

Public Notice – Board of Education Online Public Meeting

A public meeting of the Board of Education for School District 62 (Sooke) **will be held on February 23, 2021 at 7:00 pm.**

Requirements that limit the size of public gatherings due to the COVID-19 pandemic mean this meeting will proceed differently than they have in the past. The meeting will be conducted online via MS teams. We encourage members of the public to join the LIVE Event.

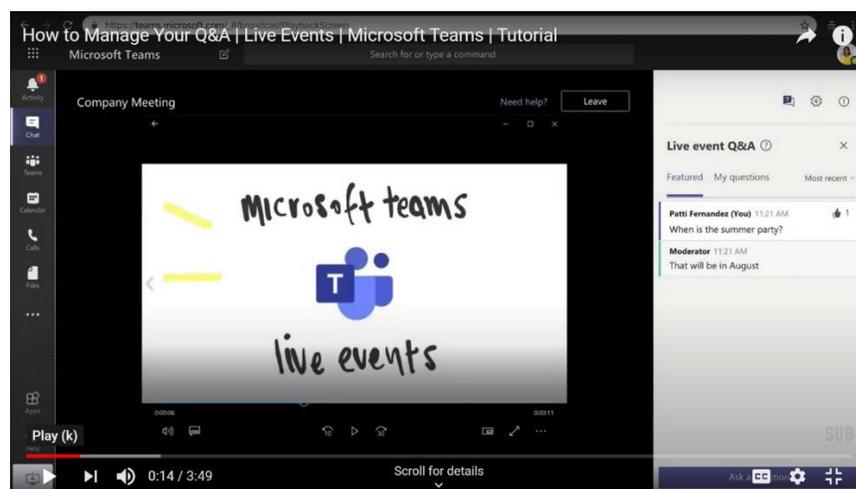
To participate in the meeting please click on this link:

<https://jump.sd62.bc.ca/Public-Board-Meeting-February-23-2021>

To guide you, the following is information on how to join a live event in MS Teams.

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

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- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
 - Select the **Q&A**  function on the right side of the screen.
 - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
 - A reminder for Stakeholder groups to use the **Q&A** function.
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**BOARD OF EDUCATION
PUBLIC MEETING
By Live Event**

<https://jump.sd62.bc.ca/Public-Board-Meeting-February-23-2021>

February 23, 2021 – 7:00 p.m.

A G E N D A

1. **CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**
We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Scia'new Nation, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)
2. **AGENDA (page 2)**
 - 2.1 Call for amendments and additional items
Motion Requested: That the Board of Education adopt the public meeting agenda of February 23, 2021, as presented (or as amended).
3. **MINUTES (page 5)**
 - 3.1 Call for amendments to minutes
Motion Requested: That the minutes of the January 26, 2021 meeting be adopted as presented (or as amended).
4. **INFORMATIONAL ITEMS AND ANNOUNCEMENTS**
 - 4.1 Board Chair Update – Ravi Parmar
 - 4.2 COVID-19 Update – Scott Stinson
5. **EDUCATIONAL PRESENTATIONS**
 - 5.1 Outdoor Learning Opportunities Presentation – Stephanie Hedley-Smith
6. **CORRESPONDENCE & DELEGATIONS**
 - 6.1 Correspondence: (page 11)
 - a. Email from James Powell dated February 18, 2021 RE: School Bussing Fee Legality
 - 6.2 Standing Delegations (STA, CUPE, PVP, SPEAC, CPF, Students) – 5 minutes each
7. **FINANCE, FACILITIES AND SERVICES**
 - 7.1 Resources Committee – Meeting of February 9, 2021 – Bob Beckett (page 15)
Motion Requested: That the Board of Education School District 62 (Sooke) allow all three readings of the 2020/21 Amended Budget Bylaw at its meeting of February 23, 2021.

Motion Requested: That the Board of Education of School District #62 (Sooke) approve the Amended Annual Budget Bylaw of the Board for the fiscal year 2020/2021 as presented.

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the guiding principles for the 21/22 budget year as presented at the Resources Committee meeting on February 9, 2021.

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the assumptions for the 21/22 budget year as presented at the Resources Committee meeting on February 9, 2021.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee meeting of February 9, 2021.

8. EDUCATION PROGRAM

8.1 Education-Policy Committee – Meeting of February 2, 2021 – Allison Watson (page 55)

Motion Requested: That the changes to Administrative Regulations for Policy C-210 be received by the Board as part of the Education-Policy Committee report.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee meeting of February 2, 2021.

9. STUDENTS

9.1 Estimated Enrolment and Funding Update – Paul Block/Harold Cull (page 69)

9.2 Safe and Active Routes Project Plan – Dianna Seaton (page 75)

10. FOUNDATIONS & GOVERNANCE

10.1 Report from the Aboriginal Education Council – Meeting of December 2020

10.2 Report from the Victoria Family Court and Youth Justice Committee – Meeting of February 19, 2021 - Margot Swinburnson

10.3 Goldstream Trestle Working Group – Meeting of February 19, 2021 - Margot Swinburnson
10.4 BCSTA Provincial Council Update – Allison Watson

11. ADMINISTRATION

11.1 Superintendent's Report – Scott Stinson (page 77)

12. PERSONNEL

13. UPCOMING EVENTS

February 24, 2021 – Pink Shirt Day

March 8, 2021 – International Woman's Day

14. FUTURE ITEMS

15. QUESTION PERIOD

Members of the public have the opportunity to ask questions related to agenda items discussed at tonight's meeting using the QA function in MS Teams. Individuals must identify themselves and ask questions directed to the Chair. Members of the media can direct their questions to the Manager, Communications for response following the meeting.

16. ADJOURNMENT



**MINUTES
BOARD OF EDUCATION
PUBLIC MEETING
LIVE MS Teams Event
January 26, 2021 – 7:00 p.m.**

TRUSTEES: Ravi Parmar, Board Chair Bob Beckett, Vice-Chair
 Bob Phillips Margot Swinburnson
 Allison Watson Dianna Seaton
 Wendy Hobbs

STAFF: Scott Stinson, Superintendent
 Harold Cull, Secretary-Treasurer
 Stephanie Hedley-Smith, Associate Superintendent
 Dave Strange, Associate Superintendent
 Paul Block, Associate Superintendent
 Dan Haley, Executive Director, HR
 Farzaan Nusserwanji, Executive Director, IT
 Steve Tonnesen, Manager IT Operations
 Sue Grundy, Manager Executive Operations

REGRETS:

SECRETARY: Kristina Ross

1. CALL TO ORDER

The meeting was called to order at 7:08 p.m. by the Board Chair. Ravi Parmar acknowledged the traditional territories of the First Nations.

2. AGENDA

2.1 Call for amendments and additional items

19. MOVED Allison Watson/Dianna Seaton
 That the Board of Education of School District 62 (Sooke) adopt the agenda of
 January 26, 2021 as presented.
 CARRIED

3. MINUTES

3.1 Call for amendments to minutes

20. MOVED Bob Phillips/Bob Beckett
 That the Board of Education of School District 62 (Sooke) adopt the minutes of
 the December 15, 2020 meeting as presented.

CARRIED

4. INFORMATIONAL ITEMS AND ANNOUNCEMENTS**4.1 Board Chair Update – Ravi Parmar**

The Board Chair made a formal statement which reiterated its Provincial Declaration from June 2020 regarding racism and bigotry in the community. Further, racist graffiti on SD 62 property and buildings will not be tolerated and does not have any place in our community or society.

4.2 COVID-19 Health & Safety update – Scott Stinson

On January 18, 2021 the District was notified by Island Health that a member of the Royal Bay Secondary School community was confirmed as a COVID positive case. The date of exposure at school was January 15, 2021. Contact tracing was completed, a deep clean of the school was completed, and follow-up information was provided to staff and families. Staff and students are reminded to continue with Daily Health Checks. Furthermore, the BC Government has released its COVID-19 Immunization Plan in which it states all immunizations will be completed by September 2021.

5. EDUCATIONAL PRESENTATIONS**5.1 School's Codes of Conduct – Paul Block**

In 2016 there was a significant change to the language in the BC Human Rights Code. This revision caused the District to discuss the lens of diversity, inclusion and equity in relation to our schools codes of conduct. In February 2021 the Board of Education will be presented with the revised Code of Conduct from schools in our District.

6. CORRESPONDENCE & DELEGATIONS**6.1 Correspondence**

Board Chair, Ravi Parmar, sent welcoming letters to several Ministers and Ministers of State appointed in the Cabinet of BC.

6.2 Standing Delegations (STA, CUPE, PVP, SPEAC, CPF, Students) – 5 minutes each**STA – Rita Zeni**

First Vice President, Rita Zeni, indicated that the STA was pleased with the quick and effective response of the District regarding its first COVID positive case. While the STA was satisfied with the response, it has seen an increase in its members' anxiety, as members are still hearing from their students and families regarding their social gatherings and travel. In addition, the BCTF is still troubled that there is no mask mandate in BC schools. The STA referenced the lack of mental health days for its members, and spoke of the need for a District Power Outage Policy.

CUPE – Amber Leonard

Amber Leonard indicated that CUPE appreciated the letters sent by the Board of Education to the various Ministers and Ministers of State. Particularly those sent to Minister Chen, Minister of State for Child Care and Minister Malcolmson, Minister of Mental Health and Addictions. CUPE looks forward to discussing the expansion of the District Child Care Program that their members provide. In addition, CUPE is interested in participating in the Budget Planning Process for the 2021/22 school year.

PVP – Francis Krusekopf

Francis Krusekopf shared a PowerPoint presentation with the Board of Education on the great start to 2021 which included pictures of students and activities from around the District.

SPEAC – Sandra Arnold

Vice President, Sandra Arnold, indicated that SPEAC was happy with quick and effective response from the District regarding its first COVID positive case. In addition, SPEAC is sponsoring several topics of interest for parents. Information will be forthcoming.

Canadian Parents for French – Billie-Jo Cavanaugh

No delegation.

Students

No delegation.

7. FINANCE, FACILITIES AND SERVICES**7.1 Report on the Resources Committee – Meeting held on January 12, 2021**

Trustee Beckett provided the Board of Education with an overview of the Resources Committee Meeting.

21. **MOVED** Bob Beckett/Wendy Hobbs

That the Board of Education of School District 62 (Sooke) approve the proposed 21/22 budget development process as outlined at the January 12, 2021 Resource Committee meeting.

CARRIED

22. **MOVED** Bob Beckett/Wendy Hobbs

That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee meeting of January 12, 2021.

CARRIED

7.2 Catchment Change Implementation Update – Scott Stinson

Staff have begun to develop a timeline and process map to ensure changes are in place for September 2022, when the new schools open for instruction.

8. EDUCATION PROGRAM**8.1 Report on the Education Policy Committee – Meeting held on January 5, 2021**

Trustee Phillips provided the Board of Education with an overview of the Education Policy Committee Meeting.

23. **MOVED** Bob Phillips/Dianna Seaton

That the Board of Education of School District 62 (Sooke) approve BAA course Professional Cook 11 A.

CARRIED

24. **MOVED** Bob Phillips/Allison Watson

That the Board of Education of School District 62 (Sooke) approve BAA course Professional Cook 11 B.

CARRIED

25. **MOVED** Bob Phillips/Allison Watson

That the Board of Education of School District 62 (Sooke) approve BAA course Professional Cook 12 A.

CARRIED

26. MOVED Bob Phillips/Allison Watson
That the Board of Education of School District 62 (Sooke) approve BAA course Professional Cook 12 B.
CARRIED

27. MOVED Bob Phillips/Allison Watson
That the Board of Education of School District 62 (Sooke) receive the report from the Education Policy Committee meeting of January 5, 2021.
CARRIED

8.2 Policy Adoption – Scott Stinson

28. MOVED Bob Phillips/Dianna Seaton
Given that the required period for notice of motion has been served that the Board of Education of School District 62 (Sooke) adopt revised draft Policy E-123 “Probationary Employees”.
CARRIED

29. MOVED Bob Phillips/Bob Beckett
Given that the required period for notice of motion has been served, that the Board of Education of School District 62 (Sooke) adopt revised draft Policy E-139 “Deceased Employee Benefit”.
CARRIED

30. MOVED Bob Beckett/Margot Swinburnson
Given that the required period for notice of motion has been served, that the Board of Education of School District 62 (Sooke) adopt new draft Policy and Regulations E-158 “Public Interest Disclosure -Whistleblower Protection”.
CARRIED

31. MOVED Margot Swinburnson/Dianna Seaton
Given that the required period for notice of motion has been served, that the Board of Education of School District 62 (Sooke) adopt revised draft Policy and Regulations F-100 “Transportation”.

32. MOVED Allison Watson/Dianna Seaton
That the Board of Education of School District 62 (Sooke) amend the regulations for F-100 “Transportation” under section two Transportation Fees and amend to read “late fee not to exceed \$100 per family”.
CARRIED

9. **STUDENTS**

9.1 Mental Health Funding – Wendy Hobbs

Trustee Hobbs spoke to the Board of Education on student mental health funding.

33. MOVED Wendy Hobbs/Bob Beckett
That the Board of Education of School District 62 (Sooke) enter into discussions with community partners, municipalities and the provincial government regarding increased services and programs to support child and youth well-being and mental wellness in our community.
AMENDED

34. MOVED Ravi Parmar/Dianna Seaton
That the Board of Education of School District 62 (Sooke) re-affirm its support to work with community partners, municipalities and the provincial government to increase services and programs to support child and youth well-being and mental wellness in our community.
CARRIED

10. FOUNDATIONS & GOVERNANCE

10.1 Governance Committee – Meeting of January 18, 2021 – Dianna Seaton

Trustee Seaton provided the Board of Education with an overview of the Governance Committee Meeting.

35. MOVED Dianna Seaton/Margot Swinburnson
Given that the required period for notice of motion has been served that the Board of Education of School District 62 (Sooke) adopt new draft Policy A-105 “Trustee Code of Conduct”.
CARRIED

36. MOVED Dianna Seaton/Bob Beckett
That the Board of Education of School District 62 (Sooke) give second and third reading of By-Law No. 1-20 “School Board Governance”.
CARRIED

37. MOVED Dianna Seaton/Allison Watson
That the Board of Education of School District 62 (Sooke) give second and third reading of By-Law No. 2-20 “Trustee Indemnification”.
CARRIED

11. ADMINISTRATION

11.1 Superintendent’s Report – Scott Stinson

Scott Stinson provided an update to the Board of Education on kindergarten registration and enrolment; Transformative Education; the Strategic Plan Renewal; catchment implementation; major capital projects; and the posted opportunity to draft the District’s Sustainable Energy Plan.

12. PERSONNEL

13. UPCOMING EVENTS

BCPSEA AGM – January 28, 2021
Health Day – January 28, 2021

14. FUTURE ITEMS

15. QUESTION PERIOD

Members of the public have the opportunity to ask questions related to agenda items. All media questions can be directed to the Manager, Communications for follow-up and response.

16. ADJOURNMENT

The meeting was adjourned at 8:58 p.m.

Certified Correct:

Chairperson of the Board

Secretary-Treasurer

From: [Harold Cull](#)
To: [Farzaan Nusserwanji](#); [Kristina Ross](#)
Subject: FW: School Bussing Fee Legality
Date: Thursday, February 18, 2021 8:03:10 AM

From: Ravi Parmar <rparmar@sd62.bc.ca>
Sent: Wednesday, February 17, 2021 9:27 PM
To: Scott Stinson <sstinson@sd62.bc.ca>; Harold Cull <hcull@sd62.bc.ca>
Cc: Sue Grundy <scgrundy@sd62.bc.ca>; Bob Beckett <bbeckett@sd62.bc.ca>
Subject: Fwd: School Bussing Fee Legality

FYI.

R

Ravi Parmar
Chairperson, Board of Education
School District No. 62 (Sooke)

From: James Powell <wx732@shaw.ca>
Sent: Wednesday, February 17, 2021 8:48 PM
To: Ravi Parmar
Cc: john.horgan.mla@leg.bc.ca; educ.minister@gov.bc.ca; Mike Hicks
Subject: School Bussing Fee Legality

CAUTION - EXTERNAL SENDER: This email originated from outside of School District 62. Do not click links or open attachments unless you have verified the sender and know the content is safe.

To: The Board of Education
School District 62
3143 Jacklin Road
Langford BC
(Via Email to Ravi Palmar, Chair of Board)

From:

James Powell

2838 Denewood Place

Shirley BC

V9Z 1G6

CC:

John Horgan, MLA Juan De Fuca/Langford

Minister of Education Jennifer Whiteside

Mike Hicks, Regional Director, Juan de Fuca Electoral Area

Board Members:

I would like to enquire of the Board of Education for School District 62, how you believe you can reconcile the following 5 statements:

82 (1)A board must provide free of charge to every student of school age resident in British Columbia and enrolled in an educational program in a school operated by the board,

(a)instruction in an educational program sufficient to meet the general requirements for graduation,

(b)instruction in an educational program after the student has met the general requirements for graduation, and

(c)educational resource materials necessary to participate in the educational program.

(BC Education Act)

And

“The School Act does not require school districts to provide a school bus transportation services and therefore it is the responsibility of each family to determine the best transportation option to and from school to meet their needs.” (F-100, SD 62 board policy)

And

“ Student Walk Limits The Ministry of Education's guidelines for student walk limits are as follows: Primary students: 4 km to or from school Intermediate & Graduation students: 4.8 km to or from school” (F-100, SD 62 ADMINISTRATIVE REGULATIONS)

And

“The District will charge an annual Safety Fee to be used to improve the safety for students and staff engaged in District transportation services. This fee, set annually by the Board of Education, will not exceed \$25/rider. The District will charge a late registration fee to be set

annually by the Board and not to exceed \$100/family for any registration request received after September 1. Exceptions will be provided to families moving into or within the District after the late registration date.” (F-100, SD 62 ADMINISTRATIVE REGULATIONS)

And

“The hand full of districts that currently charge families a transportation fee for a students local or catchment area school must eliminate these fees to be eligible for the funding. All districts need to use the funding for transportation services to be eligible” (Student Transportation Fund Press Release, 2016)

The Board of Education is in a position where the board is responsible to provide an education to students by having schools located within the guideline walk limits, or to provide daily transportation, or to provide weekly transportation and boarding for ALL students located within SD 62. Given that previous boards elected to in a cost saving move, close local schools that served isolated communities. They then provided transportation to the students located within the 4 km (Primary School) distance of those schools to larger schools; it then falls on subsequent boards of education to continue to provide such services indefinitely, or until conditions change sufficient to encourage the replacement of those schools.

With regards to the BC Supreme Court Ruling (2006 BCSC 1415) the BC Supreme Court has ruled that fees leading to a graduation outcome are illegal, under what grounds does the board of SD 62 propose that it is exempt from such ruling ?

I do not believe, as a layperson and a parent of two students within the district, that it is possible for SD 62 to charge any fee for regular access to bussing provided outside of the previous walk limits, now referenced as guidelines by the board in F-100. To do so would to materially be charging for program leading to graduation, which the BCSC has ruled is illegal, regardless of providing financial relief to individuals who request it.

To be perfectly clear, I am requesting that the board remove the fee from ALL students living outside of the 4 km walk limit. I can afford the \$50/year that this move would cost me at present, but are refusing to pay it based on my perception of its illegality in relation to S82(1). If the district can provide me with grounds to pay it, I will do so. Such grounds could constitute a change of S82(1), a Supreme Court of Canada ruling, or similar. Failing to see such a legislative change, or SCOC ruling, I will continue to decline to pay, and expect that SD 62 will continue to transport my two students in the fall of 2021, until such time as a resolution in excess of the BCSC ruling is concluded.

Signed,

James Powell

Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on February 9, 2021 at 6:00 pm.**

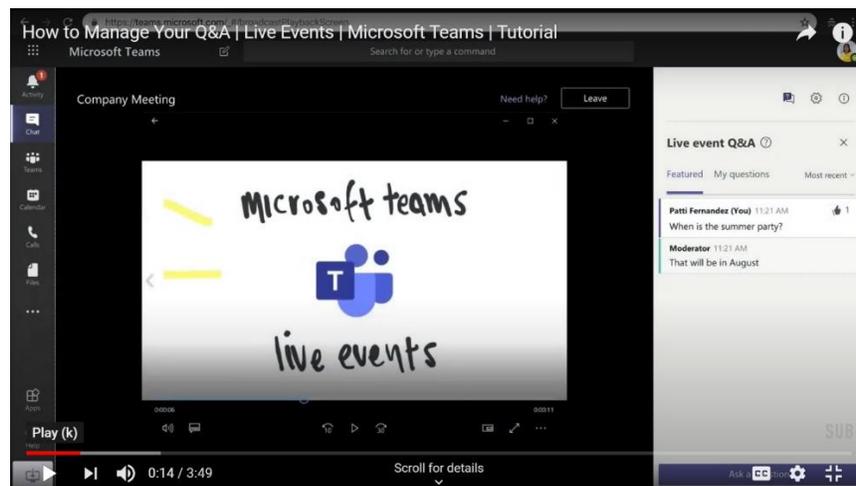
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To participate in the meeting please click on this link:
<https://jump.sd62.bc.ca/ResourcesCommitteeMeeting-Feb9>

To guide you, the following is information on how to join a live event in MS Teams.

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

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RESOURCES COMMITTEE
School Board Office
Via MS Teams
February 9, 2021 – 6:00 p.m.

A G E N D A

1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuuchahnulth. (words gifted by the three nations SD62 works with)

2. REPORT (page 3)

3. PRESENTATIONS (10 min.)

4. BUSINESS

- 4.1 Emergency Response – Stephanie Hedley-Smith (page 6)
- 4.2 20/21 Amended Budget – David Lee Bonar (page 9)
- 4.3 20/21 Quarter 2 Financial Forecast – Harold Cull (page 29)
- 4.4 21/22 Budget Assumptions, Guiding Principles & Operations Plan – Harold Cull (page 34)

5. ADJOURNMENT

6. NEXT MEETING DATE: March 3, 2021



Committee Report of Resources Committee Meeting via MS Teams January 12, 2021

Present: Bob Beckett, Trustee (Committee Chair)
 Wendy Hobbs, Trustee (Committee Member)
 Margot Swinburnson, Trustee (Committee Member)
 Krista Leakey, SPVPA
 Amanda Dowhy, SPEAC
 Ed Berlando, STA
 Bruce Woodcock, CUPE
 Scott Stinson, Superintendent & CEO
 Harold Cull, Secretary Treasurer
 Farzaan Nusserwanji, IT Director & CIO
 Nicole Gestwa, IT

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:03 pm by the Committee Chair, Bob Beckett acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically, Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in our schools; Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)

2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated December 2, 2020 at it's Public Board Meeting dated December 15, 2020.

3. PRESENTATIONS

There were no presentations.

4. NEW BUSINESS

4.1 Committee Mandate/Reminders – Bob Beckett/Harold Cull

The Resources Committee discussed the role and purpose of the Committee(s) and the valuable input the Committee has in Board decisions. The Committee was provided a copy of policy and regulation A-340: School Board Committees which outlines the details of the committee mandate and membership.

The Mandate of the Resources Committee: To meet with the Secretary-Treasurer, other appropriate staff, and district partner groups to review and recommend to the Board direction and actions pertaining to:

- Building construction, maintenance and district facilities, transportation and custodial services;
- Develop and recommend to the Board long range planning for accommodating the District's needs related to sites and buildings;

- Make recommendations to the Board regarding the annual Capital Budget submission to the Ministry of Education;
- Consider and make recommendations to the Board on the District's operating, special purpose and capital budgets;
- Consider and recommend to the Board new or adjusted bylaws;
- Consider and make recommendations to the Board on the District's business and accounting services;
- Consider, recommend and provide advice and information to the Board related to human resources; and
- Other matters referred by the Board.

The Membership consists of:

- Three Trustees appointed in December of each year by the Board Chairperson;
- Superintendent;
- District staff;
- Any Trustees not assigned may attend as a guest;
- A representative from Sooke Teachers' Association (STA);
- A representative from CUPE Local 459;
- A representative from Sooke Principals and Vice-Principals Association (SPVPA);
- A representative from Sooke Parent Education Advisory Council (SPEAC); and
- A Student representative.

4.2 Multi-Year Budgets – Harold Cull

Harold Cull provided a multi-year operating budget plan from 20/21 to 23/24 to the Resources Committee. Discussion centered around the importance of high level and long-range financial planning at the District level. Additionally, the Committee conferred on the risk of assuming the International Student Program returns to pre-pandemic FTE levels, and the need to be conservative in District projections.

4.3 21/22 Budget Development Process – Harold Cull

Harold Cull provided the budget development timelines and anticipated roles for the 2021/22 budget to the Committee. Staff indicated that the 2021/22 budget will largely be a roll over budget as the District revises its Strategic Plan. A deeper dive in the 2022/23 budget will be conducted through program or departments reviews that will ensure that funding is provided to the required activities in order to deliver on the goals of the District. The Committee discussed the proposed approach and all Trustees were supportive of recommending the motion for the Board's review and consideration.

Recommended Motion: That the Board of Education of School District #62 (Sooke) approve the proposed 21/22 budget development process as outlined at the January 12th Resource Committee meeting.

4.4 Emergency Response vs. Business Continuity – Harold Cull/Farzaan Nusserwanji

The Resources Committee discussed Emergency Response and Business Continuity and the two different roles they play in the event of an emergency. Some of the challenges facing schools and the District were also discussed and the Committee focussed on the emergency response activities. It was also discussed that the ability to communicate effectively and efficiently during an event will be extremely important.

Staff will provide a detailed presentation at the February Resources Committee meeting outlining the work conducted to date on the Emergency Response project and will engage the Committee in a discussion of the work remaining to be done.

5. ADJOURNMENT AND NEXT MEETING DATE: February 9, 2021

Committee Info Note

Resource Committee Meeting

February 9, 2021

Agenda Item: 4.1 – Emergency Response

Focus of the Discussion

- Staff would like to focus the Committee’s discussion on the work completed to date and work to be completed in regards to **Emergency Response**
- For the purpose of the District’s work on this issue, we have used the following definition to create the scope of the project:

Emergency response includes any systematic **response** to an unexpected or dangerous occurrence. The goal of an **emergency response** procedure is to mitigate the impact of the event on people and the environment.

- There are processes that have been or will be developed to address the more routine issues such as power outages, server disruptions and other weather related challenges
- Our emergency response efforts have been focused on dangerous situations such as fire and earthquake
- As part of our approach, we have been relying on external experts to guide us as we build the internal capacity to properly deliver on emergency management activities

Background

- In 2018, the SPEAC Emergency Prep group, with the support of the Board, advocated for a budget for emergency prep with the mandate that all schools would be supplied with the provincial standards.
- It was also discussed that each school would have an emergency storage container for supplies and that a reunification process would be developed and practiced by each elementary school
- 17 Elementary schools would receive post-disaster reunification training and practice utilizing a standard emergency release process during functional exercises

- Our reunification approach has consisted of:
 - 1) staff training;
 - 2) parent education; and
 - 3) a controlled student release exercise
- The feedback received from staff, parents and local authorities was used to capitalize on strength, reduce common vulnerabilities and recommend best practices for a standard reunification process in SD62
- The 17 reunifications were completed in the spring of 2019/2020 and the contents in the storage containers were updated in 2020

Context

SCHOOL BOARD POLICY – F-501

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation. Emergencies effecting school facilities and/or school transportation that may prevent use for an unspecified period of time may include the following:

- a) [Fire](#)
- B) [Threats to School Occupants or Facilities \(i.e. Bomb Threat\)](#)
- C) [Hold and Secure](#) & [Lockdown](#)
[Lockdown Drills](#)
- D) [School Bus Accident](#)
- E) [Severe Weather](#)
- F) [Earthquake](#)
[Earthquake Guidelines for Bus Drivers](#)
- G) [Hazardous Spills, Accidents, or Explosions](#)
- H) [Abduction](#)
- I) [Incident on Field Trip](#)
- J) [Pandemic](#)

Next steps

- **January 2021** - SPEAC created an emergency prep committee with a new group of parents
- This new group has asked the District to focus on the following items:

- a) Reviewing the District policy to ensure it is up to date;
- b) The [Ministry website](#) to confirm our District work is aligned;
- c) Help with storage containers;
- d) Support with communication and next steps for Middle schools and Secondary schools; and
- e) Creating understanding and awareness of emergency response with the larger parent group

Committee Discussion

- Within the parameters of emergency response, are there other areas that the District should be focusing on?

Emergency Preparedness, Response & Recovery

- [Public Safety and Emergency Services](#)
- [Emergency Management](#)
- [Emergency Management B.C. Office Contacts](#)
- [PreparedBC](#)

Info Note
Resources Committee
February 9, 2021
Agenda Item: 4.2 – 20/21 Amended Budget Bylaw

Background

- Pursuant to Section 156 of the *School Act* (Accounting Practices), Boards of Education are required to prepare and submit budgets to the Minister, in the form, with the information, and at the time required by the Minister
- The Minister is requiring Amended Annual Budgets to be prepared, adopted by bylaw and submitted by February 28, 2021
- In order to pass all 3 readings of the bylaw on February 23rd, the Board is required to pass a motion that approves all 3 readings at one meeting and that motion needs to be approved unanimously
- Staff would like the Committee members to consider supporting the following recommendation for the Board to consider and debate at their February 23rd meeting:

Recommended Motion: That the Board of Education of School District #62 (Sooke) allow all three readings of the 2020/21 Amended Budget Bylaw at its meeting of February 23, 2021.

20/21 Amended Budget

- This Amended Annual Budget is the Board of Education's updated financial plan for the 2020/21 school year
- The total budget bylaw amount, which includes expenses and asset purchases from all funds, is presented at the end of Statement 2 (attached)
- The Amended Annual Budget Bylaw amount of \$159,622,295 is an increase of \$10,614,736 from the Annual Budget bylaw amount of \$149,007,559 approved by the Board on June 23, 2020

- The \$10,614,736 increase is due to the following:

	Amended	Annual	Incr / (Decr)
	\$	\$	\$
Budget Bylaw Amount			
Operating - Total Expense	121,808,609	119,930,423	1,878,186
Operating - Tangible Capital Assets Purchased	295,077	0	295,077
Special Purpose Funds - Total Expense	27,624,101	19,389,848	8,234,253
Capital Fund - Total Expense	9,894,508	9,687,288	207,220
Total Budget Bylaw Amount	159,622,295	149,007,559	10,614,736

- The \$207,220 **Capital Fund Expense** increase is due to an anticipated increase in amortization of tangible capital assets
- The \$8,234,253 **Special Purpose Fund Expense** increase is largely due to the Classroom Enhancement Fund (\$1.54M), the Provincial Safe Return to School Grant (\$0.87M), the Federal Safe Return to Class Fund (\$4.36M), and carry forward amounts from 2019/20 (\$1.46M)
- As indicated in the Schedule 2 table below, the \$295,077 increase in **Tangible Capital Assets** is mostly due to the acquisition of electric school buses to be delivered shortly and funded through carry over funds from 2019/20
- Also indicated in the Schedule 2 table below, the \$1,878,186 increase in **Operating Fund Expenses** is due to the 2019/20 carry forward amounts (\$2.04M), associated expenditures with a new Mentorship Grant (\$0.235M), and planned cost reductions (\$0.338M) to offset the decrease in the Operating Grant

Schedule 2								
	2020-21	FY21	FY21	FY21	FY20	2020-21		
	Amended	Op Grant &	Mentorship	Department	Carry	Annual	Incr / (Decr)	
	\$	International	Grant	Reallocation	Over	\$	\$	
Total Revenue	116,525,647	(1,325,018)	235,000	0	(120,000)	117,735,665	(1,210,018)	
Total Expense	121,808,609	(338,290)	235,000	(62,500)	2,043,976	119,930,423	1,878,186	
Net Revenue (Expense)	(5,282,962)	(986,728)	0	62,500	(2,163,976)	(2,194,758)	(3,088,204)	
Budgeted Prior Year Surplus Appropriation	5,578,039	986,728	0	0	2,396,553	2,194,758	3,383,281	
Net Transfers (to) from other funds								
Tangible Capital Assets Purchased	(295,077)	0	0	(62,500)	(232,577)	0	(295,077)	
Surplus (Deficit), for the year	0	0	0	0	0	0	0	

- As per Schedule 1, the Budgeted Accumulated Surplus for the end of year is \$1,614,851. This amount is calculated as follows:

Accumulated Surplus, beginning of year	7,192,890
Preliminary Budget Net Expense	(2,194,758)
2019-20 Restricted Surplus / Carry Over	(2,396,553)
2020-21 Operating Grant Recalculation	(986,728)
Budgeted Accumulated Surplus, end of year	1,614,851

- The end of year Budgeted Accumulated Surplus of \$1,614,851 is 1.33% of budgeted total expenses of \$121.8M
- As will be discussed during the Q2 Financial Forecast (4.3) agenda item, staff are forecasting an actual year end reserve of \$2.541 m and the variance is due to the reporting requirements of the Ministry – details will be provided at the meeting

Recommended Motion: That the Board of Education of School District #62 (Sooke) approve the Amended Annual Budget Bylaw of the Board for the fiscal year 2020/2021 as presented.

Amended Annual Budget

School District No. 62 (Sooke)

June 30, 2021

School District No. 62 (Sooke)

June 30, 2021

Table of Contents

Bylaw	1
Amended Annual Budget - Revenue and Expense - Statement 2	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Object	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4	15

*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 62 (SOOKE) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2020/2021 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 62 (Sooke) Amended Annual Budget Bylaw for fiscal year 2020/2021.
3. The attached Statement 2 showing the estimated revenue and expense for the 2020/2021 fiscal year and the total budget bylaw amount of \$159,622,295 for the 2020/2021 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2020/2021.

READ A FIRST TIME THE 23rd DAY OF FEBRUARY, 2021;

READ A SECOND TIME THE 23rd DAY OF FEBRUARY, 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF FEBRUARY, 2021;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 62 (Sooke) Amended Annual Budget Bylaw 2020/2021, adopted by the Board the 23rd DAY OF FEBRUARY, 2021.

Secretary Treasurer

School District No. 62 (Sooke)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	11,386.750	11,644.000
Adult	62.813	63.000
Total Ministry Operating Grant Funded FTE's	11,449.563	11,707.000
Revenues	\$	\$
Provincial Grants		
Ministry of Education	142,134,815	139,092,529
Tuition	3,094,900	1,583,000
Other Revenue	6,129,683	4,782,485
Rentals and Leases	268,500	388,500
Investment Income	284,508	263,875
Amortization of Deferred Capital Revenue	7,874,834	7,718,490
Amortization of Deferred Capital Revenue - for lease	61,477	61,477
Total Revenue	159,848,717	153,890,356
Expenses		
Instruction	127,709,283	119,832,222
District Administration	5,763,248	5,647,275
Operations and Maintenance	22,309,676	20,371,413
Transportation and Housing	3,545,011	3,156,649
Total Expense	159,327,218	149,007,559
Net Revenue (Expense)	521,499	4,882,797
Budgeted Allocation (Retirement) of Surplus (Deficit)	5,578,039	2,194,758
Budgeted Surplus (Deficit), for the year	6,099,538	7,077,555
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	6,099,538	7,077,555
Budgeted Surplus (Deficit), for the year	6,099,538	7,077,555

School District No. 62 (Sooke)
 Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	121,808,609	119,930,423
Operating - Tangible Capital Assets Purchased	295,077	
Special Purpose Funds - Total Expense	27,624,101	19,389,848
Capital Fund - Total Expense	9,894,508	9,687,288
Total Budget Bylaw Amount	159,622,295	149,007,559

Approved by the Board

 Signature of the Chairperson of the Board of Education Date Signed

 Signature of the Superintendent Date Signed

 Signature of the Secretary Treasurer Date Signed

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Surplus (Deficit) for the year	521,499	4,882,797
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(295,077)	
From Deferred Capital Revenue	(43,661,431)	(40,027,868)
Total Acquisition of Tangible Capital Assets	(43,956,508)	(40,027,868)
Amortization of Tangible Capital Assets	8,646,076	8,438,856
Total Effect of change in Tangible Capital Assets	(35,310,432)	(31,589,012)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(34,788,933)	(26,706,215)

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2021

	Operating Fund \$	Special Purpose Fund \$	Capital Fund \$	2021 Amended Annual Budget \$
Accumulated Surplus (Deficit), beginning of year	7,192,890	673,449	128,664,262	136,530,601
Changes for the year				
Net Revenue (Expense) for the year	(5,282,962)		5,804,461	521,499
Interfund Transfers				
Tangible Capital Assets Purchased	(295,077)		295,077	-
Net Changes for the year	(5,578,039)	-	6,099,538	521,499
Budgeted Accumulated Surplus (Deficit), end of year	1,614,851	673,449	134,763,800	137,052,100

School District No. 62 (Sooke)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	112,005,203	114,765,405
Tuition	3,094,900	1,583,000
Other Revenue	903,169	744,885
Rentals and Leases	268,500	388,500
Investment Income	253,875	253,875
Total Revenue	116,525,647	117,735,665
Expenses		
Instruction	102,041,996	100,779,188
District Administration	5,721,248	5,647,275
Operations and Maintenance	11,288,351	10,800,318
Transportation and Housing	2,757,014	2,703,642
Total Expense	121,808,609	119,930,423
Net Revenue (Expense)	(5,282,962)	(2,194,758)
Budgeted Prior Year Surplus Appropriation	5,578,039	2,194,758
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(295,077)	-
Total Net Transfers	(295,077)	-
Budgeted Surplus (Deficit), for the year	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	107,833,359	110,357,155
ISC/LEA Recovery	(482,169)	(323,885)
Other Ministry of Education Grants		
Pay Equity	931,052	931,052
Funding for Graduated Adults	109,878	40,000
Transportation Supplement	358,365	358,365
Teachers' Labour Settlement Funding	3,007,718	3,007,718
Early Career Mentorship Funding	235,000	
FSA and Monitored Marking	12,000	12,000
Anticipated Enrolment Increase		183,000
Anticipated Salary Differential Increase		200,000
Total Provincial Grants - Ministry of Education	112,005,203	114,765,405
Tuition		
Continuing Education	110,000	110,000
International and Out of Province Students	2,984,900	1,473,000
Total Tuition	3,094,900	1,583,000
Other Revenues		
Funding from First Nations	482,169	323,885
Miscellaneous		
Grants for Crossing Guards	70,000	70,000
Rebates	51,000	51,000
SGF Discretionary	200,000	200,000
Miscellaneous	100,000	100,000
Total Other Revenue	903,169	744,885
Rentals and Leases	268,500	388,500
Investment Income	253,875	253,875
Total Operating Revenue	116,525,647	117,735,665

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Salaries		
Teachers	47,695,163	47,359,788
Principals and Vice Principals	8,112,910	7,796,276
Educational Assistants	9,844,006	10,119,944
Support Staff	12,409,434	12,508,690
Other Professionals	4,103,536	3,945,908
Substitutes	4,275,360	4,294,731
Total Salaries	86,440,409	86,025,337
Employee Benefits	21,633,314	21,829,922
Total Salaries and Benefits	108,073,723	107,855,259
Services and Supplies		
Services	5,598,654	4,244,670
Professional Development and Travel	994,371	1,156,941
Rentals and Leases	306,249	298,349
Dues and Fees	197,274	204,342
Insurance	403,265	287,180
Supplies	4,390,429	4,039,038
Utilities	1,793,844	1,793,844
Bad Debt	50,800	50,800
Total Services and Supplies	13,734,886	12,075,164
Total Operating Expense	121,808,609	119,930,423

School District No. 62 (Sooke)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2021

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	39,346,044	229,994	141,855	1,848,352	349,744	2,833,435	44,749,424
1.03 Career Programs	216,685			169,500		22,355	408,540
1.07 Library Services	1,351,290			257,086		5,761	1,614,137
1.08 Counselling	1,944,387						1,944,387
1.10 Special Education	2,721,922	265,239	9,340,151	84,517	870,340	698,270	13,980,439
1.30 English Language Learning	1,106,126			40,000		3,000	1,149,126
1.31 Indigenous Education	710,000	255,000	362,000	61,000		1,000	1,389,000
1.41 School Administration		7,100,550		2,317,931		216,887	9,635,368
1.61 Continuing Education				22,889			22,889
1.62 International and Out of Province Students	288,840	262,127		271,113			822,080
Total Function 1	47,685,294	8,112,910	9,844,006	5,072,388	1,220,084	3,780,708	75,715,390
4 District Administration							
4.11 Educational Administration					799,508		799,508
4.40 School District Governance					120,500		120,500
4.41 Business Administration	9,869			613,217	1,601,143	98,578	2,322,807
Total Function 4	9,869	-	-	613,217	2,521,151	98,578	3,242,815
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				117,201	164,521		281,722
5.50 Maintenance Operations				4,487,178	99,741	314,284	4,901,203
5.52 Maintenance of Grounds				532,778			532,778
5.56 Utilities							-
Total Function 5	-	-	-	5,137,157	264,262	314,284	5,715,703
7 Transportation and Housing							
7.41 Transportation and Housing Administration				114,288	98,039		212,327
7.70 Student Transportation				1,472,384		81,790	1,554,174
Total Function 7	-	-	-	1,586,672	98,039	81,790	1,766,501
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	47,695,163	8,112,910	9,844,006	12,409,434	4,103,536	4,275,360	86,440,409

School District No. 62 (Sooke)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2021

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	44,749,424	11,472,668	56,222,092	3,970,738	60,192,830	59,696,589
1.03 Career Programs	408,540	106,717	515,257	382,038	897,295	814,187
1.07 Library Services	1,614,137	395,978	2,010,115	65,131	2,075,246	2,075,277
1.08 Counselling	1,944,387	469,557	2,413,944	7,487	2,421,431	2,421,431
1.10 Special Education	13,980,439	3,523,050	17,503,489	516,200	18,019,689	18,248,127
1.30 English Language Learning	1,149,126	278,759	1,427,885	27,708	1,455,593	1,453,885
1.31 Indigenous Education	1,389,000	314,416	1,703,416	117,055	1,820,471	1,807,500
1.41 School Administration	9,635,368	2,238,420	11,873,788	639,588	12,513,376	12,308,861
1.61 Continuing Education	22,889	1,565	24,454	66,612	91,066	56,066
1.62 International and Out of Province Students	822,080	192,338	1,014,418	1,540,581	2,554,999	1,897,265
Total Function 1	75,715,390	18,993,468	94,708,858	7,333,138	102,041,996	100,779,188
4 District Administration						
4.11 Educational Administration	799,508	172,125	971,633	553,914	1,525,547	1,492,574
4.40 School District Governance	120,500	6,500	127,000	152,088	279,088	279,088
4.41 Business Administration	2,322,807	558,158	2,880,965	1,035,648	3,916,613	3,875,613
Total Function 4	3,242,815	736,783	3,979,598	1,741,650	5,721,248	5,647,275
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	281,722	69,821	351,543	297,052	648,595	664,861
5.50 Maintenance Operations	4,901,203	1,283,660	6,184,863	1,252,541	7,437,404	7,511,148
5.52 Maintenance of Grounds	532,778	130,956	663,734	744,774	1,408,508	830,465
5.56 Utilities	-	-	-	1,793,844	1,793,844	1,793,844
Total Function 5	5,715,703	1,484,437	7,200,140	4,088,211	11,288,351	10,800,318
7 Transportation and Housing						
7.41 Transportation and Housing Administration	212,327	52,265	264,592	35,008	299,600	283,688
7.70 Student Transportation	1,554,174	366,361	1,920,535	536,879	2,457,414	2,419,954
Total Function 7	1,766,501	418,626	2,185,127	571,887	2,757,014	2,703,642
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	86,440,409	21,633,314	108,073,723	13,734,886	121,808,609	119,930,423

School District No. 62 (Sooke)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	22,366,954	15,342,248
Other Revenue	5,226,514	4,037,600
Investment Income	30,633	10,000
Total Revenue	27,624,101	19,389,848
Expenses		
Instruction	25,667,287	19,053,034
District Administration	42,000	
Operations and Maintenance	1,614,814	336,814
Transportation and Housing	300,000	
Total Expense	27,624,101	19,389,848
Budgeted Surplus (Deficit), for the year	-	-

School District No. 62 (Sooke)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-	-	20,633	775,551	11,775	5,337	-	87,025	26,251
Add: Restricted Grants									
Provincial Grants - Ministry of Education	336,814	399,366			192,000	44,100	218,842	763,767	1,403,622
Other				3,200,000				20,000	
Investment Income			10,000						
	336,814	399,366	10,000	3,200,000	192,000	44,100	218,842	783,767	1,403,622
Less: Allocated to Revenue	336,814	399,366	30,633	3,975,551	203,775	49,437	218,842	870,792	1,429,873
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	336,814	399,366			203,775	49,437	218,842	850,792	1,429,873
Other Revenue				3,975,551				20,000	
Investment Income			30,633						
	336,814	399,366	30,633	3,975,551	203,775	49,437	218,842	870,792	1,429,873
Expenses									
Salaries									
Teachers							36,000		27,541
Principals and Vice Principals								33,000	
Educational Assistants		312,005							170,000
Support Staff				10,000	125,000			103,500	140,000
Other Professionals								157,000	
Substitutes				20,000	10,000	19,500		15,000	795,210
	-	312,005	-	30,000	135,000	19,500	36,000	308,500	1,132,751
Employee Benefits		87,361		12,000	33,000	2,000	9,000	73,350	257,462
Services and Supplies	336,814		30,633	3,933,551	35,775	27,937	173,842	488,942	39,660
	336,814	399,366	30,633	3,975,551	203,775	49,437	218,842	870,792	1,429,873
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School Grant	Federal Safe Return to Class Fund	Quality Teaching	Nature-K	ACE-IT
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	9,080	-	6,529	-	-	130	5,214	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	13,533,824		51,000	25,000	872,605	4,357,466			
Other									30,000
Investment Income									
	13,533,824	-	51,000	25,000	872,605	4,357,466	-	-	30,000
Less: Allocated to Revenue	13,533,824	9,080	51,000	31,529	872,605	4,357,466	130	5,214	30,000
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	13,533,824	9,080	51,000	31,529	872,605	4,357,466			
Other Revenue							130	5,214	30,000
Investment Income									
	13,533,824	9,080	51,000	31,529	872,605	4,357,466	130	5,214	30,000
Expenses									
Salaries									
Teachers	10,863,560					1,564,000			25,000
Principals and Vice Principals						65,000			
Educational Assistants						151,000			
Support Staff					345,665	294,000			
Other Professionals						35,000			
Substitutes			10,000	10,000	34,567	183,000			
	10,863,560	-	10,000	10,000	380,232	2,292,000	-	-	25,000
Employee Benefits	2,670,264		1,000	1,000	91,602	530,000			5,000
Services and Supplies		9,080	40,000	20,529	400,771	1,535,466	130	5,214	
	13,533,824	9,080	51,000	31,529	872,605	4,357,466	130	5,214	30,000
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

	Academies	Ab Ed Commercial Fishing	Art Starts	Donations	Theaters	Horner	GISP	SEY2K	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	287,790	11,975	5,788	72,138	45,545	10,915	4,268	22,551	1,408,495
Add: Restricted Grants									
Provincial Grants - Ministry of Education									22,198,406
Other	730,000		7,200	20,000					4,007,200
Investment Income									10,000
	730,000	-	7,200	20,000	-	-	-	-	26,215,606
Less: Allocated to Revenue	1,017,790	11,975	12,988	92,138	45,545	10,915	4,268	22,551	27,624,101
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education								22,551	22,366,954
Other Revenue	1,017,790	11,975	12,988	92,138	45,545	10,915	4,268		5,226,514
Investment Income									30,633
	1,017,790	11,975	12,988	92,138	45,545	10,915	4,268	22,551	27,624,101
Expenses									
Salaries									
Teachers	55,000								12,571,101
Principals and Vice Principals	50,000								148,000
Educational Assistants									633,005
Support Staff	50,000								1,068,165
Other Professionals									192,000
Substitutes	7,500								1,104,777
	162,500	-	-	-	-	-	-	-	15,717,048
Employee Benefits	35,000								3,808,039
Services and Supplies	820,290	11,975	12,988	92,138	45,545	10,915	4,268	22,551	8,099,014
	1,017,790	11,975	12,988	92,138	45,545	10,915	4,268	22,551	27,624,101
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2021

	2021 Amended Annual Budget			2021 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education	7,762,658		7,762,658	8,984,876
Amortization of Deferred Capital Revenue	7,874,834		7,874,834	7,718,490
Amortization of Deferred Capital Revenue - for lease	61,477		61,477	61,477
Total Revenue	15,698,969	-	15,698,969	16,764,843
Expenses				
Operations and Maintenance	1,248,432		1,248,432	1,248,432
Amortization of Tangible Capital Assets				
Operations and Maintenance	8,158,079		8,158,079	7,985,849
Transportation and Housing	487,997		487,997	453,007
Total Expense	9,894,508	-	9,894,508	9,687,288
Net Revenue (Expense)	5,804,461	-	5,804,461	7,077,555
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	295,077		295,077	
Total Net Transfers	295,077	-	295,077	-
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	6,099,538	-	6,099,538	7,077,555

Committee Info Note
Resource Committee Meeting
February 9, 2021
Agenda Item: 4.3 – Quarter 2 Financial Forecast

Background Information

- Attached are the summary documents outlining the estimated year-end financial position of the District based on the quarter 2 forecasting process
- Summaries based on expenditures by **function** and **STOB** (standard object of expenditure) have been provided for the Committee’s review as well as the overall forecasted **Savings and Pressures**
- The actual financial information (revenues and expenditures) as at December 31st (Q2) have been used in the preparation of this forecast

Forecasted Year End Position and Impact of Amended Budget

- The District is estimated to end the fiscal year on budget or with a slight surplus
- As the Board is also required to pass the Amended Budget Bylaw, there are some complexities created as the Amended Budget must reconcile to the District’s operating grant
- There are amounts in the District’s internal forecasting process (estimated holdback revenue) that can not be included in the Amended Budget and there are some amounts that are one-time corrections that should not be shown as structural budget adjustments (estimated benefit holiday)
- The net amount of these adjustments is **\$986,728** and is reflected as the additional amount to be drawn from the reserve from an Amended Budget perspective
- Regardless of this timing challenge created by the Amended Budget, the District is forecasting to end the fiscal year with a financial reserve of **\$2,541,231 which is approximately 2.09%** of total expenditures
- For comparison purposes, the Board approved an initial budget with an unrestricted reserve of \$2,601,579 which is a reduction (deficit) of **\$60,348** based on the Q2 forecast

- Staff are cognizant that the Q2 forecast has the potential to understate the actual expenditures that will be realized by the end of the fiscal year (June 30)
- As a result of the potential for the forecast to be understated, staff are preparing a list of potential year end expenditures that could be made if a larger excess materializes
- These expenditures would be used to lessen the expenditure burden on the 21/22 budget
- Staff will continue to manage the budget and will present the Q3 forecast to the Committee in early May

2020-21 Q2 OPERATING FORECAST SUMMARY

	A Q2 SAVINGS / (PRESSURE)	B BUDGET ADJUSTMENTS	C = A+B Q2 SAVINGS / (PRESSURE)
SAVINGS FROM BUDGET			
PVP SAL/BEN	116,503		116,503
TOC SALARIES AND BENEFITS	586,505	(275,000)	311,505
INTERNATIONAL	873,358	(869,790)	3,568
CURRICULUM	100,000	(100,000)	0
FACILITIES	9,502	(100,000)	(90,498)
IT DEPT	100,229	(100,000)	229
UTILITIES	304,987		304,987
FINANCE DEPARTMENT	46,727		46,727
SBO BUSINESS ADMIN	86,438		86,438
NEW SCHOOL DIVISIONS	29,000		29,000
INTEREST REVENUE	37,041		37,041
OTHER PROV GRANTS	69,878	(69,878)	-
			-
MISCELLANEOUS OTHER SAVINGS	13,322		13,322
			-
OPERATING GRANT - HOLDBACK	700,000		700,000
BENEFIT SURPLUS	519,799		519,799
TOTAL SAVINGS FROM BUDGET	3,593,290	(1,514,668)	2,078,622
PRESSURES FROM BUDGET			
OPERATING GRANT (excl. Indigenous Ed. & Special Needs)	(2,277,664)	2,501,396	223,732
TEACHER SALARY AND BENEFITS	(810,932)		(810,932)
RENTAL REVENUE	(23,810)		(23,810)
MISCELLANEOUS REVENUE	(49,861)		(49,861)
INDIGENOUS EDUCATION	(118,323)		(118,323)
INCLUSIVE EDUCATION SERVICES	(100,048)		(100,048)
FY20 ENHANCEMENTS	(20,745)		(20,745)
TRANSPORTATION	(252,256)		(252,256)
PVP / EXEMPT COMPENSATION	-		-
TOTAL PRESSURES FROM BUDGET	(3,653,638)	2,501,396	(1,152,242)
NET SAVINGS / (PRESSURE) FROM BUDGET	(60,348)	986,728	926,380
TOTAL RESERVE AS AT JUNE 30 2020	7,192,890		7,192,890
FY21 BUDGETED DEFICIT	(4,591,311)	(986,728)	(5,578,039)
FY21 BUDGETED RESERVE AS AT JUNE 30 2021	2,601,579	(986,728)	1,614,851
FY21 Q1 FORECASTED SAVINGS / (PRESSURE)	(60,348)		926,380
FORECASTED TOTAL RESERVE AS AT JUNE 30 2021	2,541,231 A	(986,728)	2,541,231
FY21 OPERATING EXPENSE BUDGET	121,741,497 B		121,741,497
FORECASTED TOTAL RESERVE PERCENTAGE AS AT JUNE 30 2021	2.09% C = A/B		2.09%

SIGNIFICANT RISKS & OPPORTUNITIES:

- CEF	- UTILITIES	- IES	- TEACHER SAL/BEN
- BENEFIT SURPLUS	- TOC SAL/BEN	- HOLDBACK	- FEB & MAY ENROLMENT
- COVID 19	- VACATION ACCRUAL ADJUSTMENTS	- AFG	

NOTES

1 School supply budgets forecasted to budget

School District Six Two

Summary of Q2 Forecast by Financial Statement Function Page 46 of 79

	AMENDED BUDGET	Q2 FORECAST	VARIANCE
Revenues			
Provincial Grants			-
Ministry of Education	112,005,203	113,215,303	(1,210,100)
Tuition	3,094,900	3,148,089	(53,189)
Other Revenue	903,169	929,566	(26,397)
Rentals and Leases	268,500	204,101	64,399
Investment Income	253,875	290,916	(37,041)
Total Revenue	116,525,647	117,787,976	(1,262,329)
Expenses			
Instruction	102,041,996	102,496,090	(454,094)
District Administration	5,721,248	5,540,920	180,328
Operations and Maintenance	11,288,351	11,103,128	185,223
Transportation and Housing	2,757,014	3,009,420	(252,406)
Total Expense	121,808,609	122,149,558	(340,949)
Net Revenue (Expense)	(5,282,962)	(4,361,582)	(921,380)
Budgeted Prior Year Surplus Appropriation	5,578,039	5,578,039	
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	(295,077)	(290,077)	(5,000)
Surplus (Deficit), for the year	-	926,380	(926,380)
Accumulated Surplus (Deficit), beginning of year	7,192,890	7,192,890	
Changes for the year			
Net Revenue (Expense) for the year	(5,282,962)	(4,361,582)	
Interfund Transfers			
Tangible Capital Assets Purchased	(295,077)	(290,077)	
Net Changes for the year	(5,578,039)	(4,651,659)	
Accumulated Surplus (Deficit), end of year	1,614,851	2,541,231	
Accumulated Surplus % of Total Budgeted Expense	1.33%	2.09%	

School District Six Two

Summary of Q2 Forecast by Financial Statement Expenditure Type Page 17 of 79

	AMENDED BUDGET	Q2 FORECAST	VARIANCE
SALARIES			
TEACHERS	47,695,163	48,329,845	(634,682)
PVP	8,112,910	7,967,506	145,404
EA	9,844,006	10,118,175	(274,169)
SUPPORT STAFF	12,409,434	12,444,311	(34,877)
OTHER PROF	4,103,536	4,231,449	(127,913)
SUBSTITUTES	4,275,360	4,313,171	(37,811)
TOTAL SALARIES	86,440,409	87,404,457	(964,048)
EMPLOYEE BENEFITS			
	21,633,314	21,149,654	483,660
SERVICES AND SUPPLIES			
SERVICES	5,598,654	5,767,725	(169,071)
PROFESSIONAL DEVELOPMENT AND TRAVEL	994,371	928,393	65,978
RENTALS AND LEASES	306,249	389,548	(83,299)
DUES AND FEES	197,274	197,106	168
INSURANCE	403,265	399,776	3,489
SUPPLIES	4,390,429	4,399,040	(8,611)
UTILITIES	1,793,844	1,488,857	304,987
BAD DEBT	50,800	25,000	25,800
TOTAL SERVICES AND SUPPLIES	13,734,886	13,595,446	139,440
TOTAL OPERATING EXPENSE	121,808,609	122,149,558	(340,949)
TANGIBLE CAPITAL ASSETS PURCHASED	295,077	290,077	5,000

Committee Info Note Resource Committee Meeting February 9, 2021

Agenda Item: 4.4 – 21/22 Budget Assumptions, Guiding Principles & Ops. Plan

Background

- As part of the budget development process, staff are looking for the Committee's support with the assumptions and guiding principles to be used in creating next year's budget
- It is important that these two items are discussed and approved as the District begins to prepare the 21/22 budget
- In addition, and as part of the budget development process approved by the Board at their January 26th meeting, staff would like the Committee's input on the operations plan for next year as the Strategic Plan is being updated

Guiding Principles

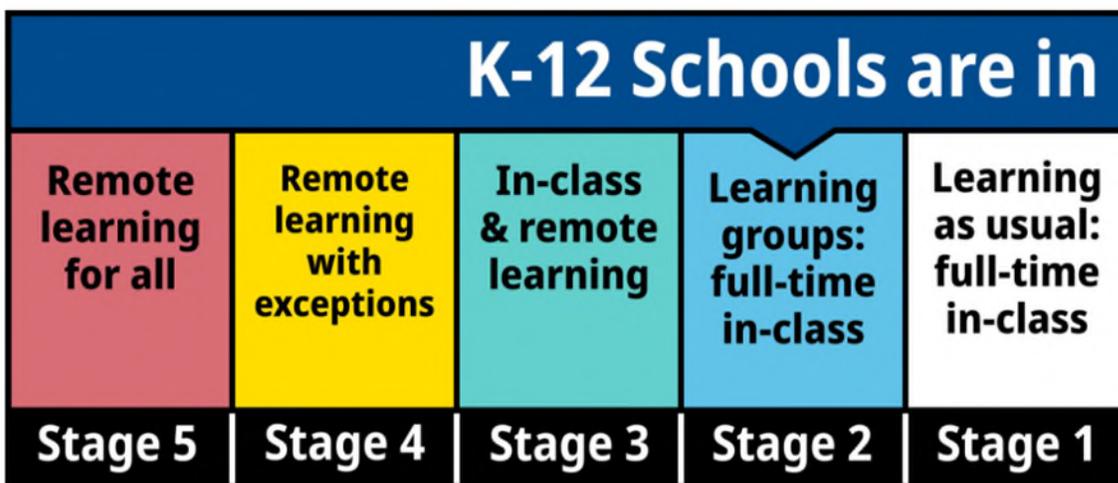
- Staff have initially developed the following guiding principles to be used in drafting next year's budget:
 - 1) Budget decisions will be based on the existing Strategic Plan goals that are being updated;
 - 2) The District will maintain the current direction and the 21/22 budget will largely remain status quo while the Strategic Plan is updated, and society recovers from the pandemic;
 - 3) Input from the District partners and Leadership Team will help shape 21/22 funding levels; and
 - 4) The annual budget process will be informed by the multi-year budget estimates on a 3-year rolling cycle.
- Staff would like the Committee to confirm if the list of guiding principles is complete and correct or if changes are required prior to going to the Board for their review and consideration

Proposed Motion:

That the Board of Education of School District 62 (Sooke) approve the guiding principles for the 21/22 budget year as presented at the Resources Committee meeting on February 9, 2021.

Assumptions

- Staff have initially developed the following assumptions to be used in drafting next year’s budget:
 - 1) The District will open the 21/22 school year in Stage 1 of the provincial government’s Five Stages Framework for K-12 Education of “Learning as usual: full-time in-class instruction” as noted below;
 - 2) No additional pandemic funding will be provided by the federal or provincial governments;
 - 3) The provincial funding formula will remain the same and be based on per FTE funding; and
 - 4) Domestic enrolment will continue to grow and international enrolment will continue to recover but will not reach pre-pandemic levels until at least the 22/23 school year.



- Staff would like the Committee to confirm if the list of assumptions is complete and correct or if changes are required prior to going to the Board for their review and consideration

Proposed Motion:

That the Board of Education of School District 62 (Sooke) approve the assumptions for the 21/22 budget year as presented at the Resources Committee meeting on February 9, 2021.

Operations Plan

- As part of the budget development process approved by the Board, input from the Resources Committee is necessary as staff develop the Operations Plan for the 21/22 school year
- This Operations Plan will help guide the specific strategies and activities for next year that are required to continue to deliver on the Strategic Plan goals of **Learning – Engagement - Growth**

- The Leadership Team went through a similar process on February 4th and a summary of input received has been attached
- Prior to the discussion, the financial context for the District was set:
 - We are forecasting to break even this fiscal year with a potential small surplus;
 - We are growing by almost 400 FTEs next year but do not anticipate a lot of new, if any, discretionary funding available;
 - Largely a status quo budget allowing the District to catch its breath; and
 - We still have \$124 million to do a lot of great work
- The question posed to the Leadership Team to gather this input was **what areas should we focus on next year and what work should we:**
 - Continue;
 - Start;
 - Stop; or
 - Adjust
- **Staff would like to ask the same question to the Committee to help shape next year's Operations Plan that will feed directly into the 21/22 budget**

From Leadership Team Meeting, Feb 4, 2021 - What can we stop, start, continue doing as we think about the Operational Plan for 2021/22?

	Stop	Start	Continue
Learning		<ul style="list-style-type: none"> • K-12 DL program • Address Early Learning Deficits that emerge due to COVID • Summer Programs for Elementary / Middle students • Address all gaps that our students have experienced – • Start considering resource use – how much paper are we using by teaching via worksheets rather than students having work books? 	<ul style="list-style-type: none"> • Only educational initiatives that currently exist (for a year?) • Adjust - Remote learning – adjusting back to F2F • Early learning • Counselling • SEF
Engagement	<ul style="list-style-type: none"> • Can we have a year that we stop moving into new areas and initiatives and catch our breath? Can we just focus on “Growth” for the coming year? 	<ul style="list-style-type: none"> • Childcare options at more sites • Recovery / as COVID eases how do ladder/scaffold the return to “normal” • Parent Portal Support for Parent Learning to increase engagement 	
Growth	<ul style="list-style-type: none"> • Streamline processes to avoid duplicate effort 	<ul style="list-style-type: none"> • Continue to build training opportunities • Building Stability and Continuity into financial plans • Focus on Environment and drivers of engagement • Ensuring that money and time is used carefully • Use resources with a view to environmental impact. 	<ul style="list-style-type: none"> • 3-year funding plan • Data driven decisions • Creating balance between Educational departments and Support departments • Adjust - Focus on Wellness – staff time, health and safety, time off, additional support • Adjust - Fix It when it breaks mentality – especially for Facilities/IT, etc • Adjust - Staffing levels in Facilities, HR, Finance, IT to keep up with growth • Adjust - RR- look at cost compared to others (review) • Adjust - IT- look at spending - do we really need student - to device now? • Adjust - -Facilities- look at continuing improving (saving money) • Capacity building

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 62 (SOOKE) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2020/2021 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 62 (Sooke) Amended Annual Budget Bylaw for fiscal year 2020/2021.
3. The attached Statement 2 showing the estimated revenue and expense for the 2020/2021 fiscal year and the total budget bylaw amount of \$159,622,295 for the 2020/2021 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2020/2021.

READ A FIRST TIME THE 23rd DAY OF FEBRUARY, 2021;

READ A SECOND TIME THE 23rd DAY OF FEBRUARY, 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF FEBRUARY, 2021;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 62 (Sooke) Amended Annual Budget Bylaw 2020/2021, adopted by the Board the 23rd DAY OF FEBRUARY, 2021.

Secretary Treasurer



Committee Report of Resources Committee Meeting via MS Teams February 9, 2021

Present: Bob Beckett, Trustee (Committee Chair)
 Wendy Hobbs, Trustee (Committee Member)
 Margot Swinburnson, Trustee (Committee Member)
 Krista Leakey, SPVPA
 Amanda Dowhy, SPEAC
 Ed Berlando, STA
 Bruce Woodcock, CUPE
 Scott Stinson, Superintendent & CEO
 Harold Cull, Secretary Treasurer
 Stephanie Hedley-Smith, Associate Superintendent
 Farzaan Nusserwanji, Executive Director IT
 David Lee Bonar, Manager Financial Reporting & Analysis
 Nicole Gestwa, IT

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:02 pm by the Committee Chair, Bob Beckett acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in our schools; Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)

2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated January 19, 2021 at it's Public Board Meeting dated January 26, 2021.

3. PRESENTATIONS

4. BUSINESS

4.1 Emergency Response Presentation – Stephanie Hedley-Smith

Staff provided a summary of the work completed to date on the emergency response project and that the SPEAC Committee on the topic has been restarted. The focus of this work has been centered on preparing for an emergency that is an unexpected and/or a dangerous occurrence rather than other issues such as local power outages, etc. The Committee discussed the importance of having provincial support with standards and resources required to address emergencies at the School and District levels. The Committee also discussed that the plan needs to be clear when our staff are also parents of the District, to ensure the expectations are clear for release and synergies between schools can be taken advantage of.

4.2 20/21 Amended Budget Bylaw – Harold Cull

Staff provided the rationale behind the requirement for the Board to amend the District budget and highlights of the proposed changes to the initial budget passed by the Board in June of 2020. These changes are required to ensure the amended budget has the latest budget information of the District in terms of enrolment and final 19/20 account balances.

The Committee also gave their support for the following motions to be considered and debated by the Board on February 23rd:

Recommended Motion: That the Board of Education School District 62 (Sooke) allow all three readings of the 2020/21 Amended Budget Bylaw at its meeting of February 23, 2021.

Recommended Motion: That the Board of Education of School District #62 (Sooke) approve the Amended Annual Budget Bylaw of the Board for the fiscal year 2020/2021 as presented.

4.3 Quarter 2 Financial Forecast

Staff provided an overview of the estimated year-end financial position of the District based on the quarter 2 forecasting process to the Resources Committee. The District is estimated to end the fiscal year on budget or with a slight surplus. Staff will continue to manage the budget and will present the Quarter 3 forecast to the Resources Committee in early May.

4.4 21/22 Budget Assumptions & Guiding Principles – Harold Cull

Staff provided an overview of the draft 21/22 budget assumptions and guiding principles to the Resources Committee. The Committee also provided their thoughts on the budget priorities for the 21/22 fiscal year which include:

- Trauma informed practices for students and staff;
- Improved quality of existing learning spaces;
- Focus on early learning opportunities;
- Mental health supports for students transitioning into new schools (K, grades 5, 8, 12); and
- Tangible steps to take care of the wellness of our “family”

The Committee also gave their support for the following motions to be considered and debated by the Board on February 23rd:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the guiding principles for the 21/22 budget year as presented at the Resources Committee meeting on February 9, 2021.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the assumptions for the 21/22 budget year as presented at the Resources Committee meeting on February 9, 2021.

5. **ADJOURNMENT AND NEXT MEETING DATE:** March 3, 2021

Public Notice – Education-Policy Committee Online Public Meeting

A public meeting of the Education-Policy Committee for School District 62 (Sooke) **will be held on February 2, 2021 at 6:00 pm.**

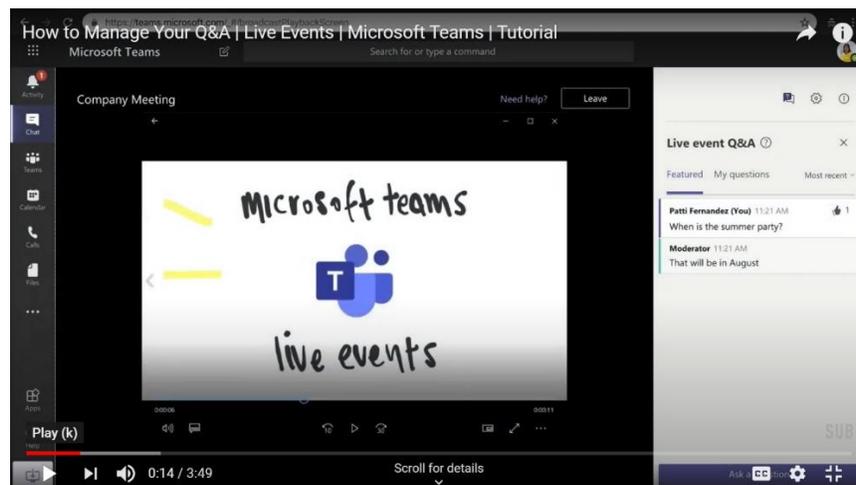
Requirements that limit the size of public gatherings due to the COVID-19 pandemic mean this meeting will proceed differently than they have in the past. The meeting will be conducted online via MS teams. We encourage members of the public to join the LIVE Event.

To participate in the meeting please click on this link: <https://jump.sd62.bc.ca/Education-PolicyCommittee-Feb-2-2021>

To guide you, the following is information on how to join a live event in MS Teams.

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
 - Select the **Q&A**  function on the right side of the screen.
 - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
 - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



For those who are unable to join the meetings, they will be recorded and audio will be available upon request following the meeting by emailing jfoulger@sd62.bc.ca.

If you have questions regarding the meeting and how to access it that aren't answered in the link above please email info@sd62.bc.ca.



EDUCATION-POLICY COMMITTEE

School Board Office
Via MS Teams
Feb. 2, 2021 – 6:00 p.m.

A G E N D A

1. **CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**
We are honoured to be meeting on the traditional territories of the Coast Salish: T'Sou-ke Nation and Scia'new Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees Nation.
2. **Opening Remarks from Chair, Allison Watson**
 - COVID-19 Update
3. **COMMITTEE REPORT** of Jan. 5, 2021 Education Standing Committee meeting (attached)
4. **BAA COURSE PROPOSALS**
No submissions for this meeting
5. **REVIEW OF POLICIES/REGULATIONS** (attached)
 - a. Draft Revised Regulations C-210 "Placement of Students" – Stephanie Hedley-Smith
6. **NEW BUSINESS**
 - a. Presentation – Brian Hotovy – Youth Work in Trades – Student Opportunities and Community Engagement
 - b. Outdoor Learning Discussion – Kerry Arnot, Frances Krusekopf, Jennifer Nixon, Stephanie Hedley-Smith (30 min.)
7. **FOR INFORMATION**
 - a.
8. **FOR FUTURE MEETINGS – REVIEW OF POLICIES/REGULATIONS**
As per Policy Work Plan
9. **ADJOURNMENT AND NEXT MEETING DATE:** Mar. 2, 2021



**COMMITTEE REPORT OF THE
EDUCATION-POLICY COMMITTEE via MS Teams
Jan. 5, 2021 – 6:00 p.m.**

Present: Bob Phillips, Trustee (Committee Chair)
Allison Watson, Trustee (Committee Member)
Dianna Seaton, Trustee (Committee Member)
Lou Leslie, CUPE
Georgette Walker, SPVPA
Cendra Beaton, SPEAC
Christina Kempenaar, STA
Scott Stinson, Superintendent/CEO
Stephanie Hedley-Smith, Associate Superintendent
Paul Block, Associate Superintendent
Dave Strange, Associate Superintendent

Guests: Dante Di Ponio, Careers Co-ordinator; Sue Grundy, Mgr. of Exec. Operations

1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

We are honoured to be meeting on the traditional territories of the Coast Salish: T'Sou-ke Nation and Scia'new Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees Nation.

2. Opening Remarks from Chair, Bob Phillips

Trustee Phillips advised that Trustee Allison Watson will be the new Chair of the Education-Policy Committee, effective February 2021. He noted that Committee Chairs are appointed by the Chair of the Board of Education.

3. Review of Committee Policy and Format and Function of the Education Policy Committee

Superintendent Scott Stinson provided an overview of the guiding policy, format and function of the committee for the benefit of returning and new committee members.

4. COMMITTEE REPORT of Dec. 1, 2020 Education-Policy Standing Committee meeting

The committee report for the Dec. 1, 2020 Education-Policy Committee meeting was reviewed by the committee members.

5. BAA COURSE PROPOSALS

a. Professional Cook 11A

Paul Block presented the proposed course to the committee for discussion. Members of the committee discussed the proposed course and engaged in a Q and A.

Recommendation

That the Board of Education approve BAA course Professional Cook 11A.

b. Professional Cook 11B

Paul Block presented the proposed course to the committee for discussion. Members of the committee discussed the proposed course and engaged in a Q and A.

Recommendation

That the Board of Education approve BAA course Professional Cook 11B.

c. Professional Cook 12A

Paul Block presented the proposed course to the committee for discussion. Members of the committee discussed the proposed course and engaged in a Q and A.

Recommendation

That the Board of Education approve BAA course Professional Cook 12A.

d. Professional Cook 12B

Paul Block presented the proposed course to the committee for discussion. Members of the committee discussed the proposed course and engaged in a Q and A.

Recommendation

That the Board of Education approve BAA course Professional Cook 12B.

6. **REVIEW OF POLICIES/REGULATIONS**

No policies/regulations submitted for this meeting.

7. **NEW BUSINESS**

a. COVID-19 Update – Scott Stinson

The Superintendent gave a brief update to the committee. Members of the committee discussed the information presented and engaged in a Q and A. The committee chair recognized the tremendous work of the entire SD62 staff to deliver safe service to students and families in the context of the global pandemic.

b. Presentation – Dante Di Ponio – Career Education in SD62 – Transitions to Post-Secondary Training

Dante Di Ponio gave a comprehensive overview of the district's opportunities and programs as related to Career Education. The overview included a highlighting of programs and opportunities at each of our high schools and middle schools, district and school-based staff, and district and post-secondary partnerships. Members of the committee discussed the information presented and engaged in a Q and A.

c. Strategic Plan Update – Sue Grundy

Sue Grundy gave a comprehensive update on the upcoming strategic planning process. The overview included a highlighting of the proposed process and timelines. Members of the committee discussed the information presented and engaged in a Q and A. The committee provided extensive feedback to inform updates to the proposed strategic plan process. This will be brought by Sue to the executive and an update will be provided to the committee and the Board in the near future.

8. **FOR INFORMATION**

- a. Research Project Approval – Alaina Chun, BC Children’s Hospital/UBC – “Child and Youth Mental Health During a Pandemic: MyHEARTSMAP COVID-19 Study” – Scott Stinson

7. **FOR FUTURE MEETINGS – REVIEW OF POLICIES/REGULATIONS**

As per Policy Work Plan

8. **ADJOURNMENT AND NEXT MEETING DATE:** Feb. 2, 2021, 6 p.m.

School District #62 (Sooke)

PLACEMENT OF STUDENTS	No.: C-210
	Effective: June 27/95 Revised: Reviewed: Feb. 2/21

ADMINISTRATIVE REGULATIONSI DEFINITIONS(a) Controlled Studies

Systematic research studies conducted where variables (i.e., IQ, achievement test scores, gender, economic factors) in the study are controlled to avoid bias.

(a) Developmental Process **Continuous Process**

The developmental process is not linear, sequential nor universal. Each individual develops and learns at different rates and in different ways. Within each age level there is a diverse range of learners and a wide range of growth. Guidelines describing the developmental process of students are found in the Supporting Learning Document (Ministry of Education, 1992):

“Personalized learning acknowledges that not all students learn successfully at the same rate, in the same learning environment, and in the same ways. It involves the provision of high-quality and engaging learning opportunities that meet the diverse needs of all students. Schools may provide flexible timing and pacing through a range of learning environments, with learning supports and services tailored to meet student needs.”

Ministry of Education, (<https://curriculum.gov.bc.ca/curriculum/overview>) 2020.

(b) Age Level Peers

Age level peers refers to the age grouping of students with whom an individual child entered school. This typically relates to birth year/chronological age.

II RESEARCH ON RETENTION

The documentation of negative effects of retention on student achievement does not support the practice of retaining students. Meta-analyses and research summaries that integrate the findings of multiple, controlled studies reveal the following:

(a) ~~Contrary to popular beliefs, controlled studies of retention show that student achievement is less in years following retention.~~

(b) ~~The threat of failing a grade does not motivate students. Further, high anxiety can produce avoidance behaviour and fear of failure that can block learning.~~

(c) ~~Retaining students for a year or more in elementary school increases the likelihood of school drop-out.~~

(d) ~~Findings repeatedly show a negative impact on social and emotional development.~~

II RESPONSIBILITIES

(a) District Staff

To support the implementation of the policy on student placement, District staff will:

1. ~~communicate the policy within the district.~~ **ensure a committee is in place consisting of the District Principals of Transformative Education and Inclusive Education a school psychologist and others as appropriate.**
2. ~~provide research information for each school.~~ **follow a process and make a decision that considers the unique circumstances and chronological age of the student.**
3. ~~Meet with school staff and parents to facilitate the implementation process~~ **take into consideration the requests and input of the student, the parent/ guardian, the teacher and the school-based administrator(s).**
4. **communicate the decision in writing to the school principal and Associate Superintendent in a timely manner.**

(b) ~~Administrative Officers~~ **Principals and Vice-Principals will:**

1. **be familiar with district policy;**
2. **communicate best practice to staff and parent / guardian requesting change in grade placement;**
3. **Request that the parent / guardian submit a written request specifying the rationale for the change;**
4. **gather information via School Based Team if appropriate, including work samples, assessment information and relevant history.**
5. **forward the request and information to the Grade Placement Committee;**
6. **share the decision with parent/guardian and ensure a record is in the student file.**

~~To implement the policy on student placement, the administrative officers will:~~

1. ~~be familiar with the retention research.~~
2. ~~ensure that the retention research is available for teachers and parents.~~
3. ~~ensure that appropriate educational programs are available to support students in their placement with age-level peers (refer to attached guidelines)~~

(c) Teachers **School-based staff will:**

1. ~~be familiar with the recent retention~~ **be familiar with district grade placement policy.**
2. ~~design educational programs that meet the needs of individual students in their classrooms using universal design for learning~~ **refer requests by parents/guardians to school-based principals.**
3. ~~assist in the development and implementation of specific learning plans in partnership with parents, principal and vice principal, support staff, students and school-based~~

~~teams to support student learning~~ **provide observations and documentation as relevant to School-Based Team.**

III APPEAL PROCESS

By Board policy **and by-law** and under the terms of the *School Act*, where a decision of an employee of the Board significantly affects the education, health or safety of a student, the parent/guardian of the student may appeal that decision. Board Policy C-350 **and By-law 1-08 Parent/Student Appeals** guide this process.

IV **RESEARCH ON RETENTION (Appendix - Facts on Grade Retention)**

The Facts on Education Should Students Be Allowed to Fail Grades?

Grade retention, also called “failing”, means that a student is required to repeat the same grade due to lack of achievement.

Research over the past 100 years has shown that grade retention does not benefit students having academic or social adjustment difficulties compared to similar students who are not held back to repeat a grade. In fact, grade retention has consistently been associated with negative outcomes:

- **Students who are required to repeat a grade are more likely to drop out of high school and less likely to attend post-secondary education. Grade retention is one of the most powerful predictors of dropping out of high school, regardless of when retention occurs.**
- **Grade retention is associated with increased behavioural problems.**
- **Grade retention can have a negative impact on achievement and social and emotional adjustment.**
- **Retained students are more likely to have lower educational and employment outcomes during late adolescence and early adulthood.**
- **Retained student experience lower self-esteem and lower rates of school attendance.**

Some parents and teachers believe that grade retention may be a good practice in certain circumstances, e.g. if instruction has been inconsistent due to family relocation, or if a student had serious illnesses or emotional trauma. However, no studies have been able to predict accurately which students will benefit from being retained, and the overall evidence is strongly against retention.

Researchers advocate alternatives to grade retention, such as early intervention when students experience difficulties; reading programs, summer school, and tutoring while working closely with parents. Grade retention is not a remedy for poor academic performance; specific remedial strategies are needed to support the individual student.

For online resources on grade retention as well as the research references that inform this issue, please visit: [Should Students Be Allowed to Fail Grades? | EdCan Network](#)

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The Facts on Education, (January, 2011). “Should Students Be Allowed to Fail Grades?” Produced by OISE (www.oise.utoronto.ca) and CEA (www.cea-ace.ca)



Committee Info Note
Education-Policy Committee Meeting
February 2, 2021
Agenda Item 6b: - Outdoor Learning Spaces Video

Background:

At its meeting held on September 22, 2020, the Board of Education passed the following motion:

That the Board of Education of School District No. 62 (Sooke) direct staff to explore the expansion of outdoor learning/education for all SD62 students with the intent to understand the resources required to support, develop and implement increased outdoor learning opportunities. The exploration of these opportunities would include researching outdoor learning/education in other jurisdictions, conducting consultations/surveys with stakeholder groups including our First Nations partners, and student engagement at all grade levels. Furthermore, staff will provide their findings for discussion at future Education and Policy Committee meetings.

District staff and staff were tasked to explore the expansion to outdoor education with the intent to understand the resources required to support, develop and implement increased outdoor learning opportunities. It was requested that Outdoor learning spaces be presented to the Board with a video (pictures).

Context:

Outdoor education lends itself to the endeavour of developing student's adaptive expertise. Place-based learning invites students to authentically apply knowledge and skills to real world challenges or problems in flexible and creative ways. This type of learning is transformative, and a foundational principle of learning. In response to the motion Principals were asked to send a picture of a learning space at their site. All school Principals responded to the request to send a photo to illustrate the extensive use of the outdoors. Schools found that due to COVID-19 many teachers enthusiastically embraced teaching out-of-doors and the pictures and children's voices illustrate the opportunities as requested in the motion. The attached spreadsheet illustrates how the location of most of our schools provides easy access to natural learning spaces as well as easy access to other natural spaces. Schools have created learning spaces within the boundaries of their school in order to encourage outdoor learning. These appear in the video.

What are the barriers to expand outdoor learning? The District's field trip policy states that all field trips must have 1/16 teacher-to-student ratio if a class leaves the school grounds. Classes work hard to share ECE's and EA's in order to meet this requirement. The capital costs for outdoor learning spaces, safety concerns and equipment costs are also barriers.

The exploration as outlined in the Board's motion would include research of outdoor learning in other jurisdictions and conducting consultations/surveys with stakeholder groups including our First Nations partners.

Examples of work being done:

- 1) The Transformative Education team has provided support and resources for teachers in order to encourage outdoor learning. This includes actively participating in the Networks of Inquiry and Indigenous Education, Principles of Learning program (which continues to spread to other schools), Strengthening Early Years 2 Kindergarten, Nature Kindergarten and the ECE program. Educators in primary have been provided *The Play Today Handbook* and *BC Early Learning Framework* which provide ideas and research regarding outdoor learning opportunities. Classes with ECEs have added the flexibility and at times share across classes to maximize safe outdoor learning opportunities.
- 2) Prior to COVID-19, many schools were committed to having at least one outdoor adventure per school level. Schools participated in Camp Thunderbird, Camp Bernard or a class camping trip at one of our local sites. Secondary schools have supported an outdoor education class or a science class that was focused on outdoor learning.
- 3) The Equity Scan will be used as a process to ensure that our First Nations partners are being consulted. This assists District teams and school teams in order to ensure that all stakeholder groups are being included in outdoor learning programs.
- 4) Many schools continue to work with our Facilities Department and PAC's in order to ensure that outdoor learning spaces are accessible to all students, including those in wheelchairs.

Next Steps:

Following these investigations, it became apparent that Sooke is actually a leading district in terms of outdoor learning. We have the advantage of having schools that are located close to natural resources such as lakes, oceans and large forests. Schools, educators, PACs and Facilities have worked hard to incorporate natural playground areas to encourage creative play and thinking.

Respectfully,

Stephanie Hedley-Smith
Associate Superintendent

Outdoor Learnings Spaces

School	Forest	Specific Outdoor Area	Garden	Off-Site Walk	Other	Outdoor	Firepit	Covered
Colwood	Yes	Royal Roads University	Yes	Royal Roads Uni.		Old	No	No
Crystal View	Yes	Picnic Tables - Mill Hill Park	Starting	Mill Hill Park		Yes	No	Yes
David Cameron	Yes	Yes	No	Galloping Goose	Nature Playground	Yes	No	No
Hans Helgesen	Yes	Yes	Yes	Taylor Beach/Devonian Park		Yes	No	No
Happy Valley	No	Yes, picnic tables	Yes	Galloping Goose		Yes	No	No
John Muir	No	Two forest areas adjacent to school	Yes	Yes	Ella Forest and Beach	Yes	No	No
John Stubbs	Yes	Royal Roads University	Yes	Yes	Royal Roads Uni./Lagoon	Yes	Yes	No
Lakewood	Yes	Ida Anne & Florence Lake	No	Yes	Nature Playground	Yes	No	No
Millstream	Yes	Millstream Creek Trail	Yes	Yes	Thetis Lake for older students	Yes	No	No
Poirier	Yes	Backyard Creek	No	Yes	Pond/Forest	Yes, many		No
Port Renfrew	No	Forest adjacent to school	No	Yes	Ocean	Yes	No	No
Ruth King	No	Yes playground & field	Yes	Not close enough	No	No	No	Caged area
Sangster	Yes	Royal Roads University	Yes	Yes	Royal Roads Uni./Lagoon	No	No	No
Saseenos	Yes	Beach and forest behind school	No	Yes	Beach access	Yes	No	No
Savory	Yes	Nature Playground	Yes	Yes	Mill Hill Park & Mill Creek	Yes added	No	Yes
Sooke	No	Outdoor rock learning circle	Yes	Yes	Cains Park, Poirier-Journey pond, boardwalk	Yes	No	No
Willway	Yes	Goldstream Park	Yes	Yes	Goldstream Park/Langford Lake	Yes	No	No
Wishart	Yes	Forest, Picnic tables	No	Yes	Royal Roads Uni./Colwood Park	Yes	No	No

School	Forest	Specific Outdoor Area	Garden	Off-Site Walk	Other	Outdoor	Firepit	Covered
Dunsmuir	Yes	Outdoor classroom w benches	No	Yes	Royal Roads University/Lagoon	Yes	No, but future propane version	No
JohnStubbs Middle	Yes	Royal Roads University	Yes	Yes	Royal Roads University/Lagoon	Yes	Yes	No
Journey	Yes	Rock circle, forest	Yes	Yes	DeMamiel Creek	Yes	Yes	No, working on it
Spencer	No	Half completed rock/log spiral; picnic tables	No	Yes	Carlow Park	Yes	No	No

School	Forest	Specific Outdoor Area	Garden	Off-Site Walk	Other	Outdoor	Firepit	Covered
Belmont	No	Benches, picnic table	Yes	Yes	Glen, Langford Lake, Westhills trails	Yes	Yes	No
Edward Milne	No	Outdoor classroom, patio, concrete areas	Yes	Yes	Fred Milne Park, Billings Spit, Galloping Goose, adjacent forest	Yes	Yes	Yes
Royal Bay	No	Benches, picnic tables	Yes (2)	Yes	Esquimalt Lagoon, Latoria Park, Anne's Pond	Yes	Yes	No

School	Forest	Specific Outdoor Area	Garden	Off-Site Walk	Other	Outdoor	Firepit	Covered
Westshore (Colwood)	Yes	Yes	Yes	Yes	Royal Roads University	Yes	No	No, looking into this



**COMMITTEE REPORT OF THE
EDUCATION-POLICY COMMITTEE via MS Teams
Feb. 2, 2021 – 6:00 p.m.**

Present: Allison Watson, Trustee (Committee Chair)
 Bob Phillips, Trustee (Committee Member)
 Dianna Seaton, Trustee (Committee Member)
 Christina Kempenaar, STA
 Lou Leslie, CUPE
 Georgette Walker, SPVPA
 Cendra Beaton, SPEAC
 Scott Stinson, Superintendent/CEO
 Stephanie Hedley-Smith, Associate Superintendent
 Paul Block, Associate Superintendent
 Dave Strange, Associate Superintendent

Guests: Kerry Arnot, Frances Krusekopf, Jennifer Nixon, Brian Hotovy

1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

We are honoured to be meeting on the traditional territories of the Coast Salish: T'Sou-ke Nation and Scia'new Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees Nation.

2. Opening Remarks from Chair, Allison Watson

- COVID-19 Update

Superintendent Stinson provided a brief update related to COVID-19 health and safety initiatives.

3. COMMITTEE REPORT of Jan. 5, 2021 Education Standing Committee meeting

The committee report for the Jan. 5, 2021 Education-Policy Committee meeting was reviewed by the committee members.

4. BAA COURSE PROPOSALS

No submissions for this meeting.

5. REVIEW OF POLICIES/REGULATIONS

- a. Draft Revised Regulations C-210 "Placement of Students" – Stephanie Hedley-Smith
 Stephanie Hedley-Smith reviewed the proposed revisions to the Regulations.

Recommendation:

That the changes to Administrative Regulations for Policy C-210 be received by the Board as part of the Education-Policy Committee report.

6. **NEW BUSINESS**

a. Presentation – Brian Hotovy – Youth Work in Trades – Student Opportunities and Community Engagement

Brian Hotovy, District Careers Co-ordinator, presented to the committee on Youth Work in Trades initiatives within the school district. Brian indicated that a number of students within the district have been able to receive secondary course credits for work experience as a result of their current ability to work. He advocated for parents and staff to encourage secondary students to approach our Career Co-ordinators to ensure they get the credits they have earned.

b. Outdoor Learning Discussion – Kerry Arnot, Frances Krusekopf, Jennifer Nixon, Stephanie Hedley-Smith

Led by Associate Superintendent, Stephanie Hedley-Smith, and Elementary Principals, Kerry Arnot, Frances Krusekopf, and Jennifer Nixon, a presentation was made on the current status of outdoor learning/education opportunities that exist within the school district.

The Outdoor Learning Working Committee will continue to gather information relative to expansion recommendations, research of other jurisdictions and consultations with partners, including Indigenous Rights Holders to bring forward to a future Education-Policy Committee Meeting.

The committee recommended that the video presentation be brought forward to share with the entire Board at the next Public Board Meeting.

7. **FOR INFORMATION**

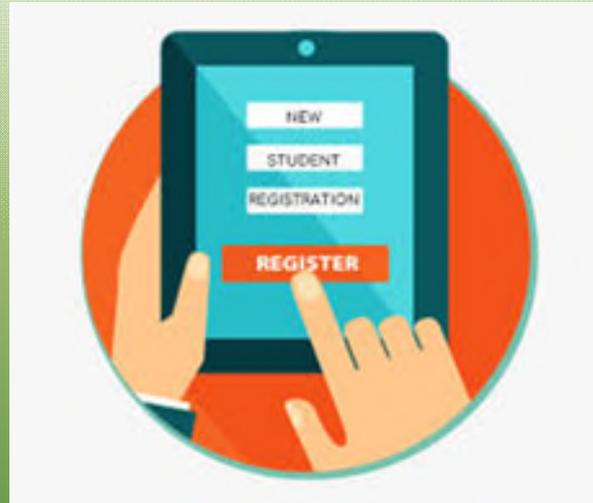
a.

8. **FOR FUTURE MEETINGS – REVIEW OF POLICIES/REGULATIONS**

As per Policy Work Plan

9. **ADJOURNMENT AND NEXT MEETING DATE: Mar. 2, 2021**

21/22 Enrolment Update



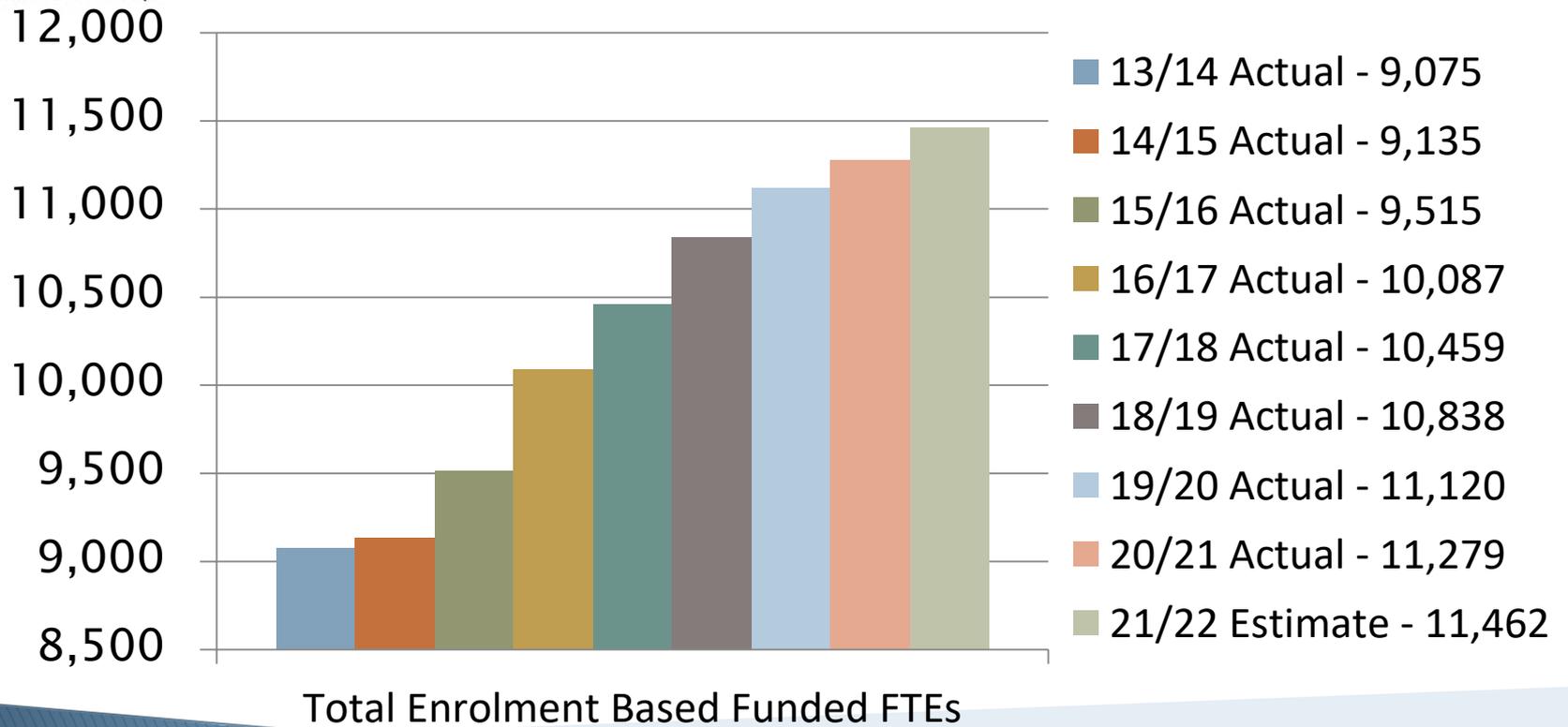
Fiscal 2021/22

Board Meeting - February 23, 2021

21/22 Projected Enrolment

FTE Category	18/19	19/20	20/21	21/22	Variance
Standard (Regular) Schools	10,444	10,700	10,931	11,111	180
Continuing Education	21	18	15	15	
Alternate Schools	243	258	210	210	
Distributed Learning	125	137	99	120	21
Home Schooling	5	6	24	6	-18
Course Challenges	1	0	0		
Level 1 Special Needs	10	12	14	16	2
Level 2 Special Needs	385	418	463	465	2
Level 3 Special Needs	260	297	292	370	78
English Language Learning	551	681	626	781	155
Indigenous Education	1,173	1,205	1,183	1,293	110
Adult Education	13	12	14	12	-2
Total - September Count	13,231	13,744	13,871	14,399	528
Percentage increase from 20/21					3.80%

Projected Enrolment Growth



21/22 Growth

Comparison of Total Enrolment Based Funding (Sept)			
Province vs. SD 62			
	18/19	19/20	20/21
Total			
Province	540,958	548,381	549,914
SD 62	10,838	11,119	11,279
Growth %			
Province		1.37%	0.28%
SD 62		2.59%	1.44%

Narrative

- **Conservative estimates due to pandemic – secondary may pick up**
- **Strong initial registrations since beginning of February**
- **Projected increase covers shortfall from last year (~11,112)**
- **Current estimates creates structural funding to replace reserve funding**

School		2020/21 Actuals	2021/22 Estimate	Growth/ (Decline)
Elementary	Colwood	182.00	176.00	(6.00)
Elementary	Crystal View	250.05	251.05	1.00
Elementary	David Cameron	396.00	384.00	(12.00)
Elementary	Hans Helgesen	203.05	195.05	(8.00)
Elementary	Happy Valley	434.00	431.00	(3.00)
Elementary	John Muir	224.28	216.38	(7.90)
Elementary	John Stubbs Elementary	516.09	520.00	3.91
Elementary	Lakewood	456.00	449.00	(7.00)
Elementary	Millstream (English)	273.00	276.00	3.00
Elementary	Millstream (French Immersion)			-00
Elementary	Poirier (English)	383.05	385.05	2.00
Elementary	Poirier (French Immersion)			-00
Elementary	Port Renfrew	21.00	18.00	(3.00)
Elementary	Ruth King	343.09	320.05	(23.04)
Elementary	Sangster	236.09	233.05	(3.04)
Elementary	Saseenos	187.09	180.19	(6.90)
Elementary	Savory	221.14	221.00	(0.14)
Elementary	Sooke	284.33	288.19	3.86
Elementary	Willway	207.05	206.00	(1.05)
Elementary	Wishart	451.00	443.00	(8.00)
Totals:		5,268.31	5,193.01	(75.30)
Middle	Dunsmuir	856.05	865.05	9.00
Middle	John Stubbs Middle	299.00	299.00	-00
Middle	Journey	512.75	523.00	10.25
Middle	Journey			-00
Middle	Spencer	845.05	838.05	(7.00)
Totals:		2,512.85	2,525.10	12.25
Secondary	Belmont (English)	1,366.95	1,401.05	34.10
Secondary	Belmont (French Immersion)			-00
Secondary	Edward Milne	605.69	626.25	20.56
Secondary	Royal Bay	1,188.98	1,201.98	13.00
Totals:		3,161.62	3,229.28	67.66
District Totals:		10,942.78	10,947.39	4.61
Alternate	Byte		210.00	210.00
Alternate	JDF	228.64	125.81	(102.83)
Alternate	Westshore	1.50	15.50	14.00
Totals:		230.14	351.31	121.17
District Totals:		11,172.92	11,298.70	125.78

Funding Shortfall

2.30%

34,852

1,587,600

(627,263)

105,840

1,101,029



Board Info Note Board Meeting February 23, 2021 Agenda Item 9.2: Safe and Active Routes Project Plan

Background

The SD 62 Healthy Schools Healthy People report identifies the importance of daily exercise and relationships on the mental and physical well-being for our students and staff. Current research and data links outdoor learning and daily exercise to academic success and achievement, improved mental health, sleep habits and appetite, independence, and self-confidence.

Walking and cycling are considered to be social activities that provide an opportunity for our students to connect and engage with other students and members of the community, build relationships, engage in conversations, as well as explore and learn as they enjoy our beautiful natural environment and surroundings.

Due to the exponential growth over the years, SD 62 requires portables to provide learning spaces causing many schools to be far above their originally intended capacity. The result is increased traffic congestion creating potential safety issues in areas surrounding our schools. Additionally, the increasing number of vehicles transporting students to and from schools combined with the congestion created by vehicles as they are forced to sit idling causes significant increase in the SD 62 carbon footprint and damage to our environment.

As an example, for many of our students walking and cycling to school, the Capital Regional District's E&N Trail and connection to other trail systems will become a familiar route and pathway for our students as they transition through the levels of our system (elementary-middle-secondary). Once completed, this trail will allow Willway Elementary students to walk or cycle with their friends from their neighbourhood to Centre Mountain Lellum Middle School in the Weshills neighbourhood and then onto Belmont Secondary School in the Glen Lake neighbourhood. It is important that the E&N trail is completed in order to provide a safe link for all of our students and staff to use especially the over 3,600 students in our schools along that corridor.

The transition between school levels can be very difficult time for some students. By connecting the neighborhoods together there is an opportunity for building relationships and community and most importantly creating a "Sense of Belonging" within the Belmont Family of Schools.

Strategic Plan Linkage

The work of student and staff safety/wellness is directly linked to our Engagement goal under objective 1 **Create a healthy environment that promotes wellness**. Like many of the objectives and strategies under this goal, this work will allow our students to reach their potential as global citizens (Learning goal) while ensuring the District is providing leadership in educational stewardship and environmental practices (Growth goal).

As part of the recently revised Transportation policy (F-100), active and safe routes to our schools will be developed. The use of existing trails and pathways will provide a key element to these individual school plans.

Staff are recommending that a project plan be developed clearly outlining the scope, budget and timelines to ensure the project outcomes meet the needs of the District.

Scope – as this is significant project undertaking, it will be important to clearly define the scope of the work. Staff are recommending that a prototype plan be developed for one school to be reviewed and approved by the Board prior to additional school plans being developed.

Budget - any financial resources required for the development of this project will form part of the 21/22 budget development process for the Board’s consideration. It is estimated the majority of the development costs will be in the form of staff salaries but any implementation costs may be identified through future year budget submissions.

Timelines – the project plan will be delivered to the Resources Committee in May and it is expected the planning for each school will begin in the 21/22 school year and extend into 22/23. Part of the project plan will identify the timeline for each school on a priority basis (urban, amount of safety issues, availability of alternate routes).

To begin this work, staff are looking for direction from the Board through the following proposed motion.

Proposed Motions:

That the Board of Education of School District 62 (Sooke) direct staff to create a project plan for the development of Safe and Active Routes to School. This project plan will identify the scope, budget and timelines required to deliver this project and will be submitted to the Resources Committee in May, 2021.

That the Board of Education of School District 62 (Sooke) write a letter to the CRD emphasizing the importance of completing the E&N Trail in a timely manner as the District will be relying on it in the planning for active and safe routes to our schools.



Board of Education Meeting
February 23, 2021
Public Meeting: Item 11.1 – Superintendent’s Report
Submitted on behalf of the Executive Team

Learning:

COVID-19 Update:

- On Wednesday, February 3, 2021, the Minister of Education, Jennifer Whiteside, along with the Provincial Health Officer, Dr. Bonnie Henry, announced revisions to the health and safety guidelines for schools in British Columbia.
- Several adjustments were announced focused primarily on enhanced mask wearing protocols and practices in physical education and music classes.
- The revisions to the mask wearing policy took effect immediately and included, mandatory mask wearing for all students in middle and secondary school unless they were at their work station, eating/drinking or behind a barrier. The same adjustments were put into effect for all staff K-12.
- Revisions for PE and Music focused on enhanced safety protocols for indoor high intensity activities, singing and instrumental use.
- Also a new online app has been created to assist students in assessing their personal health prior to attending at school.
- School Districts were given until February 26 to incorporate these changes into their Safe Work Practices. Our District continues to work with our partners through Joint Occupational Health and Safety Committees as well as the District Occupational Health and Safety Committee in order to meet this deadline.

Research Policy

- While we are keen to provide an opportunity for researchers to gather evidence based data from our schools, we haven’t until now had a formal policy on the matter. To that end, we have developed a policy on non-board initiative research in schools. This policy is heading to the next Policy Committee. The policy provides an overview of what would be researchers need to provide in order to be granted access into schools to undertake research. An application form has been created to standardize the process of applying.

Moose Hide Campaign

- Moose Hide Campaign Day saw staff in the district being given a piece of moose hide and a card about the campaign to end violence against women and girls. The district is supportive of this campaign and will aim to repeat the event next year and to utilize the school-based resources on the campaign’s website. The day provided some great photos that we posted on social media.

Engagement:

Strategic Planning

Work to update the Strategic Plan is ongoing. The Strategic Plan Steering Group meets every two weeks and contains members from:

- The School District (myself and Sue Grundy)
- Canada Union of Public Employees (CUPE) 459,
- Sooke Teachers Association (STA),

- District Principals and Vice-Principals (PVP),
- Members of District Student Council (DSC),
- Members of Sooke Parents Education Advisory Council (SPEAC),
- Board Trustees Ravi Parmar and Bob Phillips (in an advisory capacity only)

Work is underway to prepare a survey which will go out to the whole community after spring break. The survey will gather feedback on the current strategic plan and what is considered needed to help us plan for the next 3-5 years. As part of the communications out about the survey, members of the District Student Council are going to create a video to encourage students from Grade 5 upwards to complete the survey.

Staff attended a Strategic Planning Training session hosted by the Government of BC aimed at School Districts which was very informative and a good opportunity to connect with other school districts and hear how they were undertaking their strategic planning process.

Engagement Survey Information

- In May of 2021, the District conducted its second Engagement Survey for staff. This survey organized and supported by BC Stats has allowed us insights into how staff are feeling about their engagement in the work of the district.
- A total of 1111 employees (63%) responded to the survey. The overall district results were released to staff in early February and have been posted to the district's Engage website.
- Our next step is to have site specific conversations. Site reports have been created along with a PowerPoint presentation to allow for more specific sharing of information and to solicit feedback.
- Through each of our work sites, we hope to get suggestions regarding what we need to continue to pay attention to and areas where we need to do more work. This feedback will be captured in our next Strategic Plan as well as operational plans at each of our work sites.

Growth:

Capital Project Progress

- Royal Bay Secondary: All of the final pieces of work including a debrief with our Contractor Knappett Construction has now been completed.
- Pexsisen Elementary and Centre Mountain Lellum: Work continues to progress on site with civil and construction work. Both the elementary and middle schools are beginning to take shape as they emerge from the ground.
- Latoria Property: Site preparation continues as part of the purchase agreement so that we are ready to begin development should we get approval from the Ministry of Education.

Transportation:

- Transportation registration opened on Tuesday and staff will provide updated numbers on Tuesday night
- A big thanks to transportation, IT and Finance for a smooth process to date.

Energy Sustainability Plan:

- We received over 20 submissions to our Request for Proposal on the development of the District's Energy Sustainability Plan
- The submissions are being reviewed and we hope to have a resource in place shortly.

Minor Capital Projects:

- Pete and Mhairi have been working closely with the Associates to identify and prioritize the minor capital projects for next year
- We are formalizing the submission and approval process to ensure transparent and effective decisions