

## **Committee Report of Resources Committee Meeting via MS Teams January 10, 2023**

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**Present:** Amanda Dowhy, Trustee (A/Committee Chair)  
Trudy Spiller, Trustee (Committee Member - virtual)  
Cendra Beaton, Trustee (A/Committee Member)  
Russ Chipps, Trustee (virtual)  
Scott Stinson, Superintendent & CEO  
Harold Cull, Secretary-Treasurer  
Ed Berlando, STA (virtual)  
Trudy Court, CUPE  
Ceilidh Deichmann, SPVPA

**Staff:** Nicole Gestwa, IT

### **1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES**

*The meeting was called to order at 6:06 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 December 8, 2022 at its Public Board Meeting dated December 13, 2022.

*At the end of the meeting, the Committee discussed the Digital Services Operational Plan as it was initially planned to be brought back to the Committee's January meeting. Staff advised that the consultation process had not been completed and that the agenda item would be discussed at the March meeting once staff had a chance to provide input.*

### **3. PRESENTATIONS**

### **4. BUSINESS**

#### **4.1 Committee Mandate/Reminders – Amanda Dowhy**

Consistent with the first Committee meeting of previous calendar years, the Committee introduced themselves and then discussed their role and purpose and the valuable input the Committee has in Board decisions. These discussions can be summarized as:

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 22/23 Budget Recalculation – Harold Cull

Harold Cull provided an overview of the recalculated Operating Grant and Classroom Enhancement Fund Grant based on the information provided by the Ministry. This info is the confirmation of the actual September 1701 enrolment from a financial/operating grant perspective.

Based on the recalculated operating grant, the Expenditure Plan approved by the BoE in December and the Q2 forecast, staff will be preparing the Amended Budget Bylaw for consideration of support by the Committee in February. The School Act requires the BoE to approve the Amended Budget Bylaw by February 28<sup>th</sup> and as all three readings of the bylaw are expected at the February meeting, a separate motion (noted below) is required to allow all 3 readings to happen at the same meeting and the Committee supported this motion going forward to the Board.

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) allow all three readings of the 2022/23 Amended Budget Bylaw at its meeting of February 28, 2023.

#### 4.3 23/24 Budget Principles, Assertions and Process – Harold Cull

Consistent with previous budget cycles, Harold Cull presented the draft 23/24 Budget Principles, Assertions and Process and requested support from the Committee on these items prior to going to the BoE at the end of the month. The emphasis of the Budget Principles remained grounded in support of

the Strategic Plan objectives and based on stakeholder/partner input. The Committee discussed these items and supported the following motion going forward to the Board for consideration.

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) approve the proposed 23/24 budget principles, assertions and process as outlined at the January 10th Resources Committee meeting.

4.4 23/24 Space Pressures and Plan – Harold Cull

Harold Cull provided an overview of the space pressures and proposed plan to address those issues. The long-range enrolment estimates were used to determine the amount of divisions required next year as compared to the amount of classrooms available. Based on this analysis, a space plan totalling \$1.000 m has been created and will be actioned by staff with the understanding that it may be amended based on actual enrolment. The Committee also discussed the potential growth at EMCS and the need to make sure adequate space is available there given the initial thoughts of decommissioning one or more of the existing portables.

4.5 Social Responsibility Fund – Scott Stinson

Scott Stinson provided an overview of the Social Responsibility Fund, its purpose and potential outcomes. The Committee discussed the proposed framework and supported an application process for schools to access up to \$1,000/school. Based on this feedback, staff will update the framework for presentation to the BoE at the end of the month.

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) approve the criteria and framework for the distribution funding from the Social Responsibility Fund as amended at the January 10<sup>th</sup> Resources Committee meeting.

5. **ADJOURNMENT AND NEXT MEETING DATE:** February 14, 2023