

Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on January 12, 2022 at 6:00 pm.**

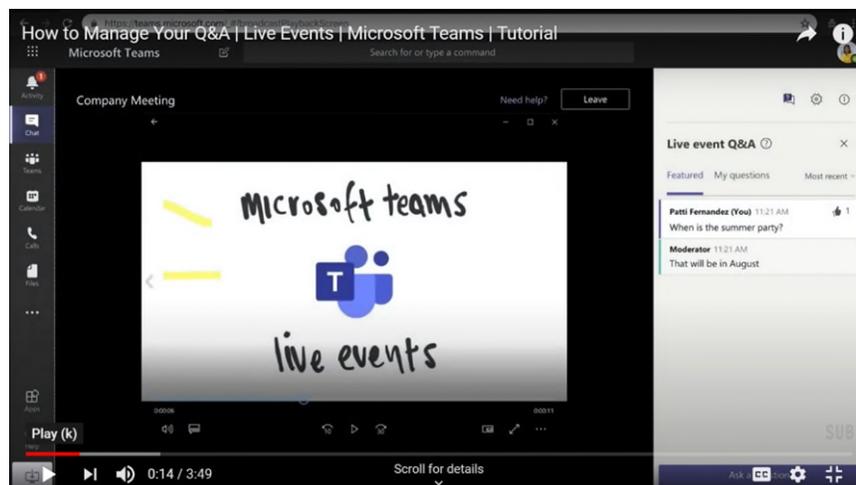
Requirements that limit the size of public gatherings due to the COVID-19 pandemic mean this meeting will proceed differently than they have in the past. The meeting will be conducted online via MS teams. We encourage members of the public to join the LIVE Event.

To participate in the meeting please click on this link: [ResourcesCommitteeMeeting-January-12-2022](https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84)

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
via MS Teams
January 12, 2022 – 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: Sc'ianew 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)

3. PRESENTATIONS (20 minutes)

4. BUSINESS

4.1 Committee Mandate/Reminders – Bob Beckett (page 5)

4.2 21/22 Budget Recalculation – David Lee Bonar (page 11)

Recommended Motion: That the Board of Education of School District #62 (Sooke) allow all three readings of the 2021/22 Amended Budget Bylaw at its meeting of February 22, 2022.

4.3 22/23 Budget Principles, Assertions and Process – Harold Cull (page 15)

Recommended Motion: That the Board of Education of School District #62 (Sooke) approve the proposed 22/23 budget principles, assertions and process as outlined at the January 12th Resources Committee meeting.

4.4 Guiding Principles to Support Future Capital Projects – Ravi Parmar/Windy Beadall (page 18)

4.5 Transportation Update – Harold Cull/Randy Cobb (page 20)

5. ADJOURNMENT

6. NEXT MEETING DATE: February 8, 2022



Committee Report of Resources Committee Meeting via MS Teams Live December 8, 2021

Present: Bob Beckett, Trustee (Committee Chair)
Margot Swinburnson, Trustee (Committee Member)
Ravi Parmar, Trustee
Scott Stinson, Superintendent & CEO
Harold Cull, Secretary-Treasurer
Ceilidh Deichmann, SPVPA
Amber Leonard, CUPE
Angela Hoskinson, SPEAC
Ed Berlando, STA
Nicole Gestwa, IT

Guests: Natalie Bandringa, CRD
David Lee-Bonar, Assistant Secretary-Treasurer

Regrets: Wendy Hobbs, Trustee (Committee Member)

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:04 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; Sc'ianew 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 November 9, 2021 at its Public Board Meeting dated November 23, 2021.

3. PRESENTATIONS

4. BUSINESS

4.1 Ready, Step Roll Update – Natalie Bandringa (CRD)

Natalie Bandringa provided an update on the Ready Step Roll Program to the Committee. Four schools are currently participating in the Ready, Step Roll Program, those are Dunsmuir, Willway Millstream and Colwood Elementary. The Committee discussed the objective of the Program being to increase the rate of active travel to our schools. Natalie showed the Committee some survey stats from the 4 schools being reviewed and the trends and emerging themes that we are seeing. Final reports from each school are expected in the summer of 2022.

4.2 City of Colwood Partnerships – Ravi Parmar

The Board Chair referenced the Memorandums of Understanding the Board has signed with Colwood, Langford and Sooke and the power of the potential partnerships with our municipalities. The Chair outlined the three initial projects with the City of Colwood that are being contemplated. The Committee supports the following motion going forward to the Board for their consideration.

Motion Requested: That the Board of Education of School District 62 (Sooke) support, in principle, the three partnership projects with the City of Colwood as presented at the Resources Committee meeting of December 8, 2021. Furthermore, the Board directs staff to work with City of Colwood staff to define the projects in greater detail for formal approval consideration.

4.3 Multi-Year Budget Update – David Lee Bonar

Staff provided an overview of the multi-year budget to the Committee. The Committee discussed the importance of looking at the District's budget over a 36-month timeline in order to inform the annual financial decisions of the District. It was discussed that our enrolment growth is anticipated to address the structural pressures facing the District but will not provide additional infrastructure supports required to sustain a growing district.

4.4 Budget Principles, Assertions and Process – Harold Cull

Staff reviewed the budget principals, assertions and process from 21/22 to gain partner group feedback for improvements for the 22/23 process. The Committee discussed possible funding formula changes and the impact that the Program Reviews will have on the budget process in the spring.

5. **ADJOURNMENT AND NEXT MEETING DATE:** January 11, 2022

Committee Info Note

Resources Committee Meeting

January 12, 2022

Agenda Item: 4.1 – Committee Mandate & Reminders

- As we start a new calendar year and have new Committee appointments, it is timely to do a quick review of mandate and organization of the Board's Standing Committee Meetings
- Joining our partner groups and staff in the monthly discussions, the following trustees have been assigned to the Resources Committee for the 2022 calendar year:
 - Bob Beckett, Committee Chair
 - Wendy Hobbs, Committee Member
 - Bob Phillips, Committee Member
- The Committee details are outlined in Policy and Regulation A-340: School Board Committees
- Standing Committees are ongoing committees that provide an opportunity to deliberate on and seek feedback about issues of ongoing importance to the District in an inclusive and open manner
- **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
 - Other matters referred by the Board
- Three trustees are appointed to the committee by the Board Chair, inclusive of the Committee Chair
- Each Partner Group is invited to appoint a representative to the committee (STA, CUPE, SPEAC, SPVPA, Students)
- All committee members are able to participate in the discussion, however only trustees appointed to the committee will make recommendations to the Board

School District #62 (Sooke)

SCHOOL BOARD COMMITTEES	No.: A-340
	Effective: Jan. 13/81 Revised: Apr. 26/83; Dec. 8/98; Apr. 24/18 Reviewed: Dec. 8/14; Jan. 9/18; Mar. 12/18; Mar. 13/18; Dec. 10/19

SCHOOL BOARD POLICY

The Board may use standing and ad hoc committees to review relevant issues and present findings to the whole Board in the form of additional information or recommendations for Board action.

The Board understands the effectiveness and efficiency of conducting at least some of its business through the operation of standing and ad hoc committees. The availability of desired expertise on given issues through the committee consultative process is valued.

1. A committee has no authority, except that which it is given, in terms of reference. The recommendation(s) of a committee must be ratified or sanctioned by the Board before the Board can be bound by them.
2. Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of formation.
3. All appointments of trustees to committees will be made by the Chairperson.
4. All committees will function at the direction of the Board. Meetings are facilitated by consensus. The Chair of each committee will report to the Board on the business of the committee at the first regularly scheduled Board meeting following the committee meeting.
5. The Superintendent or Secretary-Treasurer may appoint resource personnel to work with committees, and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Matters related to personnel, real property, individual students, parents and/or guardians, legal opinions respecting the liability or interest of the Board, accident claims and other matters of Board liability will generally be dealt with in a closed (in camera) Committee meeting.

Policy References:

Bylaw 1: Board Governance Bylaw
A-340: School Board Committees
F-335: Audit Committee

School District #62 (Sooke)

SCHOOL BOARD COMMITTEES	No.: A-340
	Effective: Jan. 13/81 Revised: 26/04/83; 13/12/85; 24/03/87; 24/11/92; 23/05/95; 13/05/97; 08/12/98; Jan. 19/15; Apr. 24/18; Dec. 10/19 Reviewed: Dec. 8/14; Jan. 19/15; Jan. 9/18; Mar. 12/18; Mar. 13/18; Dec. 10/19

ADMINISTRATIVE REGULATIONS

1. General

- 1.1 The Board may establish such committees as it considers desirable.
- 1.2 Standing Committees exist to provide an opportunity to deliberate on issues of ongoing importance to the District in an open and inclusive manner.
- 1.3 Meetings may be in public, or where warranted in-camera.
- 1.4 A standing committee will consider matters referred to it by the Board, and may consider items suggested by staff, trustees, committee representatives or members of the community.

1.5 **Standing Committees:**

The Board will establish the following standing committees to conduct its business:

1.5.1 **Audit (Financial Statements Review Committee)**

Mandate: The Audit Committee will assist the Board in fulfilling its governance and oversight responsibilities and may consider matters pertaining to:

- Financial reporting;
- Internal control, information systems and risk management;
- External audit; and
- Internal audit.

1.5.1.1 **Contact:** Secretary-Treasurer

1.5.1.2 **Operations:**

- The Audit Committee shall be chaired by a trustee.
- The committee will meet as necessary during the school year.
- Reports and recommendations from this committee shall be prepared for the subsequent regular meeting of the Board of Education.

1.5.2 **Education – Policy Committee**

Mandate: To meet with the Superintendent, other appropriate staff, and district partner groups to review and recommend to the Board direction and actions pertaining to:

- Provision of educational programs for students, including curriculum, instruction and assessment;
- Student learning, including student support services;
- Learning resources;
- Research on teaching and learning;
- Showcase district programs and effective teaching practices;

- achievement accountability;
- periodically and systematically review Board policies with the intent of ensuring that policies remain useful, current and understandable;
- Present recommendations for new and revised policy for Board approval; and,
- other matters referred to it by the Board.

1.5.2.1 **Contact:** Superintendent.

1.5.2.2 **Operations**

- The Education-Policy committee shall be chaired by a trustee.
- It will ordinarily meet on the first Tuesday of every month from September to June.
- Reports and recommendations from this committee shall be prepared for the subsequent regular meeting of the Board of Education.

1.5.3 **Resources Committee**

Mandate: 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.

1.5.3.1 **Contact:** Secretary-Treasurer.

1.5.3.2 **Operations:**

- The Resources committee shall be chaired by a trustee.
- It will ordinarily meet on the second Tuesday of every month from September to June.
- Reports and recommendations from this committee shall be prepared for the subsequent regular meeting of the Board of Education.

1.6 **Membership:**

1.6.1 In December of each year, the Chairperson of the Board shall appoint three Trustees to the Education-Policy committee, three trustees to the Resources committee, and two trustees to the Audit committee, after consultation with Trustees. If an appointed Trustee is absent from a committee meeting, the Board Chairperson may act as an alternate committee member or appoint another trustee.

- 1.6.2 The Chairperson of the Board shall also designate the Chairperson of each standing committee.
- 1.6.2.1 In addition to ensuring the proper functioning of committee meetings, the Committee Chair shall also be responsible for setting the committee agenda, in collaboration with the Board Chair and designated staff contact, and reporting the proceedings of the committee meeting back to the Board of Education.
- 1.6.3 The Superintendent or designate and the Chairperson of the Board shall be ex officio members of all standing committees. In addition, members of the district's staff may be invited to assist a committee with its business.
- 1.6.4 The Chairperson of the Board may be named as a regular member of any standing committee, but shall not serve as Chairperson of the standing committee.
- 1.6.5 Any trustee not assigned as a committee member may attend any committee meeting as a guest in order to participate in discussion or debate, but may not vote.
- 1.6.6 Only Trustees, District Staff and invitees may attend in-camera sessions.
- 1.6.7 Where there are public sessions of a standing committee, the following groups will be invited to appoint a representative:
- Sooke Teachers' Association (STA);
 - CUPE Local 459;
 - Sooke Principals and Vice-Principals Association (SPVPA);
 - Sooke Parent Education Advisory Council (SPEAC); and
 - Student representatives.
- 1.7 **Committee Procedures:**
- 1.7.1 No committee shall make recommendations when fewer than two appointed Trustee committee members are present.
- 1.7.2 All committee members and attendees (including members of the public) are able to participate fully in discussion, however, only Trustees appointed to the committee will vote on recommendations to the Board.
- 1.7.3 Standing committees will function in a formal manner under Robert's Rules of Order, permitting the kind of free-flowing discussion anticipated for committee of the whole work.
- 1.7.4 Written notice of committee meetings and agendas shall be available for all Trustees, representative members, and the public at least three days prior to committee meeting dates.
- 1.7.5 Agenda preparation:
- 1.7.5.1 Agenda preparation shall be the responsibility of the committee's Chairperson, supported by staff assigned to assist that committee.
- 1.7.5.2 Preference on the agenda will be items referred by the Board through formal motion.
- 1.7.5.3 District staff may bring items forward to standing committee meetings for consideration and recommendation to the Board of Education.
- 1.7.5.4 Individual trustees may advance an item to a Board Standing Committee through:
- 1.7.5.4.1 Formal motion of the Board, or
- 1.7.5.4.2 Individual trustees may request that the Committee Chair add the item to the agenda after first discussing the item with the Superintendent or Secretary-Treasurer.

- 1.7.6 Committee Reports:
 - 1.7.6.1 Committee reports shall be the responsibility of the committee's chairperson, supported by staff assigned to assist that committee.
 - 1.7.6.2 Standing committees shall report on the activities and recommendations of the committee at subsequent regular Board of Education meetings.
 - 1.7.6.3 Committee recommendations for Board consideration shall be written in the form of Board motions for debate. Each recommendation will be dealt with individually.
 - 1.7.6.4 Each committee chairperson, at the completion of their report, will move that the report be accepted by the Board.
 - 1.7.7 Any matters considered by a committee of the Board which have financial implications are to be referred to the Resources Committee for comment before the originating committee brings the matter to the Board.
 - 1.7.8 District staff will support the committee chairperson by acting as secretary in order to complete committee reports for the committee chairperson's approval.
- 1.8 **Special or Ad Hoc Committees:**
- 1.8.1 The Board may establish special or ad hoc committees to study, investigate or report on specific matters.
 - 1.8.2 The Board shall determine a period within which a special committee shall present a report to the Board.
 - 1.8.3 The purpose and terms of reference of a special or ad hoc committee shall be defined in writing and approved by the Board before members of the committee are named, except when the Board asks the committee to recommend its own terms of reference for Board approval. The recommendations of a special or ad hoc committee shall be confined to its terms of reference.
 - 1.8.4 Membership on a special or ad hoc committee shall be limited in number to a minority of Trustees holding office at the time of the committee's appointment, and to members of the Board's staff appointed to the committee by the chairperson of the Board, in consultation with the Superintendent. In addition, the Board may appoint members of the community who, in the Board's judgement, may assist the committee in its work.
 - 1.8.5 The Chairperson of the Board shall name the chairperson of the special or ad hoc committee. The committee chairperson shall preside at all special or ad hoc committee meetings.
 - 1.8.6 Dates, times and places for meetings will be determined by members of the committee. Notice of meeting and agenda will be given to members at least three days prior to the meeting.
 - 1.8.7 A report of the items discussed and recommendations made by the committee will be kept and will be made available to committee members and to the Board.

Committee Info Note
Resources Committee Meeting
January 12, 2022
Agenda Item: 4.2 – 21/22 Budget Recalculation

- With the September enrolment finalized, the Ministry recalculated the Operating Grant and the Classroom Enhancement Fund (CEF) Grant distributed to the school districts across the province
- This annual recalculation begins the process for the Board to review and consider the Amended Budget Bylaw that is required to be passed by February 28th of each year

Operating Grant

- There was no change in the per pupil funding from the rate announced in March (\$7,885 for standard school-age enrolment)
- The Ministry has funded the entire amount of enrolment growth (**previously identified risk**)
- The District's September operating grant allocation of \$119.83 million is **an increase of \$0.140 million from what was forecasted in the first quarter**. This is largely due to an increase in the salary differential (\$0.241 million) offset by a decrease in total standard and non-standard enrolment (\$0.127 million).
- The \$119.83 million is an increase of \$5.409 million from the board approved preliminary budget of \$114.420 million. The increase is largely due to an increase in enrolment-based funding (\$3.866 million) as identified in the Q1 forecast

Classroom Enhancement Fund (CEF)

- The Ministry approved maximum CEF funding of \$16.555 million for teacher staffing
- The \$16.555 million in teacher staffing funds is for 150.3 teacher FTE and is what was forecasted in the first quarter (**previously identified risk**)
- The \$16.555 million is an increase of \$2.115 million from the board approved preliminary budget of \$14.440 million and is related to enrolment growth and the need for additional teachers

Next Steps

- Based on the information from the Ministry on the budget recalculation and the District's internal Q2 forecasting process, staff will be preparing the Amended Budget Bylaw for the February Resource Committee meeting
- The School Act requires the Board to pass the amended budget bylaw by the end of February
- If supported by the Resource Committee, the Board will be asked to consider passing the amended budget bylaw at their February 22nd meeting
- In order to pass all 3 readings on February 22nd, 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 January 25th meeting:

Recommended Motion: That the Board of Education of School District #62 (Sooke) allow all three readings of the 2021/22 Amended Budget Bylaw at its meeting of February 22, 2022.

School District Six Two - Sooke
Summary of FTE and \$ Changes from the Preliminary (June) to Amended (December) Budgets
Fiscal 2021/22

Description	A	B	C = B-A	D	E	F = E-D
	FTE PRELIMINARY BUDGET 2021-22	FTE AMENDED BUDGET 2021-22	FTE AMENDED BUDGET INCR/(DECR)	\$ PRELIMINARY BUDGET 2021-22	\$ AMENDED BUDGET 2021-22	\$ AMENDED BUDGET INCR/(DECR)
TOTAL Standard (Regular) Schools	11,136.36	11,661.06	524.70	\$ 87,810,235	\$ 91,947,478	\$ 4,137,243
Continuing Education	5.00	2.00	(3.00)	\$ 39,425	\$ 15,770	\$ (23,655)
Alternate Schools	210.00	201.00	(9.00)	\$ 1,655,850	\$ 1,584,885	\$ (70,965)
Distributed Learning	120.00	92.25	(27.75)	\$ 763,200	\$ 586,710	\$ (176,490)
Home Schooling	24.00	20.00	(4.00)	\$ 6,000	\$ 5,000	\$ (1,000)
Course Challenges	-	2.00	2.00	\$ -	\$ 492	\$ 492
TOTAL ENROLMENT-BASED FUNDING	11,495.36	11,978.31	482.95	\$ 90,274,710	\$ 94,140,335	\$ 3,865,625
Level 1 Special Needs	14.00	13.00	(1.00)	\$ 627,900	\$ 583,050	\$ (44,850)
Level 2 Special Needs	519.00	555.00	36.00	\$ 11,044,320	\$ 11,810,400	\$ 766,080
Level 3 Special Needs	292.00	321.00	29.00	\$ 3,139,000	\$ 3,450,750	\$ 311,750
English Language Learning	626.00	792.00	166.00	\$ 992,210	\$ 1,255,320	\$ 263,110
Aboriginal Education	1,225.00	1,221.00	(4.00)	\$ 1,917,125	\$ 1,910,865	\$ (6,260)
Adult Education	14.00	14.44	0.44	\$ 70,420	\$ 72,621	\$ 2,201
Supplement for Equity of Opportunity	-	-	-	\$ 374,501	\$ 384,621	\$ 10,120
TOTAL SUPPLEMENT FOR UNIQUE STUDENT NEEDS	2,690.00	2,916.44	226.44	\$ 18,165,476	\$ 19,467,627	\$ 1,302,151
Supplement for Salary Differential	-	-	-	\$ 1,833,520	\$ 2,074,890	\$ 241,370
Supplement for Unique Geographic Factors	-	-	-	\$ 4,045,379	\$ 4,045,379	\$ -
Supplement for BC Education Plan	-	-	-	\$ 101,293	\$ 101,293	\$ -
Subtotal - September	14,185.36	14,894.75	709.39	\$ 114,420,378	\$ 119,829,524	\$ 5,409,146
Summer Learning Grade 1-7	-	-	-	\$ -	\$ -	\$ -
Summer Learning Grade 8-9	-	-	-	\$ -	\$ -	\$ -
Summer Learning Grade 10-12	-	-	-	\$ -	\$ -	\$ -
Grade 8-9 Cross-Enrolment	-	-	-	\$ -	\$ -	\$ -
Subtotal - July	-	-	-	\$ -	\$ -	\$ -
School-Age FTE - Continuing Education	2.00	2.00	-	\$ 15,770	\$ 15,770	\$ -
Adult FTE - Continuing Education	5.00	5.00	-	\$ 25,150	\$ 25,150	\$ -
K-Gr 9 School-Age FTE - Distributed Learning	-	-	-	\$ -	\$ -	\$ -
Gr 10-12 School-Age FTE - Dist. Learning	150.00	150.00	-	\$ 954,000	\$ 954,000	\$ -
Adult FTE - Distributed Learning	20.00	20.00	-	\$ 100,600	\$ 100,600	\$ -
Level 1 Special Needs	-	-	-	\$ -	\$ -	\$ -
Level 2 Special Needs	-	-	-	\$ -	\$ -	\$ -
Level 3 Special Needs	-	-	-	\$ -	\$ -	\$ -
Newcomer Refugees	-	-	-	\$ -	\$ -	\$ -
ELL Supplement - Newcomer Refugees	-	-	-	\$ -	\$ -	\$ -
Subtotal - February	177.00	177.00	-	\$ 1,095,520	\$ 1,095,520	\$ -
School-Age FTE - Continuing Education	15.00	15.00	-	\$ 118,275	\$ 118,275	\$ -
Adult FTE - Continuing Education	1.00	1.00	-	\$ 5,030	\$ 5,030	\$ -
K-Gr 9 School-Age FTE - Distributed Learning	-	-	-	\$ -	\$ -	\$ -
Gr 10-12 School-Age FTE - Dist. Learning	15.00	15.00	-	\$ 95,400	\$ 95,400	\$ -
Adult FTE - Distributed Learning	-	-	-	\$ -	\$ -	\$ -
Subtotal - May	31.00	31.00	-	\$ 218,705	\$ 218,705	\$ -
GRAND TOTAL	14,393.36	15,102.75	709.39	\$ 115,734,603	\$ 121,143,749	\$ 5,409,146
LEA/INAC - Estimated 2021/22 Operating Grant from Indigenous Services Canada	-	-	-	\$ (482,169)	\$ (509,565)	\$ (27,396)
TOTAL ESTIMATED 2021/22 OPER GRANT FROM MOE	14,393.36	15,102.75	709.39	\$ 115,252,434	\$ 120,634,184	\$ 5,381,750

SUMMARY:

TOTAL OP GRANT - OTHER	12,343.36	12,992.75	649.39	\$ 99,006,258	\$ 103,388,684	\$ 4,382,426
TOTAL OP GRANT - SSS	825.00	889.00	64.00	\$ 14,811,220	\$ 15,844,200	\$ 1,032,980
TOTAL OP GRANT - AB ED	1,225.00	1,221.00	(4.00)	\$ 1,917,125	\$ 1,910,865	\$ (6,260)
TOTAL OP GRANT - LEA	-	-	-	\$ (482,169)	\$ (509,565)	\$ (27,396)
TOTAL	14,393.36	15,102.75	709.39	\$ 115,252,434	\$ 120,634,184	\$ 5,381,750

School District Six Two - Sooke

Summary of FTE and \$ Changes from the Q1 Forecast to Amended (December) Budgets
Fiscal 2021/22

	A	B	C = B-A	D	E	F = E-B	G
	FTE	FTE	FTE	\$	FTE	FTE	\$
	PRELIMINARY	Q1	Q1 FORECAST	Q1 FORECAST	AMENDED	BUDGET	BUDGET
	BUDGET	FORECAST	INCR / (DECR)	INCR / (DECR)	BUDGET	INCR / (DECR)	INCR / (DECR)
	2021-22	2021-22	FROM PRELIM	FROM PRELIM	2021-22	FROM Q1	FROM Q1
TOTAL Standard (Regular) Schools	11,136.36	11,665.06	528.70	\$ 4,168,783	11,661.06	(4.00)	\$ (31,540)
Continuing Education	5.00	4.50	(0.50)	\$ (3,943)	2.00	(2.50)	\$ (19,713)
Alternate Schools	210.00	201.00	(9.00)	\$ (70,965)	201.00	-	\$ -
Online Learning	120.00	104.19	(15.81)	\$ (100,568)	92.25	(11.94)	\$ (75,923)
Home Schooling	24.00	20.00	(4.00)	\$ (1,000)	20.00	-	\$ -
Course Challenges	-	-	-	\$ -	2.00	2.00	\$ 492
TOTAL NON-STANDARD ENROLMENT	359.00	329.69	(29.31)	\$ (176,475)	317.25	(12.44)	\$ (95,143)
English Language Learning	626.00	795.00	169.00	\$ 267,865	792.00	(3.00)	\$ (4,755)
Adult Education	14.00	10.81	(3.19)	\$ (16,033)	14.44	3.63	\$ 18,234
Supplement for Equity of Opportunity							\$ 10,120
Supplement for Salary Differential				\$ -			\$ 241,370
TOTAL SEPTEMBER (excl. Special Needs & Indig Ed)	12,135.36	12,800.56	665.20	\$ 4,244,140	12,784.75	(15.81)	\$ 138,286
Level 1 Special Needs	14.00	13.00	(1.00)	\$ (44,850)	13.00	-	\$ -
Level 2 Special Needs	519.00	555.00	37.00	\$ 787,360	555.00	-	\$ -
Level 3 Special Needs	292.00	321.00	29.00	\$ 311,750	321.00	-	\$ -
TOTAL SPECIAL NEEDS	825.00	889.00	65.00	\$ 1,054,260	889.00	-	\$ -
Indigenous Education	1,225.00	1,220.00	(5.00)	\$ (7,825)	1,221.00	1.00	\$ 1,565
TOTAL SEPTEMBER	14,185.36	14,909.56	725.20	\$ 5,290,575	14,894.75	(14.81)	\$ 139,851

Committee Info Note

Resources Committee Meeting

January 12, 2022

Agenda Item 4.3: 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
- Staff presented draft versions of the plan and timelines at the December Resources Committee meeting and the Committee confirmed the info to be complete and accurate
- Based on that initial review and no further input received, staff are looking for the Committee to support the following Budget Principles and Assertions and the attached Timelines for the 22/23 Budget Development Process

Proposed Budget Principles for 22/23

- The following are the principles approved by the Board for the 22/23 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 22/23 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 22/23

- The following are the assertions approved by the Board for the 22/23 Budget Development process:
 - 1) The District will open the 22/23 school year with the same health and safety protocols as were in place for the 21/22 school year;
 - 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 reach the pre-pandemic levels.

- 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 22/23 budget principles, assertions and process as outlined at the January 12th Resources Committee meeting.

School District Six Two Proposed Budget Timelines Fiscal 2022/23

Month	Executive	Leadership Team	Resource Committee	Board Meetings
January	Confirm Budget process and timelines	Jan 6 – review the budget process and timelines	Jan 12 – 2 nd review and input on process & timelines	Jan 25 – Approve Budget Development Process
February	Confirm 22/23 (Year 2) Operational Plan work	Feb 3 – Identify proposed costs for Operational Plan	Feb 8 – Review & input on draft Operational Plan work	Feb 22 – Review & input on draft Operational Plan; Stakeholder Presentations (Feb 23)
March	Draft Budget based on Operational Plan	Mar 3 – Review and prioritize activities on the Operational Plan	Mar 9 – Review & input on draft Operational Plan priorities	Mar 15 – Review & input on draft Operational Plan priorities
April	Finalize Budget for presentation	Apr 7 – Review and input on draft Budget	Apr 12 – Review and input on draft Budget	April 26 – 1 st reading of the Budget
May	Tweak Budget (if applicable)	May 5 - Review revised Budget (if applicable)	May 10 – Review and input on revised Budget (if applicable)	May 24 – 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 19th where staff will provide details of the budget with an emphasis on changes from 21/22**
- 6) A Special Board meeting may be required (May 11th) to conduct 1st reading if additional development time is required
- 7) Once approved, timelines should be shared and public encouraged to attend Resource Committee/Board meetings for budget discussions

21-25 Strategic Plan

22/23 Operational Plan

22/23 Annual Budget

Committee Info Note

Resources Committee Meeting

January 12, 2022

Agenda Item 4.4: Guiding Principles to Support Future Capital Projects

Background

- At the June 8, 2021 Resources Committee meeting, the Committee discussed and supported the following motion going to the Board at the end of June for consideration and debate:

That the Board of Education of School District 62 (Sooke) direct staff to create an engagement process to develop guiding principles reflective of the voices of our students, partners, indigenous nations, and community, to support future direction on capital projects.

- This motion was approved by the Board at their June 22, 2021 meeting
- The Resources Committee also discussed this issue at their September 14, 2021 meeting on how to engage our partner and stakeholder groups on this important topic
- Feedback from the Committee can be summarized as follows:
 - ✓ The District should reach out to local municipalities to ensure their feedback is included;
 - ✓ It was recognized that SD 62 staff know their communities best and have great ideas;
 - ✓ It was recommended that the District should solicit feedback from its staff prior to engaging the communities; and
 - ✓ The Committee agreed that conducting face to face discussions was key for success.

Staff and Partner Feedback

- Based on the Committee's feedback, staff have created an initial list of guiding principles to start the conversation with our partner groups
- These initial principles have been created through discussions with staff as new schools have been designed (through visioning processes lead by architects)
- The feedback from these visioning sessions are core to our strategic plan and can be used as our starting point in this process
- Staff would like to get the Committee's thoughts on the initial list prior to going out to gather feedback from our students, Indigenous Nations, municipalities and other stakeholders

Initial Guiding Principles to Support Future Direction on Capital Projects

- Fostering cultures of belonging and wellness among students, staff, community members, and families, where everyone is an essential member of the project, building and school community;
- Building environments that support diversity, inclusivity, equity and human connection, where everyone is energized to take part and take care of each other;
- Creating safe, accessible, welcoming and comfortable environments for learning, teaching, growing, where everyone has the security of knowing they can participate without barriers;
- Providing opportunities to implement inclusion and collaboration for all to explore and understand;
- Maintaining flexibility and fluidity in capital projects that allow for student voice and choice through thorough inquiry while supporting creative and critical learning for students, teachers and staff;
- Delivering our capital projects through a socially responsible lens that protects and enhances our environment
- Maximizing local procurement of goods and services to ensure our capital projects are created and enjoyed by the residents of our communities

Stakeholder Engagement

- Trustees and staff will share initial thoughts on a stakeholder engagement process to gain the necessary input on the draft guiding principles as outlined in the Board motion
- Trustees and staff will engage in this process to gather input prior to returning to the Resources Committee for final review/input before going to the full Board for consideration

Committee Info Note
Resources Committee Meeting
January 12, 2022
Agenda Item 4.5: Transportation Policy Update

- Staff would like to introduce Randy Cobb who has started with the District in early December as our Manager, Transportation
- Randy comes to us from the Transportation/Facilities Department in the Williams Lake School District (SD #27)
- With the recent changes made to the transportation policy for the current school year, staff felt it was an opportune time to discuss the impacts of the changes so far and to get Randy initial thoughts on the District's transportation system
- The focus of the discussion will be around:
 - In-catchment vs. out of catchment riders
 - Safe walk/ride routes to school vs. traditional walk limits
 - Amount of available drivers/routes