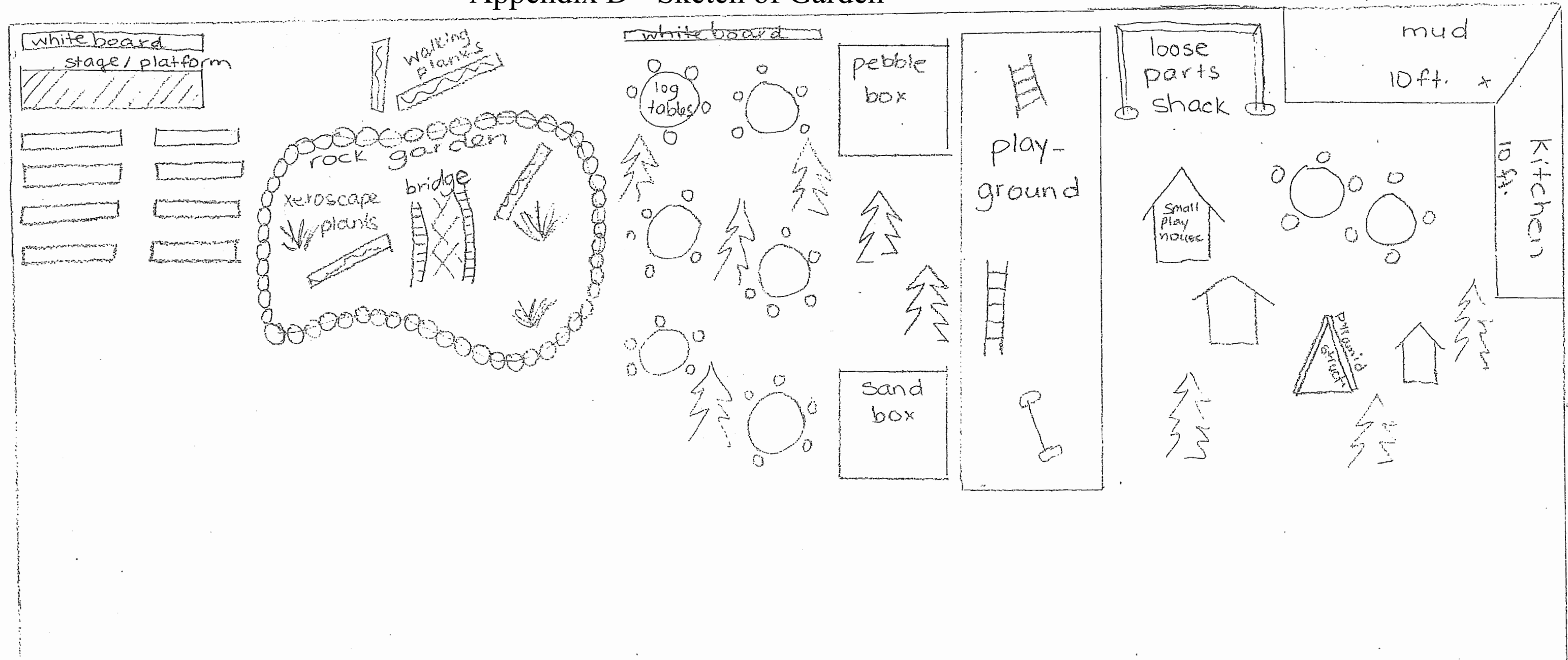
- a. Rob Aviani is the new principal that is coming in. He previously was a Vice Principal at Rutland Middle school. He is joining HE March 16, 2020
- b. Westside Forum: Tuesday Feb 18 evening from 6-7pm at Mount Boucherie Secondary School
  - i. Thanks to all the teachers and students for coming out and showing off our Outdoor Education Learning at HE
  - ii. Please check out the bulletin board by the PAC kitchen with all the outdoor pics.
- c. Outdoor Classroom: see new concept drawing and priorities
  - i. Moving forward
    - SD has been out and are in the process of putting together a quote on the items we would like from them.
    - We have a quote from Muddy Monkey Kitchens
    - HE will have to target fundraising for the completion of the Outdoor Learning Space
      - Motion for increase in fundraising for outdoor classroom was passed. Shannon motioned and Carrie seconded re: upping the outdoor classroom fund to \$30,000. We will need the additional \$16,000. PAC already gave \$10,000 plus \$2,000 from the fall fair. The school gave \$2,000, so we are up to \$14,000, leaving \$16,000 remaining to fundraise. Spring Fair and online auction money earned will go towards the outdoor classroom.
- d. Kindergarten Registration Opened on February 3
  - i. To date we have 40 registrations
- e. Upgrades in the school
  - i. The Accessible bathroom is being renovated March/April (will be enlarging it by taking some to the classroom that the Boys and Girls Club are using)
- f. H2O – Grade 3 swim lessons
  - i. Three lessons/free swim for all grade 3 students Feb 26, March 4 & 11.
- g. UBCO Nursing Students
  - i. Community/School Service working with Mrs. Pendergast, Mrs. Dawson and Mrs. Soukeroff – presenting 2 lessons in each class (March 3 & 10).
- h. Projections for 2020-2021 school year
  - i. Whole school: 228 – presently at 231. This is up from last year.
  - ii. Kindergarten: 42 – already at 40 – assuming that we will go over projection
- i. Dates to Note:
  - i. Report Cards – Term 2 – March 13



- ii. Linda's last day – March 13
  - iii. Spring Break: March 16-30<sup>th</sup>
  - iv. Early Learning for Families (ELFF) night – Thursday April 2, 2020.
    - Theme: My Emotions
  - v. School Photos: April 9, 2020
  - vi. Easter Weekend: Friday April 10 – Monday April 13, 2020
  - vii. Battle of the Books District Wide Competition: April 16, 2020 (Grades 3-5)
9. **Spring fair:** roughly \$2000 towards outdoor class. Still need to raise another \$16,000 to complete the project. Can we do a few more targeted fundraisers to complete the fundraising. Maybe use the Auction as a first big targeted fundraiser? Can we ask for donations straight for it? No, it is frowned upon and very tricky to get that done. Have to go through CUPE, etc. Linda will ask and see if it is a possibility, but it does not look very possible.
10. **Any other business:**
- a. Treat Day: Will not be continuing unless there are other parents that can step up and sell. Jaclyn can still buy and get everything setup beforehand but cannot always commit to being able to sell. Tina Gigliamino has been helping out but we should have some back-ups. This is a great fundraiser that brings in roughly \$2000 each year. Maybe look into the sign up genius, only need 20 min, set up, sell and give the money to Shelley. Carrie can maybe swap days with Tina and do opposite weeks.
  - b. Before and after school care. Is there a possibility to bring it here in the gym. It's a big question. Liability, etc. Is there a way to look into it.

**Next meeting:** will be Exec on April 14, General April 20<sup>th</sup>, both at 6pm.

# Appendix D - Sketch of Garden



HGE Concept Drawing  
February 26, 2020.



# Appendix D - Sketch of Garden





## Appendix E - Project Plan and Scope of Work

### CENTRAL OKANAGAN PUBLIC SCHOOLS SCHOOL ENHANCEMENT AGREEMENT PROPOSAL

Outdoor Learning Centre: Phase 1

Helen Gorman Elementary School

April 9, 2020

Outdoor Learning Center Committee Members: Sarah Dawson, Alycia Soukeroff &  
Kim David

Principal: Rob Aviani

## **PROJECT PLAN AND SCOPE OF WORK**

### **OUTDOOR LEARNING CENTRE AT HELEN GORMAN ELEMENTARY: PHASE I**

Over the past couple of years, the staff of Helen Gorman Elementary School has been engaging in professional learning regarding the benefits of outdoor learning environments. The result of our learning is a two-phase project proposal for the establishment of an outdoor learning center at our school. This School Enhancement Agreement Proposal is for Phase I. When funding is secured for Phase II, a second School Enhancement Agreement Proposal will be forthcoming from the school.

The Outdoor Learning Centre will positively impact teaching and learning at Helen Gorman Elementary School by ensuring that students have the opportunity to connect with nature through a hands-on approach. The Outdoor Learning Centre supports inquiry as well as the ability to authentically embed Indigenous perspectives in our work. We also are confident that this project will help students develop the core and curricular competencies found in BC's curriculum.

The Outdoor Learning Centre will be maintained by Helen Gorman Elementary School staff. A district work order will be placed in the event that any repairs are needed.

Helen Gorman Elementary School is proud to partner with our Parent Advisory Committee to help fund this project. Quotes for the projects in Phase I are included in this package. Here is an overview description of these projects:

1. Furniture designed by Muddy Monkey Kitchens (Peachland) and delivered onto school property
  - 2 Mud Kitchen (anchored to the fence)
  - 4 Small Playhouses
  - 1 A-Frame Structure
  - 1 Arched Bridge
  
2. By School District
  - Sandbox – cedar siding replaced
  - Pebble box – dug out, built with cedar siding, filled
  - White boards (standard size) mount on the fence (able to take down)
    - Possible wooden shutters, with storage inside with a key lock
  - Bridge and walking wooden planks - cedar



Muddy Monkey Kitchens  
4880 Trepanier Road  
Peachland, British Columbia  
V0H1X2

For: Helen Gorman PAC

Invoice:

10 Foot Mud Kitchen with 3 sinks and shingled roof	\$1875.00
10 Foot Mud Kitchen with 3 sinks	\$1400.00
Cedar A-frame structure 6X6X8	\$1200.00
Arched Bridge 8ft	\$1150.00
4 x Cedar Play houses	\$3800.00

Delivery:	\$200.00
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TOTAL: \$9,625.00

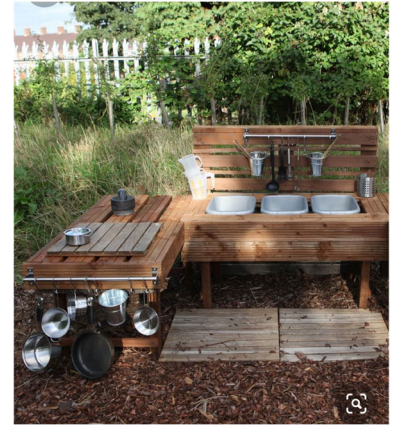
Most of the items will be premade at the business and assembled on location.

Payment Payable by cash, e-transfer or cheque to:

Jessica Powell

Jessicapowell85@hotmail.com

Delivery Date: TBD



**10-foot Mud Kitchen with 3 sinks**



**Cedar Playhouses**



**Cedar A-frame Structure  
(in background)**

by [tessy](#) · Posted on May 14, 2019



**Cedar A-frame Structure**