

**COMMITTEE REPORT OF THE  
EDUCATION-POLICY COMMITTEE**

**School Board Office**

**April 4, 2023 – 6:00 p.m.**

**Present:** Allison Watson, Trustee (Committee Chair)  
Russ Chipps, Trustee (Committee Member)  
Amanda Culver, STA  
Lou Leslie, CUPE  
Georgette Walker, SPVPA  
Scott Stinson, Superintendent/CEO  
Monica Braniff, Associate Superintendent  
Windy Beadall, Acting Associate Superintendent

**Guests:** David Lee-Bonar, Heather Lait

**Regrets:** Cendra Beaton, Trustee (Committee Member), Paul Block, Associate Superintendent, Sandra Arnold (SPEAC)

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 Sc'ianew 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**

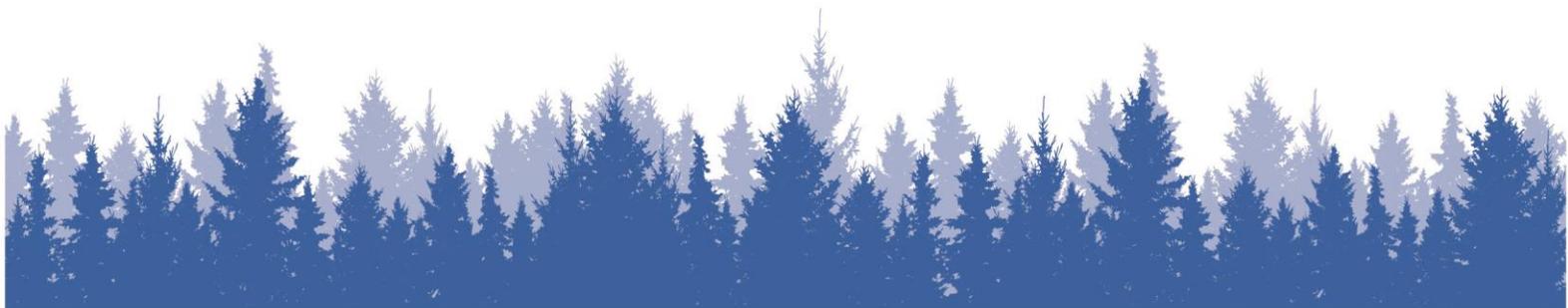
Chair Watson reiterated the work that has been done with regard to reconciliation. She reflected on last month's presentation on the SENĆOŦEN language legacy project. Some reflective comments were made by the Chair, Superintendent, Board Chair Ravi Parmar and committee member Georgette Walker on language and importance of it being reflected in our schools.

3. **COMMITTEE REPORT** of March 7, 2023 Education-Policy Committee meeting

The committee report for the March 7, 2023 Education-Policy Committee meeting was received by the committee. No errors or omissions were noted.

4. **BAA COURSE PROPOSALS**

There were no BAA course proposals for this meeting.



5. **REVIEW OF POLICIES/REGULATIONS**

- a. Draft Revised Policy and Regulations – F-333 “Accumulated Operating Surplus” - David Lee-Bonar

Mr. Lee-Bonar advised that to comply with the Ministry of Education’s K-12 Public Education Accumulated Operating Surplus Policy, the District’s Reserve Policy must establish procedures that guide the accumulation, spending and reporting of operating surplus funds and outline how the Board will engage with local community and education partner groups, including local First Nations and Métis Nation BC. He noted that the name of the draft revised Policy and Regulations has been changed to “Accumulated Operating Surplus”.

**Recommended Motion:**

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations F-333 “Accumulated Operating Surplus”.

- b. Draft New Policy and Regulations F-334 “Financial Planning and Reporting” - David Lee- Bonar

Mr. Lee-Bonar reviewed the K-12 Public Education Financial Planning and Reporting Policy. He advised that in order to comply with the Ministry’s Policy, Boards must develop, implement and provide to the Ministry multi-year financial plans that outline how funding and resources will be used to support their strategic plans and operational needs. As such, Boards must have local policies in place that support transparency and accountability by:

- Clearly identifying how local community and partner groups, including local First Nations and Métis Nation BC will be engaged to provide input into the development of Board financial plans; and
- Addressing how local community and partner groups, including local First Nations and Métis Nation BC will be informed of Boards’ progress towards aligning funding and resources with Board strategic plans, other operational needs of the school district, and enhanced student educational outcomes.
- It was suggested that the draft new policy and regulations be brought forward to the Resources Committee for information.

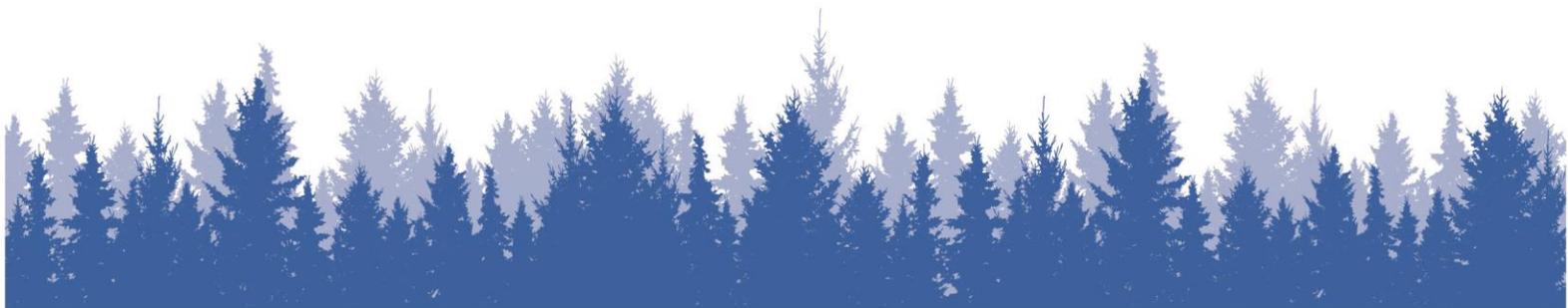
**Recommended Motion:**

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft new Policy and Regulations F-334 “Financial Planning and Reporting”.

6. **NEW BUSINESS**

- a. Online Learning Hubs Presentation – Heather Lait

Heather Lait gave a comprehensive presentation on the implementation of online learning hubs in the school district. She spoke about the changes coming for the 2023-24 school year and the



expansion of blended learning to include grade 9. The presentation received positive comments from the members of the Committee.

b. Global Stewardship – Scott Stinson

Scott Stinson presented the intent to bring a motion to the Board to direct staff to explore some global stewardship programs. This can be done through the Education-Policy Committee.

**Recommended Motion:**

That the Board of Education of School District 62 (Sooke) direct the Superintendent to develop a Global Stewardship program for SD62 to be reviewed through the Education-Policy Committee for the purposes of initiating opportunities to support SD62 students becoming global citizens.

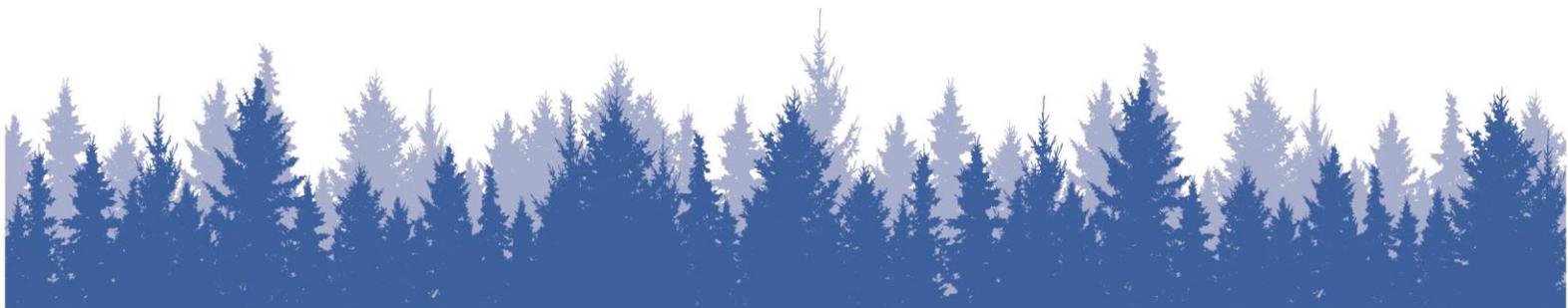
7. **FOR INFORMATION**

- a. Research Project Approval – Kapil, Meg – “The Stress Stories Project”
- b. Research Project Approval – Downes-Peters, Brittany – “Supporting Students with Autism in Inclusive Classrooms”

8. **FOR FUTURE MEETINGS**

9. **ADJOURNMENT AND NEXT MEETING DATE:** May 2, 2023

DRAFT



POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

April 25, 2023

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Draft revised Policy and Regulations F-333 "Accumulated Operating Surplus" are now ready for Notice of Motion.

**NOTICE OF MOTION:**

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations F-333 "Accumulated Operating Surplus".

## School District #62 (Sooke)

<b>FINANCIAL RESERVE ACCUMULATED OPERATING SURPLUS</b>	No.: F-333
	Effective: Apr. 24/18 Revised: Reviewed: Feb. 19/18; Apr. 4/23; Apr. 25/23

### SCHOOL BOARD POLICY

The Board of Education is responsible to ensure the District has strong financial management control of its resources.

To **increase transparency and** ensure the necessary resources are available when required, the Board of Education will establish an appropriate ~~financial reserve~~ **operating surplus** to provide for the ongoing operational and capital needs of the District **and consult and engage with education partners and local First Nations and Métis Nation BC on proposed uses of the operating surplus**. The District shall build and maintain an accumulated ~~reserve~~ **contingency** of 2% of operating expenses.

The long term financial health of the District is critical to ensure that a strong educational system is maintained for the students of the District.

## School District #62 (Sooke)

<b>FINANCIAL RESERVE ACCUMULATED OPERATING SURPLUS</b>	No.: F-333
	Effective: Apr. 24/18 Revised: Reviewed: Feb. 19/18; Apr. 4/23; Apr. 25/23

### REGULATIONS

The Board of Education is responsible to ensure the District has strong financial management control of its resources. The Superintendent, through the Secretary Treasurer, is responsible for the overall financial management of the District's resources.

The accumulated operating surplus (operating surplus) represents the extent to which revenue from all previous years exceeds expenditures from all previous years. The use of the operating surplus enables the Board to engage in long-term planning, mitigate financial risk and support consistent services for students.

The Board will use the existing Ministry of Education and Child Care's financial reporting framework to report on the planned and actual use of operating surplus. The reporting of surpluses and inter-fund transfers are publicly provided through both the financial statement and budget reporting processes. The district budget reporting processes will outline the initial plan for surpluses and transfers and the financial statements will report on the actual surpluses and transfers in any given budget year.

Prior to the approval of the financial statements and budget, the Board of Education will consult and engage with education partners and local First Nations and Métis Nation BC on proposed uses of the operating surplus. The Board will provide public information as to where, when and how the community can provide feedback on the subject.

The Board uses the following categories to manage the operating surplus:

- Unrestricted Operating Surplus (Contingency)
- Internally Restricted Operating Surplus
- Restricted for Future Capital Cost-Sharing
- Local Capital

#### Unrestricted Operating Surplus (Contingency)

The District shall maintain records of all its revenues and expenditures in accordance with generally accepted accounting principles. The Board believes that the maintenance of a strong financial position is fundamental to the District's overall fiscal strategy, and as such, an appropriate level of ~~reserve~~ contingency funds should be established.

#### Reserve Amount and Establishment

Strong financial management practices include protecting the District financially from extraordinary circumstances which could negatively impact the education of students. The District shall build and maintain an accumulated ~~reserve~~ **contingency** of 2% of operating expenses. In order to expend funds in the year received, it is understood that it will take a number of years for the District to reach the desired level.

This ~~reserve~~ **contingency** will be created through the following mechanisms:

- Annually budgeting \$250,000 to be generated from Rental and Leases Revenue; and
- ~~Retain any local capital proceeds in the reserve account; and~~
- Retain any (unrestricted) annual operating excess in the ~~reserve~~ **contingency** account.

### Use of Funds

~~The Secretary Treasurer shall designate accumulated reserve funds as restricted and~~ **These funds are to be** used only for purposes as agreed upon by the Board. These purposes are to include:

- 1) unexpected occurrences having a negative financial impact on the current fiscal year;
- 2) extraordinary needs arising from the delivery of the Strategic Plan; and
- 3) the replacement of fixed assets.

~~Reserve Funds~~ **The contingency** can only be accessed by Board resolution and by inclusion in the annual budget of the Board, ~~or in the case of Restricted Capital Reserve, Board resolution and Minister of Education approval.~~

~~Reserve Funds~~ **The contingency** will not be used for ongoing operating expenses, except as directed by Board motion.

### Internally Restricted Operating Surplus

The Board can make restrictions for items that are identified by the Board and have defined timelines. The three streams of internally restricted operating surplus are:

- Restricted due to the nature of constraints on the funds;
- Restricted for anticipated unusual expenses identified by the Board; and
- Restricted for operations spanning multiple school years.

### Restricted for Future Capital Cost-Sharing

To support major capital projects that are identified in the Board's five-year Capital Plan and approved by the Ministry for concept plan or business case development, the Board may restrict the Financial Reserve to satisfy capital project cost-share expectations.

### Local Capital

Local Capital will include the Board's portion of any proceeds from the disposition of capital assets, transfers from operating funds and interest earned on Local Capital funds restricted for the purchase of tangible capital assets. Capital projects that are not supported by the government through the Ministry of Education and Child Care's Capital Plan funding need to be funded through school district funds.

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

April 25, 2023

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**NOTICE OF MOTION:**

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**School District #62 (Sooke)**

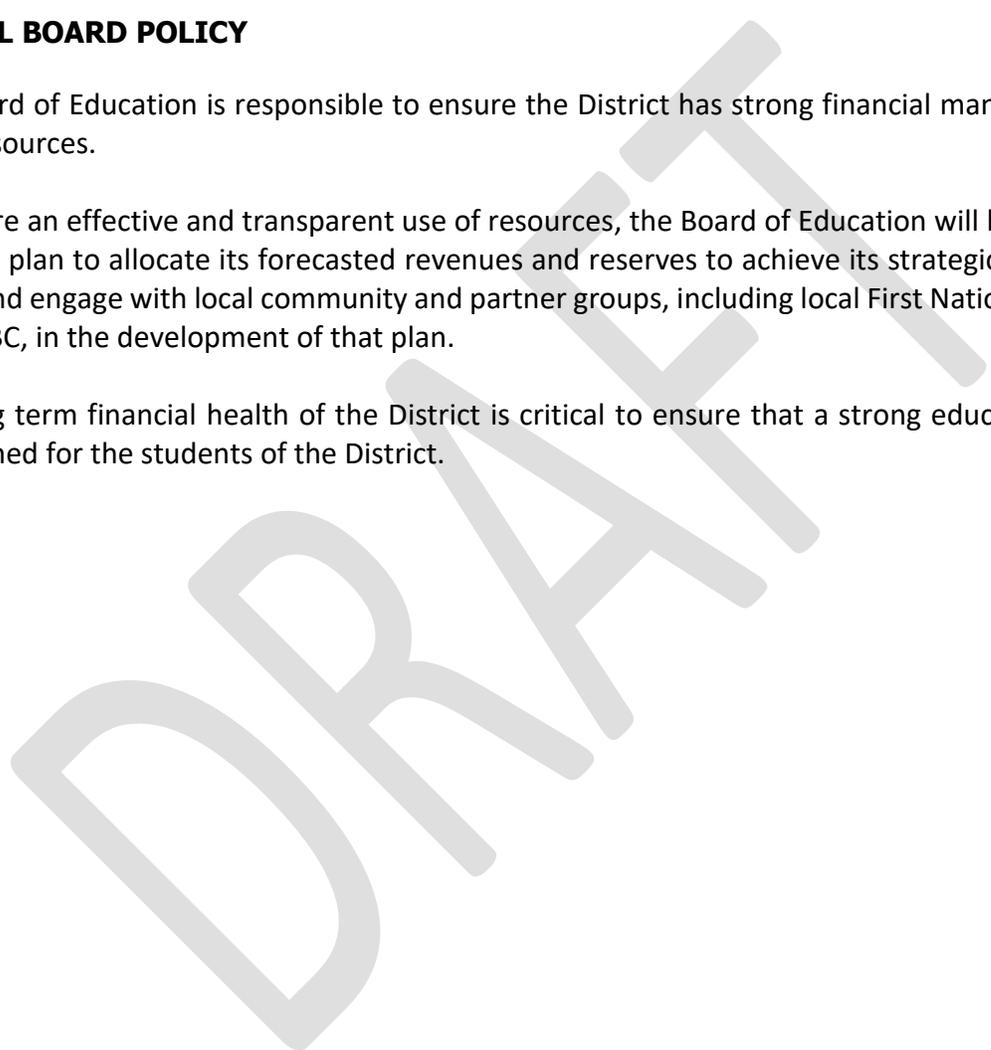
<b>FINANCIAL PLANNING AND REPORTING</b>	No.: F-334
	Effective: Revised: Reviewed: Apr. 4/23; Apr. 25/23

**SCHOOL BOARD POLICY**

The Board of Education is responsible to ensure the District has strong financial management control of its resources.

To ensure an effective and transparent use of resources, the Board of Education will build a multi-year financial plan to allocate its forecasted revenues and reserves to achieve its strategic and operational plans, and engage with local community and partner groups, including local First Nations and the Metis Nation BC, in the development of that plan.

The long term financial health of the District is critical to ensure that a strong educational system is maintained for the students of the District.



## School District #62 (Sooke)

<b>FINANCIAL PLANNING AND REPORTING</b>	No.: F-334
	Effective: Revised: Reviewed: Apr. 4/23; Apr. 25/23

### REGULATIONS

The Board of Education (“Board”) recognizes its responsibility for the effective use of public funds in providing the best possible education to the students in the communities it serves. The Board has a duty to govern the District in a fiscally responsible manner, while carrying out the strategies required to achieve its goals.

#### Multi-year Financial Plans

The annual operating budget is aligned with the three-year financial plan that the Board must develop, implement, and provide to the Ministry reflecting the implementation and maintenance of the Board’s educational and operational objectives including enhanced student educational outcomes. The financial allocations included in the budget should support the strategic directions identified in the Board’s Strategic Plan and the Framework for Enhanced Student Learning.

#### Engagement

When the Board is developing its multi-year financial plans it will consult and engage with education partner groups, including local First Nations and Métis Nation BC. The Board will provide public information as to where, when and how the community can provide feedback on the subject.

#### Reporting

The Board will also report the Board’s progress on aligning funding and resources with their strategic plans and other operational needs of the school district, including enhancing student educational outcomes, by posting annual information on its website as part of its usual report out to stakeholders and the public.

The Board will use the existing Ministry financial reporting framework (including a Financial Statement Discussion and Analysis Report) to annually report on Boards’ progress towards meeting Board objectives as outlined in their multi-year financial plans.