

Public Notice – Resources Committee Online Public Meeting


A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on December 12, 2023, at 6:00 pm.**

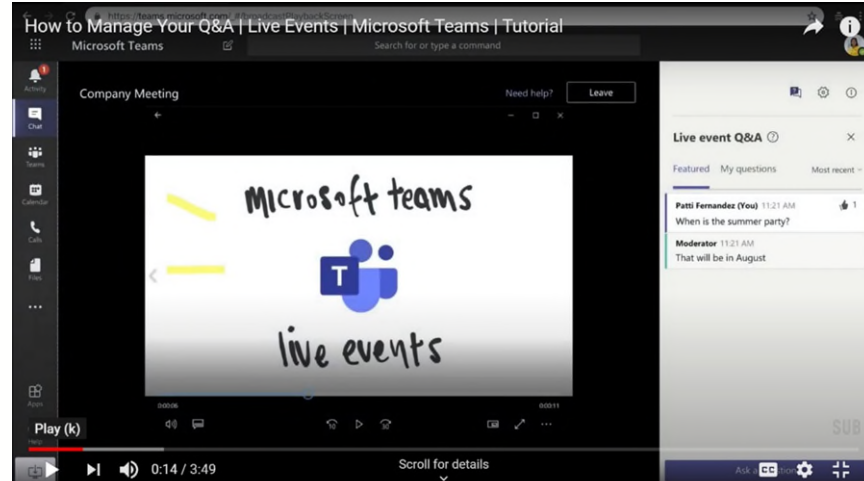
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

To participate in the meeting please click on this link: [Follow Link](#)

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.**
 - A reminder for Stakeholder groups to use the **Q&A** function.
 - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



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.



RESOURCES COMMITTEE
School Board Office
December 12, 2023 – 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, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)

2. REPORT (page 3)

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated November 14, 2023, at its Public Board Meeting dated November 28, 2023.

3. PRESENTATIONS (10 min.)

4. BUSINESS

4.1 24/25 Budget Principles, Assertions and Process – David Lee Bonar (page 7)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed 24/25 budget principles, assertions and process as outlined at the December 12, 2023, Resources Committee meeting.

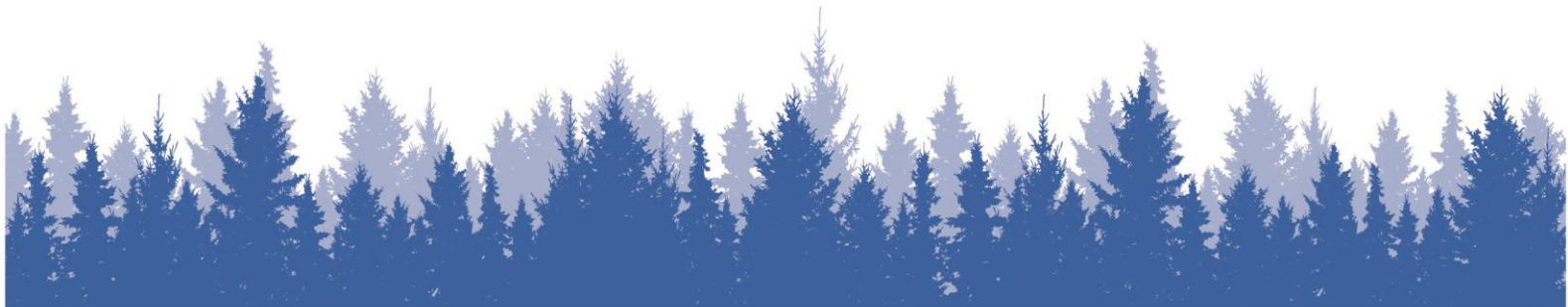
4.2 Strategic Plan Renewal Process – Harold Cull (page 10)

4.3 Transportation Safety Update – Randy Cobb (page 12)

4.4 EMCS Portable – Harold Cull (page 15)

5. ADJOURNMENT

6. NEXT MEETING DATE: January 16, 2024



Committee Report of Resources Committee Meeting of November 14, 2023 via MS Teams

Present: Amanda Dowhy, Trustee (Acting Committee Chair)
Christine Lervold, Trustee (Committee Member)
Russ Chipps, Trustee (Acting Committee Member)
Scott Stinson, Superintendent
Harold Cull, Secretary Treasurer
Paul Block, Deputy Superintendent
Ceilidh Deichmann, SVPVPA
Ed Berlando, STA
Trudy Court, CUPE
Tom Davis, SPEAC
Windy Beadall, District Principal, Capital Planning
Mhairi Bennett, Director, Facilities
David Lee-Bonar, Assistant Secretary Treasurer
Aaron Foster, Manager, Minor Capital
Sue Grundy, Manager, Executive Operations
Nicole Gestwa, IT

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:01 pm by the Committee Chair, who 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 October 10, 2023, at its Public Board Meeting dated October 24, 2023.

3. PRESENTATIONS

4. BUSINESS

4.1 Strategic Plan Renewal Process – Harold Cull



Staff provided a presentation on the proposed approach to update the District's current Strategic Plan as it expires in 2025. Staff have divided the work into three phases; Phase 1 is to be completed in Fall 2023 and will include conducting an environmental scan of the system; Phase 2 will be completed by Spring 2024 and will include the Board updating their vision/mission/values/beliefs; and Phase 3 will run from July 2024 to July 2025 when the remaining sections of the Strategic Plan will be updated. Partner groups are encouraged to have discussions with their Executives in order to provide feedback on the questions posed at the meeting from an educational, political, environmental and economical impacts on the system. Feedback can be provided to Sue Grundy prior to the winter break.

4.2 Quarter 1 Financial Forecast – David Lee Bonar

Staff provided an overview of the Quarter 1 financial forecast. To date staff estimate that the District will end the fiscal year with a potential accumulated surplus of \$2.181M or 1.31% of total expenditures. Further, Quarter 2 financials in February will help draft the District's Amended Budget for the Board of Education's consideration.

The Committee supported the following motion going forward to the Board for their consideration:

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Financial Forecast Report as presented at the Resources Committee Meeting of November 14, 2023.

4.3 Quarter 1 Minor Capital Update – Aaron Foster

Staff provided an update on the Minor Capital Process for the period of April to September 20, 2023, to Committee members and the Committee discussed the overall minor capital process. The Committee also discussed the challenges of the portables at EMCS from occupancy and accessibility perspectives with staff committed to correcting both.

The Committee supported the following motion going forward to the Board for their consideration:



Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Minor Capital Report as presented at the Resources Committee Meeting of November 14, 2023.

4.4 Ethical Decision-Making Framework – Harold Cull

Staff have been instructed to develop an Ethical Decision-Making Framework that can be used on a regular basis to ensure decisions are made through an ethical lens of important factors. Committee members discussed the Island Health model and the approach to incorporate SD 62's Board's values into a framework to be used by the District. Staff lead the Committee through several questions to receive their input on the draft framework and partner groups are encouraged to have discussions with their Executives in order to provide feedback back to staff by the end of January.

4.5 SC'IA'NEW STELITKEĒ Elementary School Catchment Review – Windy Beadall

The Board had requested that District staff begin the process of re-drawing school catchment boundaries for the school district to accommodate the opening in September 2025 of the new SC'IA'NEW STELITKEĒ ELEMENTARY SCHOOL.

This catchment area for SC'IA'NEW STELITKEĒ ELEMENTARY SCHOOL will flow to Dunsmuir Middle School and then to Ecole Royal Bay Secondary. Catchment refers to your designated neighbourhood school based on your home address. The Staff and PAC affected by these changes have been notified by the Principals of the schools and can send any further thoughts to catch62@sd62.bc.ca. This is the same process followed for previous catchment changes.

The Committee supported the following motion going forward to the Board for their consideration:

Recommended Motion: That the Board of Education of School District 62 (Sooke) accept the proposed changes to the catchment area for SC'IA'NEW STELITKEĒ Elementary School as presented at the Resources Committee Meeting of November 14, 2023.



4.6 Garry Oaks Meadow Project – Mhairi Bennett

The Committee discussed the letter from Colin Sparks, dated October 9, 2023, requesting support from the Board of Education to create a Garry Oak Meadow adjacent to the Royal Bay Secondary School. Staff advised the Committee of the capacity challenges with this request and suggested the Board consider a one-time financial contribution as their support of the project.

The Committee supported the following motion going forward to the Board for their consideration:

Recommended Motion: That the Board of Education of School District 62 (Sooke) provide a one-time contribution of \$5,000 from surplus funds to support the Garry Oak Meadows project as requested. The funds will be provided to the City of Colwood for use on this project.

5. **ADJOURNMENT AND NEXT MEETING DATE:** December 12, 2023



Committee Info Note

Resources Committee Meeting

December 12, 2023

Agenda Item 4.1: Budget Principles, Assertions and Process

Background:

- Part of the Board's annual workplan has the approval of the Annual Budget Principles, Assertions, Process (plan & timelines) completed in January
- Given the late return to school in January (8th), staff would like the Board to consider the budget process in December this year
- As a result, staff are looking for the Committee to support the following Budget Principles and Assertions and the attached Timelines for the 24/25 Budget Development Process

Proposed Budget Principles for 24/25 (consistent with current year)

- The following are the principles being suggested to be approved by the Board for the 24/25 Budget Development process:
 - 1) Budget decisions will be based on the existing Strategic Plan goals;
 - 2) Input from the District partners and Leadership Team will help shape 24/25 funding levels; and
 - 3) The annual budget process will be informed by the multi-year budget estimates on a 3-year rolling cycle.

Proposed Budget Assertions for 24/25 (revised to address current staffing levels)

- The following are the assertions being suggested to be approved by the Board for the 24/25 Budget Development process:
 - 1) The provincial funding formula will remain the same and be based on per FTE funding;
 - 2) Domestic enrolment will continue to grow, and current staffing levels (above CA requirements) will be partially used to address this growth; and
 - 3) All negotiated/approved salary increases will be funded.

- Staff would like the Committee to consider supporting the following motion:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed 24/25 budget principles, assertions and process as outlined at the December 12, 2023, Resources Committee meeting.

Prepared by: **DAVID LEE-BONAR | ASSISTANT SECRETARY TREASURER**

School District Six Two Proposed Budget Timelines Fiscal 2024/25

Month	Executive	Leadership Team	Resource Committee	Board Meetings
January	Highlight the operating grant recalculation details	Jan 10 – review the 23/24 recalculated operating grant	Jan 16 – review the 23/24 recalculated operating grant	Jan 23 – review the 23/24 recalculated operating grant
February	Confirm 24/25 (Year 4) Operational Plan work	Feb 7 – Identify proposed costs for Operational Plan	Feb 13 – Review & input on draft Operational Plan work	Feb 27 – Review & input on draft Operational Plan; Stakeholder Presentations (Feb 20)
March	Draft Budget based on Operational Plan	Mar 6 – Review and prioritize activities on the Operational Plan	Mar 6 – Review & input on draft Operational Plan priorities	Mar 12 – Review & input on draft Operational Plan priorities
April	Finalize Budget for presentation	Apr 10 – Review and input on draft Budget	Apr 9 – Review and input on draft Budget	April 23 – 1 st reading of the Budget
May	Tweak Budget (if applicable)	May 1 - Review revised Budget (if applicable)	May 14 – Review and input on revised Budget (if applicable)	May 28 – 2 nd and 3 rd readings of the Budget

Notes:

- 1) Executive and Leadership Team work in unison to identify priorities and to create/review the Budget
- 2) Resource Committee reviews and provides input on draft priorities and the Budget in support of the Board's approval process
- 3) Staff are able to meet with stakeholders' Executives to discuss Operational Plan (early February) and the draft Budget (early April)
- 4) The work of the Leadership Team/Resource Committee replaces the previously defined Budget Management Team (BMT)
- 5) **A public meeting can be scheduled for April 16th where staff will provide details of the budget with an emphasis on changes from 23/24**
- 6) Once approved, timelines should be shared and public encouraged to attend Resource Committee/Board meetings for budget discussions

21-25 Strategic Plan

24/25 Operational Plan

24/25 Annual Budget

Committee Info Note

Resources Committee Meeting

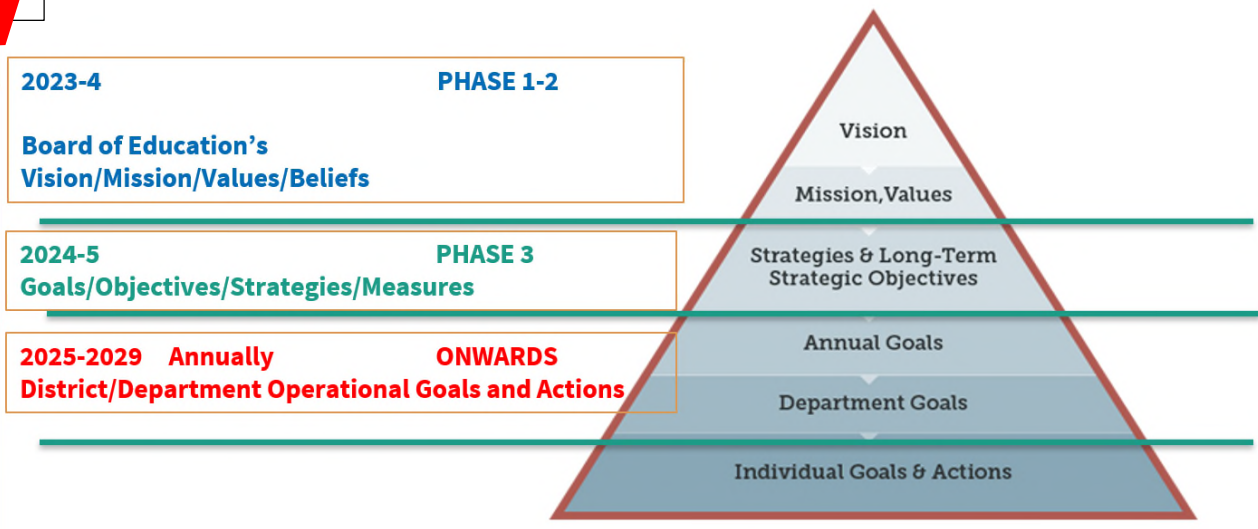
December 12, 2023

Agenda Item 4.2: Strategic Plan Renewal Process

Background

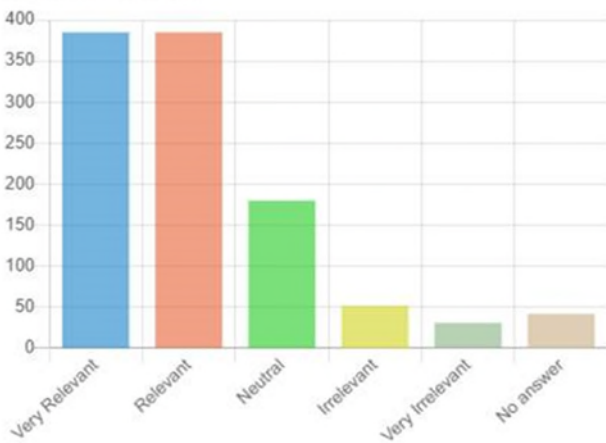
- At the Committee meeting of November 14th, staff presented the proposed approach to support the Board (BoE) in the renewal of the current Strategic Plan
- As discussed at the meeting, this is important work for the BoE as their first opportunity since the election, for this **Board to define their direction for the District**
- The key deliverable for this school year is for the BoE to define this direction through their Vision/Mission/Values and Beliefs statements
- The role of staff and partner groups is to inform the BoE of their thoughts so the statements can be maintained or modified
- As noted below, this is Phase 1 of the renewal process:

This stuff

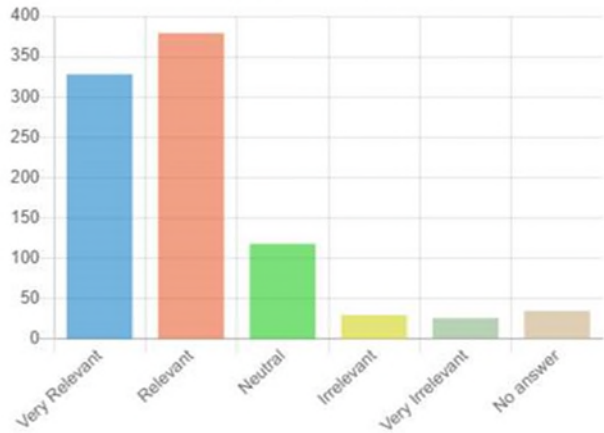



- As part of the consultation process, staff have created a survey for staff, students, parents and the community to complete based on the BoE’s existing V/M/V and B statements
- The survey is open until December 20th and a full report out, including demographics, will be provided to the Committee at their January 16th meeting
- Staff will also be meeting with the Nations we serve through the December 13th Four Posts meeting where the existing statements will be discussed
- In the meantime, the following graphs are provided to reflect the initial survey results (1,222 full and partial responses):

The current VISION for SD62 is: "We honour student voice and choice through engaging, purposeful and experiential learning in a safe and respectful community." How relevant will this VISION be for future years (2025-2029)?



The current MISSION of SD62 is: "To help develop informed, literate and resilient citizens through engagement in a safe, respectful and responsive School District #62 learning community." How relevant will this MISSION be for future years (2025-2029)?



Committee Input

- Staff are looking for Committee input on the BoE’s existing Vision/Mission/Values/Beliefs statements
- Using the survey questions noted above, staff would like the Committee to discuss the relevancy of each statement and if changes should be made by the BoE during this phase of the renewal process
- Staff will record the input of any suggested changes/additions to the statements and will include the feedback in the Environmental Scan provided to the BoE in January

Committee Info Note

Resources Committee Meeting

December 12, 2023

Agenda Item 4.3: Transportation Safety Update

Background

- The Transportation Safety Committee meets regularly to discuss issues relating to bus driver professional development training, crossing guards, safety awareness, and traffic safety issues around the district
- The Committee contains representatives from the Transportation Department (drivers, administration and management) and the District’s Leadership Team
- The role of the Committee is to review the transportation safety issues from a District wide perspective and to determine how the Transportation Safety Fee (\$25/rider) should be best spent

Transportation Safety Pilot

- The Committee has discussed a rider tracking system that is being used in other school districts in the province supported by the Traversa operating system
- The system has students swipe onto the bus and then parents can access their route and pick up time
- Systems such as these have been found to reduce calls into the office by parents wanting to know where buses are as they can see on the app the stop location and live timing of route progression
- The district previously had a rider tracking system called [Ride 360](#) but the system was unpopular as the technology did not run smoothly and parents had problems gaining live updates
- The Manager of Transportation has been undertaking research on the systems available and has been working with Traversa, the company that manages the routing software, to look at their student tracking system
- The Committee has decided to implement Traversa’s rider tracking system called “My Ride K-12”

- The proposed pilot (implementation TBD) will be focused in the Milnes Landing area due to the relatively simple structure of the routes
- This area is serviced by 10 SD62 buses and it is felt to be a good test location as there are sections where cell coverage is low
- The pilot would look to gain feedback from users (drivers, students, parents) to understand what worked well and whether there were any issues with using the app. Lessons learned would be incorporated prior to the system wide roll out (on-going costs estimated to be \$20,000/year)

Other Safety Initiatives

- The Committee has also looked at utilizing the Driver Trainer now on staff to enhance the:
 - ✓ Driver Training Program
 - ✓ Crossing Guard Training Program
- Other issues being explored by the Committee include creating a Safety Awareness Program that can be shared with schools as well as minor capital enhancements to school drop off and pick up areas
- The proposed budget to spend the current \$245,000 is:

Expenditure Type	Proposed Budget
Rider Tracking System (set up costs)	\$155,000
Driver Training Program	\$20,000
Crossing Guard Training Program	\$20,000
Safety Awareness Program	\$15,000
School Drop off / Pick Up Enhancements	\$10,000
To be allocated/Contingency	\$25,000
Total	\$245,000

Note: We collect ~\$80,000/year and staff will create a structural budget moving forward to reflect the annual expenditure plan

Communications Plan

- Further communications are required to be sent out to families in two key areas:
 - Payment of the Rider Safety Fee (\$25/rider)
 - Service Use

- Of the 4,498 riders, there is a total of 1,427 riders that have not paid or been exempt from the Rider Safety Fee (31.7%)
- Staff will be sending out communication to all non-paid riders requesting payment by January 26, 2024 with non-payment by that date resulting in loss of service
- Communication will also be sent out to all riders confirming that service is still required as the District has many registered riders not using the service
- Both communications are intended to confirm actual riders that may also result in creating space for waitlisted employees

Updated Transportation Stats

Data Points as @ Dec 7	22/23	23/24	Change
# of registration requests – on time	3,094	3,751	657
# of registration requests - late	1,488	1,179	(309)
# of total registration requests	4,582	4,930	348
# of assigned riders	4,269	4,498	229
# of in-eligible riders		247	
# of waitlisted riders		185	
# of non-assigned riders	313 (6.8%)	432 (8.7%)	
# of standard routes	35	35	
# of accessible routes	4	4	
# of overflow routes	Used existing routes	2	2
# of total buses	45	50 (by December)	5
# of electric buses	6	13 (by December)	7
# of total drivers	44	48	4
# of regular drivers	39	41	2
# of on-call drivers	5	7+	2+
# of KMs driven daily	~3,900	~4,100	200

Prepared by: **RANDY COBB** | **MANAGER, TRANSPORTATION**

Committee Info Note

Resources Committee Meeting

December 12, 2023

Agenda Item 4.4: EMCS Portable

Background

- As part of the September 2023 Space Plan, it was determined that EMCS would receive one new portable while two old portables were to be demolished
- This decision was made subsequent to the initial space plan decisions after receiving feedback from the Resources Committee
- Based on projected enrolment estimates, the portables at Ruth King and Royal Bay were prioritized to be completed first
- It was initially planned that all portables would be ready for school opening on September 5th
- Due to circumstances within and outside the control of the District, all of the portables were not ready for school opening
- By mid-September, all of the portables, except for EMCS were ready for occupancy (reached in late November)

Challenges Faced

- Even though it was included in their contract, the construction company responsible for the installation of the portable did not complete the necessary permit work (demo or construction) with the District of Sooke (DoS)
- This was not discovered until after school ended in June
- Another factor for the delay was staff turnover with our District and the DoS
- For most of the spring, our Facilities Department was short two exempt staff while continuing to manage 2 new school builds, business cases for another two and responsibility for multiple other minor capital projects

- The DoS had turnover/absences in their Building Department at the same time which created mix messages at times

Lessons Learned

- From an accountability perspective, we learned that we need **one person responsible** for the portable moves/installations from start to finish
- Transferring responsibility mid project made it extremely difficult
- **Stronger communication**, from the SBO, to the school and school community is required to ensure everyone is aware of the status of the project
- **Aligning external resources earlier** in the process is vital to minimize supply chain issues with labour and supplies (both construction and municipal)
- We also need to have **clear contingency plans** if the new spaces are not available on time

Prepared by: **HAROLD CULL | SECRETARY-TREASURER**