

Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on March 3, 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.

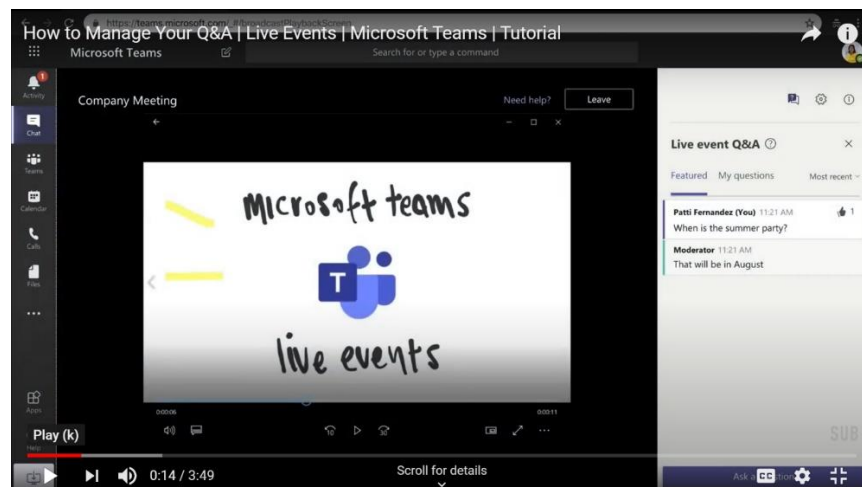
To participate in the meeting please click on this link:

<https://jump.sd62.bc.ca/ResourcesCommitteeMeeting-March-3-2021>

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.**
 - 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.



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 kross@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.



RESOURCES COMMITTEE

School Board Office

Via MS Teams

March 3, 2021 – 6:00 p.m.

<https://jump.sd62.bc.ca/ResourcesCommitteeMeeting-March-3-2021>

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 4)

3. PRESENTATIONS (10 min.)

3.1 Academies Presentation – Wayne Kelly (page 6)

4. BUSINESS

4.1 21/22 Fees – Paul Block (page 17)

4.1.1 School Based (page 19)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed 21/22 school fees as presented at the March 3rd Resources Committee Meeting.

4.1.2 Transportation Based (page 23)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed 21/22 transportation fees as presented at the March 3rd Resources Committee Meeting.

4.1.3 Academies Based (page 24)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed 21/22 academy fees as presented at the March 3rd Resources Committee Meeting.

4.1.4 International Program Fees for 22/23 (page 25)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed 22/23 international student program fees as presented at the March 3rd Resources Committee Meeting.

4.2 Minor Capital Program – Harold Cull/Mhairi Nicolson

4.2.1 21/22 Annual Facilities Grant Plan (page 26)

Recommend Motion: That the Board of Education of School District 62 (Sooke) approve the District's Annual Facility Grant (AFG) Plan as submitted to the Resources Committee

on March 3, 2021.

4.2.2 Minor Capital Project Framework (page 30)

4.3 21/22 Budget Development Process – Harold Cull (page 35)

4.4 Power Outages – Scott Stinson (page 39)

5. ADJOURNMENT

6. NEXT MEETING DATE: April 12, 2021



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

Sooke School District Academy Programs



Current Status for 2020/21

- 1250 Student Currently Enrolled
- 18 Academy Programs
- 5 Partnership Programs

Middle School Academy Programs 2016/7

Dunsmuir Middle School

Dance 6,7,8 (90)
Soccer 7,8 (40)

Journey Middle School

Hockey 6,7,8 (46)

Spencer Middle School

Hockey 6,7,8 (35)

Secondary Academy Programs

Royal Bay

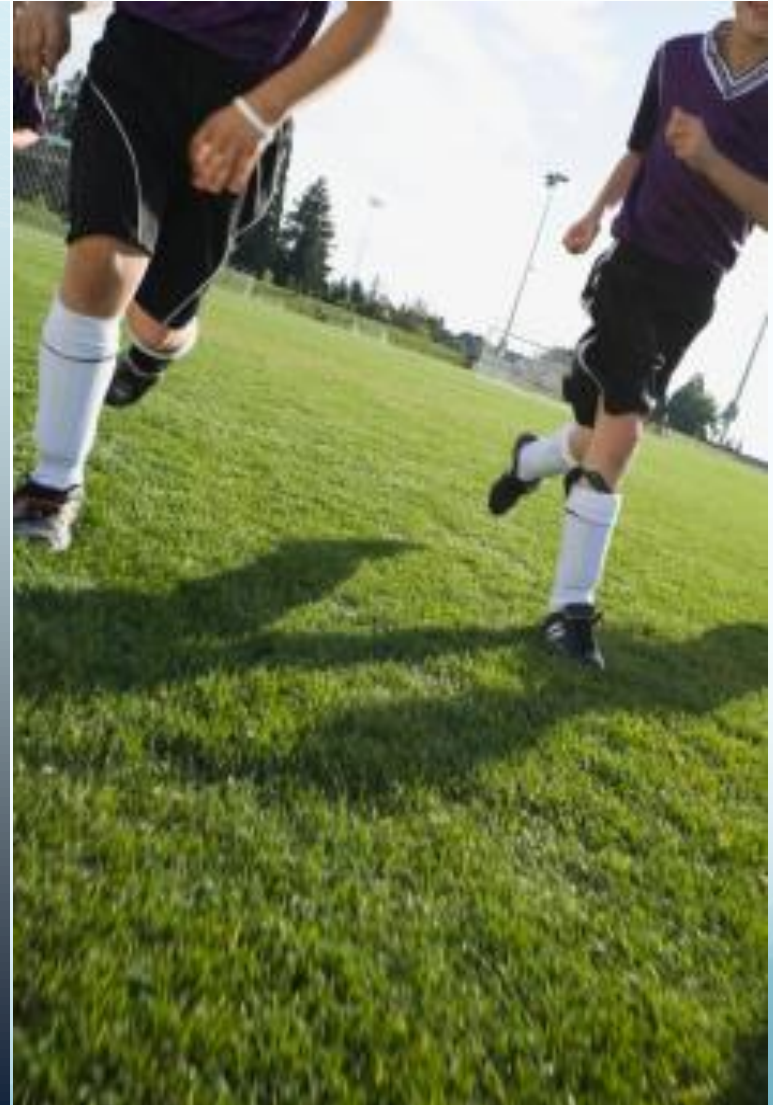
- Soccer 9,10,11,12 (75)
- Dance 9,10,11,12 (85)
- Lacrosse-Boys 9,10,11,12 (90)
- Lacrosse-Girls 9,10,11,12 (30)
- Golf 9-12

Edward Milne

- Soccer 9,10,11,12 (45)
- Hockey 9,10,11,12 (38)

Belmont

- Hockey 9,10,11,12 (32)
- Baseball Softball (65)



District Academy Programs:

Golf Academy – 25

EMCS, Royal Bay, Belmont
Grades 9-12

Equestrian Academy --15

EMCS, Royal Bay, Belmont
Grades 9-12

PACE – Musical Performance Academy – 350

Percussion Ensemble -- 60

Partnership Programs

Rugby Canada – 15

Golf Canada – 12

Pacific Coast Hockey – 60

Pacific Soccer Institute – 15

Canadian Sports School - 30

Bursary Programs:

We do have a bursary program that students and parents can access to assist with fees due to their financial situation

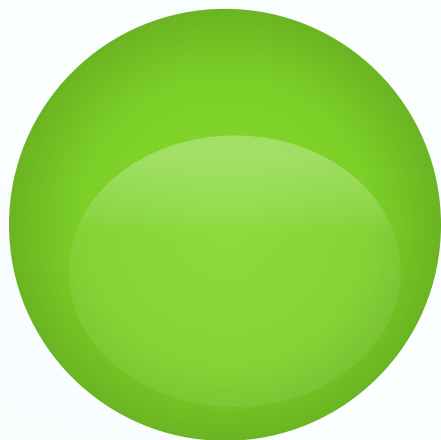
- 1) KidSport – Local Victoria chapter provides up to \$400 per child to assist with academy fees.
- 2) Jumpstart – Local Victoria chapter can provide up to \$300 per child to assist with academy fees
- 3) Sport Assist – Langford based. Provides assistance for students living in the Langford area.
- 4) Lace'Em Up – Provides up to \$1,000 per child to assist with Academy fees

Amazing! This year'

- 1.Noah Manning – Denver University
- 2.Connor Barrett – Mount Saint Mary's University
- 3.Joel McCormick – Stony Brook University
- 4.Dylan Johannes – Fairfield University
- 5.Austin Krug – Montevallo University
- 6.Ayden McDonald – New Jersey Institute Technology
- 7.Alec Billings – John Hopkins University
- 8.Kalum Lachance – Colorado Mesa University
- 9.Aido Solomon – Indianapolis University (2020 grad)
- 10.Jacob Obee – Montevallo University (2020 Grad)
- 11.Carson Echlin – Lincoln Memorial University (2020 Grad)
- 12.Adam Bland – Hobart University (Royal Bay Student 2016-2019)



<https://www.goldstreamgazette.com/community/five-royal-bay-students-sign-lacrosse-scholarships-at-u-s-universities/>



Earn Extra Grad Credits Cross Enroll 4 Course credit per year

Cross Training A&B – are you participating in any other outside training if yes enroll in this class

Individual Sports Training: are you participating in additional lacrosse training if yes enroll in this class

**Resources Committee Meeting
March 3, 2021
Agenda Item: 4.1.3 - 2021-22 Academies Fees**

ACADEMY	FEES	MONTHLY	DEPOSIT	Notes
High School				
Belmont Baseball	\$680.00	\$87.71	\$195.74	
Belmont Hockey	\$1,615.00	\$214.29	\$329.28	
EMCS ECO	\$ 300.00	\$71.43	\$186.43	New Academy postponed from 2020
EMCS Hockey	\$755.00	\$91.42	\$206.43	
EMCS Soccer	\$630.00	\$73.57	\$188.57	
RBSS Dance	\$1,280.00	\$166.43	\$281.43	
RBSS Golf	\$1,300.00	\$196.86	\$311.86	Additional group added Learn to Compete
RBSS LAX - Girls	\$890.00	\$ 110.71	\$225.71	
RBSS LAX - NEW	\$1,375.00	\$180.00	\$295.00	
RBSS LAX - Returning	\$1,075.00	\$137.14	\$252.14	
RBSS Soccer	\$1,280.00	\$166.43	\$281.43	
RBSS Soccer HP	\$1,480.00	\$195.00	\$310.00	
Middle School				
Dunsmuir Dance	\$975.00	\$122.86	\$237.86	
Dunsmuir Soccer	\$905.00	\$112.86	\$227.85	
Journey Hockey	\$755.00	\$91.43	\$206.43	
Spencer Hockey	\$1,300.00	\$169.29	\$284.29	
District				
Equine	\$1,250.00	\$162.14	\$277.14	Increase due to riding costs
Golf (Learn to Play)	\$1,050.00	\$132.57	\$247.57	Learn to Play

Committee Info Note

Resource Committee Meeting

March 3, 2021

Agenda Item: 4.1 21/22 Fees Info Note

- Attached are the school, transportation, academies and international fees for the Committee's review prior to go to the Board for approval
- Staff will speak to the proposed fees at the meeting
- Below is a summary of the fees to be discussed and amount from the current year

	DESCRIPTION	20/21	21/22
SCHOOL BASED			
SECONDARY SCHOOL			
	Band Instrument Rental	\$150.00	\$150.00
	Band Uniform & Cleaning	\$25.00	\$25.00
	Text Books	\$10.00-\$100.00	\$10.00-\$100.00
	Workbooks – LOST/DAMAGED	\$5.00-\$25.00	\$5.00-\$25.00
	Athletic Participation	\$50.00	\$50.00
	Yearbook/Annual	\$55.00	\$55.00
	Food Safe Training	\$55.00	\$55.00
	Student Activity Fee	\$20.00	\$20.00
	Active Living	\$50.00	\$50.00
	Outdoor Ed./Enviro Science	\$150.00	\$150.00
	Outdoor Education	\$100.00	\$100.00
	P.E. 11/12 Recreation	\$75.00	\$75.00
	Life Saving 10-12	\$100.00	\$100.00
	ADST – Wood	\$35.00	\$35.00
	ADST – Metal	\$35.00	\$35.00
	ADST – Auto	\$20.00	\$20.00
	ADST – Electronics	\$35.00	\$35.00
	ADST – Cosmetology	\$80.00	\$80.00
	Food Studies	\$20.00	\$20.00
	Environmental Science	\$150.00	\$150.00
	Metal TASK Program (EMCS)	\$150.00	\$150.00
	Textiles (EMCS)	\$0.00	\$20.00
MIDDLE SCHOOL			

	Text Books	\$50.00	\$50.00
	Lost Novel	\$10.00	\$10.00
	Locks	\$10.00	\$10.00
	Athletic Participation	\$40.00	\$40.00
	Yearbook/Annual	\$40.00	\$40.00
	Food Safe Training	\$55.00	\$55.00
	Applied Design, Skills & Technology/Exploratory	as needed	as needed
	Band Instrument Rental	\$150.00	\$150.00
	Band Uniform & Cleaning	\$25.00	\$25.00
WESTSHORE			
	Textbook Deposit	up to \$100.00	up to \$100.01
	Workbooks	up to \$25.00	up to \$25.01
	Textbooks	\$20.00-\$100.00	\$20.00-\$100.01
	Texas Instruments Mathematics Graphing Calculators	\$185.00	\$185.00
TRANSPORTATION			
	Safety Fee	\$0.00	\$25.00
	Late Registration Fee	\$0.00	\$100.00
ACADEMIES			
	Belmont Baseball	\$680.00	\$680.00
	Belmont Hockey	\$1,615.00	\$1,615.00
	Royal Bay Girls Lacrosse	\$890.00	\$890.00
	Royal Bay Boys Lacrosse NEW	\$1,375.00	\$1,375.00
	Royal Bay Boys Lacrosse RETURN	\$1,075.00	\$1,075.00
	Royal Bay Soccer	\$1,280.00	\$1,280.00
	Royal Bay Soccer High Performance	\$0.00	\$1,480.00
	Royal Bay Dance	\$1,280.00	\$1,280.00
	EMCS Soccer	\$630.00	\$630.00
	EMCS Hockey	\$755.00	\$755.00
	EMCS Eco	\$500.00	\$300.00
	Journey Hockey	\$755.00	\$755.00
	Spencer Hockey	\$1,300.00	\$1,300.00
	Dunsmuir Dance	\$975.00	\$975.00
	Dunsmuir Soccer	\$905.00	\$905.00
	District Golf Learn to Compete	\$0.00	\$1,300.00
	District Golf Learn to Play	\$1,030.00	\$1,050.00
	District Equestrian	\$850.00	\$1,250.00
	District PACE	\$50.00	\$50.00
INTERNATIONAL			
	Application Fee	\$250.00	\$250.00
	Tuition	\$13,500.00	\$14,000.00
	Homestay Fee	\$9,250.00	\$9,750.00
	Program Fee	\$1,850.00	\$1,850.00
	New Student Orientation	\$140.00	\$250.00
TOTAL		\$25,990.00	\$26,100.00
	DESCRIPTION	20/21	21/22

**Resource Committee Meeting
March 3, 2021**

Agenda Item: 4.1.1 - 2021– 22 School Fees - Middle Schools

STANDARD FEES	COST	Notes
Text Books	\$50	Flat fee for all texts which are damaged beyond use or lost
Lost Novel	\$10	Flat fee for all novels.
Locks	\$10	Dunsmuir, Spencer and John Stubbs only
OPTIONAL FEES	COST	Notes
Athletic Participation	\$40	One fee (\$40) allows students to participate on as many teams as they wish. Additional costs for travel, accommodation and meals may be required.
Yearbook	\$40	optional
Food Safe	\$55	If offered
Applied Design, Skills & Technology / Exploratory		As needed throughout year (see examples below)
Band Instrument Rental	\$150	Less depending on instrument.
Band Uniform Rental & Cleaning	\$25	optional

Other fees may be charged prior to a course for value-added products which students chose to purchase as an option, or for projects taken home. Cost lists will be provided:

Examples:

- Wood Tech (a) projects taken home (b) specialty wood
- Sewing/Fashion/Design (a) projects taken home (b) specialty materials
- Art/Theatre Arts (a) projects taken home (b) specialty materials
- Cooking (a) specialty ingredients (b) food taken home

Other fees may occur in association with Optional Curricular Events such as:

Examples:

- Dance outfits for performances
- Travel, accommodations, meals and registrations
- Exploratory Program (busing, projects to take home)

No student will be denied educational opportunities if they do not have the ability to pay.
Please contact your assigned principal, vice-principal or counsellor to request for fees to be waived due to financial hardship.
Please note: a 2.5% administrative fee will be added to cover costs related to the processing of credit card payments.

**Resource Committee Meeting
March 3, 2021**

Agenda Item: 4.1.1 - 2021-22 School Fees – Secondary Schools

STANDARD FEES	COST	Notes
Band Instrument Rental	\$150.00	Dependent on instrument.
Band Uniform & Cleaning	\$25.00	Dependent on individual band program needs (reflects maximum fee charge).
Text Books	\$10.00 - \$100.00	Replacement fee will range for all texts/novels which are damaged beyond use or lost.
Workbooks – LOST/DAMAGED	\$ 5.00 - \$25.00	Workbooks are consumable and are not required – can be used free in the classroom if not written in. They are used primarily in math and science classes.
Athletic Participation	\$50.00	One fee allows students to participate on as many teams as they wish to try out for. Additional costs for travel, accommodation and meals may be required.
Yearbook/Annual	\$55.00	Optional - Prices will fluctuate based on production costs.
Food Safe Training	\$55.00	Fee applies only if offered.
Student Activity Fee	\$20.00	Includes school-wide events, student locks, school appointments online & locker app.
Active Living	\$50.00	Various activities outside the building.
Outdoor Ed./Enviro Science	\$150.00	Grades 11/12
Outdoor Education	\$100.00	Grades 9/10
P.E. 11/12 Recreation	\$75.00	Various activities outside the building that incur travel & amenity costs.
Life Saving 10-12	\$100.00	Hosted at the Y.M.C.A (Belmont only).
ADST – Wood	\$35.00	Optional for personal projects/take home.
ADST – Metal	\$35.00	Optional for personal projects/take home.
ADST – Auto	\$20.00	Optional for personal consumables.
ADST – Electronics	\$35.00	Optional for personal projects/take home.
ADST – Cosmetology	\$80.00	Optional for personal use & to keep: Mannequin, nail polish, make-up.
Food Studies	\$20.00	Optional for personal projects/take home.
Environmental Science	\$150.00	Various activities outside the building.
Metal TASK Program (EMCS)	\$150.00	Materials for personal projects/take home.
Textiles (EMCS)	\$20.00	

Other fees may be charged prior to a course for value-added products which students choose to purchase as an option, or for projects taken home. Cost lists will be provided:

Examples:

- Wood Tech (a) projects taken home (b) specialty wood.
- Sewing/Fashion/Design (a) projects taken home (b) specialty materials.
- Art/Theatre Arts (a) projects taken home (b) specialty materials.
- Cooking (a) specialty ingredients (b) food taken home.
- Workbooks if a student wants to write in the book and/or keep it.
- Materials for elective programs required beyond the basic curriculum.

Other fees may occur in association with Optional Curricular Events such as:

Examples:

- Grad Ceremony, Prom, Winter Formal, School Dances & Student Conferences.
- Dance outfits for performances.
- Travel, accommodations, meals and registrations.
- Technical Education Program (busing, projects to take home).

No student will be denied educational opportunities if they do not have the ability to pay.

Please contact your assigned administrator or counsellor to request for fees to be waived due to financial hardship. Page 21 of 41

Please note: a 2.5% fee will be added to any electronic payments (debit or credit card).

Resources Committee Meeting

March 3, 2021

Agenda Item: 4.1.1 - 2021-22 School Fees - Westshore Centre for Learning and JDFDL

ITEM	AMOUNT	Notes
Textbook/Materials Deposit	Up to \$100	To be paid by students registered with Westshore Centre's Continuing Education School or Juan de Fuca Distributed Learning when they choose to sign out a textbook or a course materials package. Refundable upon return of the item(s) signed out by the student.
Workbooks & other consumable items that students write in and/or keep	Up to \$25	Used by some math and science courses.
Textbooks	\$20 - \$100	Actual cost of textbook will be charged if lost or damaged. Charge will be deducted from the textbook deposit or an additional charge may be levied.
Texas Instruments Mathematics Graphing Calculators	\$185	To be paid by students registered in some Math 11/12 courses at Westshore Centre's Continuing Education School or Juan de Fuca Distributed Learning IF they choose to use a school owned graphing calculator. Refundable upon return of the calculator in the same/similar condition as when it was issued.
<p>No student will be denied educational opportunities if they do not have the ability to pay fees. Please contact your assigned administrator or counsellor to ask for fees to be waived due to financial hardship. Please note: a 2.5% fee will be added to any electronic payments (debit or credit card)</p>		

**Resources Committee Meeting
March 3, 2021
Agenda Item: 4.1.2 - 2021-22 Transportation Fees**

TRANSPORTATION	FEEES	Notes
Safety Fee	\$25.00	New fee for 2021/22
Late Registration Fee	\$100.00	New fee for 2021/22
Please contact your assigned principal, vice-principal or counsellor to request for fees to be waived due to financial hardship. Please note: a 2.5% administrative fee will be added to cover costs related to the processing of credit card payments.		

Resources Committee Meeting
March 3, 2021
Agenda Item: 4.1.3 - 2021-22 Academies Fees

ACADEMY	FEE\$	MONTHLY	DEPOSIT	Notes
High School				
Belmont Baseball	\$680.00	\$87.71	\$195.74	
Belmont Hockey	\$1,615.00	\$214.29	\$329.28	
EMCS ECO	\$ 300.00	\$71.43	\$186.43	New Academy postponed from 2020
EMCS Hockey	\$755.00	\$91.42	\$206.43	
EMCS Soccer	\$630.00	\$73.57	\$188.57	
RBSS Dance	\$1,280.00	\$166.43	\$281.43	
RBSS Golf	\$1,300.00	\$196.86	\$311.86	Additional group added Learn to Compete
RBSS LAX - Girls	\$890.00	\$ 110.71	\$225.71	
RBSS LAX - NEW	\$1,375.00	\$180.00	\$295.00	
RBSS LAX - Returning	\$1,075.00	\$137.14	\$252.14	
RBSS Soccer	\$1,280.00	\$166.43	\$281.43	
RBSS Soccer HP	\$1,480.00	\$195.00	\$310.00	
Middle School				
Dunsmuir Dance	\$975.00	\$122.86	\$237.86	
Dunsmuir Soccer	\$905.00	\$112.86	\$227.85	
Journey Hockey	\$755.00	\$91.43	\$206.43	
Spencer Hockey	\$1,300.00	\$169.29	\$284.29	
District				
Equine	\$1,250.00	\$162.14	\$277.14	Increase due to riding costs
Golf (Learn to Play)	\$1,050.00	\$132.57	\$247.57	Learn to Play



Sooke Schools

INTERNATIONAL STUDENT PROGRAM

Many Nations.  One Remarkable Experience

200-814 Goldstream Avenue · Victoria, British Columbia · Canada · V9B 2X7
Tel: (250) 474-9818 · Website: www.sookeschoolsvictoria.ca

Sooke Schools Victoria Academic Program Fees - DRAFT 2022-23

Standard Fees for all international students are as follows...

	Academic Year	Semester
1. Application Fee	\$ 250.00	\$ 250.00
2. Tuition	\$14,000.00	\$ 7,000.00
3. Homestay Fee (\$975/month)	\$ 9,750.00	\$ 4,875.00
4. Program Fee*	\$ 1,850.00	\$ 1,350.00
5. New Student Orientation (Aug. only)	\$ 250.00	\$ 250.00
	\$26,100.00	\$13,725.00

*Program Fee includes school bus transportation (when required), homestay placement/support, arrival/departure transportation to and from Victoria airport or Swartz Bay ferry terminal, complimentary custodianship, access to our supervised activities program, and medical coverage.

Please Note:

- The application fee of \$250 is non-refundable and must accompany each application payable to Sooke School District #62. The application fee may be paid online using your Visa or Master Card.
- The student's name must accompany this and all other payments.
- Monthly Homestay fees cover from the first day of the month to the last day of the month and cannot be pro-rated.
- There will be an additional Homestay fee of \$125 per month for special diets such as gluten-free, vegan, etc. Please contact us with any special dietary needs.
- Students may be charged for optional fees, including Sports Academy fees, enhanced supply fees, dual-credit course fees, online course fees, extracurricular sports fees, club fees, field trip fees, etc.
- Report card validation, if required, will incur an additional fee of \$200.00
- **Please note: a 2.5% administrative fee will be added to cover costs related to the processing of credit card payments.**

For additional information and to apply online please visit:
Victoria's Sooke International Program
www.sookeschoolsvictoria.com

Committee Info Note

Resource Committee Meeting

March 3, 2021

Agenda Item: 4.2.1 21/22 Annual Facilities Grant Plan

Background

- The Annual Facilities Grant (AFG) is funding received from the Ministry of Education to fund minor capital projects
- The AFG funding is used to maintain facility assets through their anticipated economic life and to prevent premature deterioration
- The District is anticipating receiving the same amount of funding as was received in 20/21 (\$1.630 m) and this amount will be confirmed in the Ministry's Capital Response Letter now anticipated to be received in mid-May
- The amount is calculated using a formula based on student enrolment and average age of facilities, with an adjustment made for unique geographic factors.
- The AFG year corresponds to government's fiscal year (April 1 to March 31)
- The AFG fund is divided into 12 categories of eligible expenditures:
 - 1) **Roof Replacements** (including scheduled roof replacements and major roof repairs)
 - 2) **Mechanical System Upgrades** (improvements, replacements or provision of heating, ventilation, air conditioning or plumbing systems)
 - 3) **Electrical System Upgrades** (improvements or replacements of power supply and distribution systems)
 - 4) **Facility Upgrades** (improvements to protect the fabric of the plant, including exterior painting, window and door replacement, building envelope repair and replacement, structural and nonstructural seismic mitigation)
 - 5) **Loss Prevention Projects** (improvements, replacements or provision of fire protection system)
 - 6) **Functional Improvements** (improvements of school facilities related to the provision of educational programming)
 - 7) **Technology Infrastructure Upgrades** (improvements to accommodate computer and telecommunications networks)

- 8) **Site Upgrades** (site improvements including positive site drainage; repairs to sidewalks, parking lots, site access/egress, paved work areas, paved play areas, and play fields; repairs, upgrading or replacement of playground equipment; perimeter safety fencing; contaminated soil remediation; underground storage tanks removal)
- 9) **Disabled Access** (improvements related to access for persons with physical disabilities)
- 10) **Asbestos Abatement**
- 11) **Health and Safety Upgrades** (improvements related to indoor air quality, , traffic safety, and non-structural upgrades)
- 12) **Site Servicing** (improvements, replacements or provision of sewer, drainage or water services; underground irrigation systems).

Proposed AFG Plan for 21/22

- The proposed AFG spending plan for April 1, 2021 to March 31, 2022 is attached for the Committee's review
- It is broken down between Programs (preventative maintenance and system upgrades) and Projects (school and facility requested)
- The actual project list will be provided in April once reviewed by the Minor Capital Committee
- Combined, these programs and projects maintain facility assets to ensure clean and safe learning environments that support student success today and into the future
- The AFG plan will also need to be approved through a capital bylaw (later in the spring) but staff are now looking for the Committee's support on the following motion

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the District's Annual Facility Grant (AFG) Plan as submitted to the Resources Committee on March 3, 2021.

AFG Governance and Management

- The District has reviewed their internal processes around the governance and management of the AFG process
- From this, three recommendations have been identified and are in the process of being implemented:
 1. A formal project identification and prioritization process should be designed and implemented to support proactive identification of projects. **The Minor Capital Committee has reviewed project requests and are in the process of approving the list for the 21/22 AFG year. The attached minor capital project process is being used to identify and consider each project.**
 2. The School District should track costs on a project-by-project basis. Reporting of budgets to actuals by project should be tracked/monitored. There should be clear reporting of projects added/removed from

the AFG list throughout the year. Each approved project will be tracked by salaries/benefits, supplies, overhead and any external services. The approved list will be forecasted quarterly and reconciled to actual projects at the end of the AFG year (March 31).

3. For each AFG project, a work plan should be developed, allocating staff time, materials and other allocations to ensure that adequate funds are available to complete the projects. This enables project tracking against budget and for reporting purposes. The budget should be adjusted as projects are added/removed from the AFG list. The attached scope document has been developed to ensure the scope, timelines and budget are identified prior to the start of the project. Each project actual expenditures will be tracked and compared to the project budget.

School District Six Two (Sooke)
Summary of Annual Facilities Grant and Minor Capital Program
April 1, 2021 to March 31, 2022

AFG	Budget	% of AFG Budget
Programs		
Roofing	\$250,000	15.33%
Exterior Painting	\$75,000	4.60%
Mechanical Upgrades	\$150,000	9.20%
Flooring	\$150,000	9.20%
Electrical Upgrades	\$150,000	9.20%
Drainage	\$75,000	4.60%
Door Replacements	\$40,000	2.45%
Subtotal - Programs	\$890,000	54.58%
Projects		0.00%
Health and Safety (school requested)	\$200,000	12.27%
Facilities Upgrades (school requests)	\$150,000	9.20%
Facilities Upgrades (facilities requests)	\$150,000	9.20%
Emergent contingency (enrolment/health and safety related)	\$240,566	14.75%
Subtotal - Projects	\$740,566	45.42%
Total - AFG	\$1,630,566	56.68%

MoE & District Funded Projects	Budget	% of Minor Capital Budget
EMCS Theatre Seating	\$35,000	2.81%
Major Capital (WLEMS Millwork)	\$300,000	24.08%
Space Invaders	\$20,000	1.61%
Hans Helgesen Envelope	\$30,000	2.41%
David Cameron Boiler Upgrade	\$10,000	0.80%
Specialized Capital Funding not used for Grants	\$140,000	11.24%
Total - Moe & District Funded Projects	\$535,000	42.93%
Grants		
Annual Playground Program (PEP)	\$125,000	10.03%
Colwood Outdoor Leaning	\$6,100	0.49%
RBSS Welders	\$80,000	6.42%
Total - Grants	\$211,100	16.94%
PAC		
School PAC Funds Elementary	\$200,000	16.05%
District Gaming Funds (with Specialized Capital for Labour)	\$300,000	24.08%
Total - PAC	\$500,000	40.13%

Total Minor Capital Program **\$1,246,100** **43.32%**

Total AFG and Minor Capital Program **\$2,876,666**

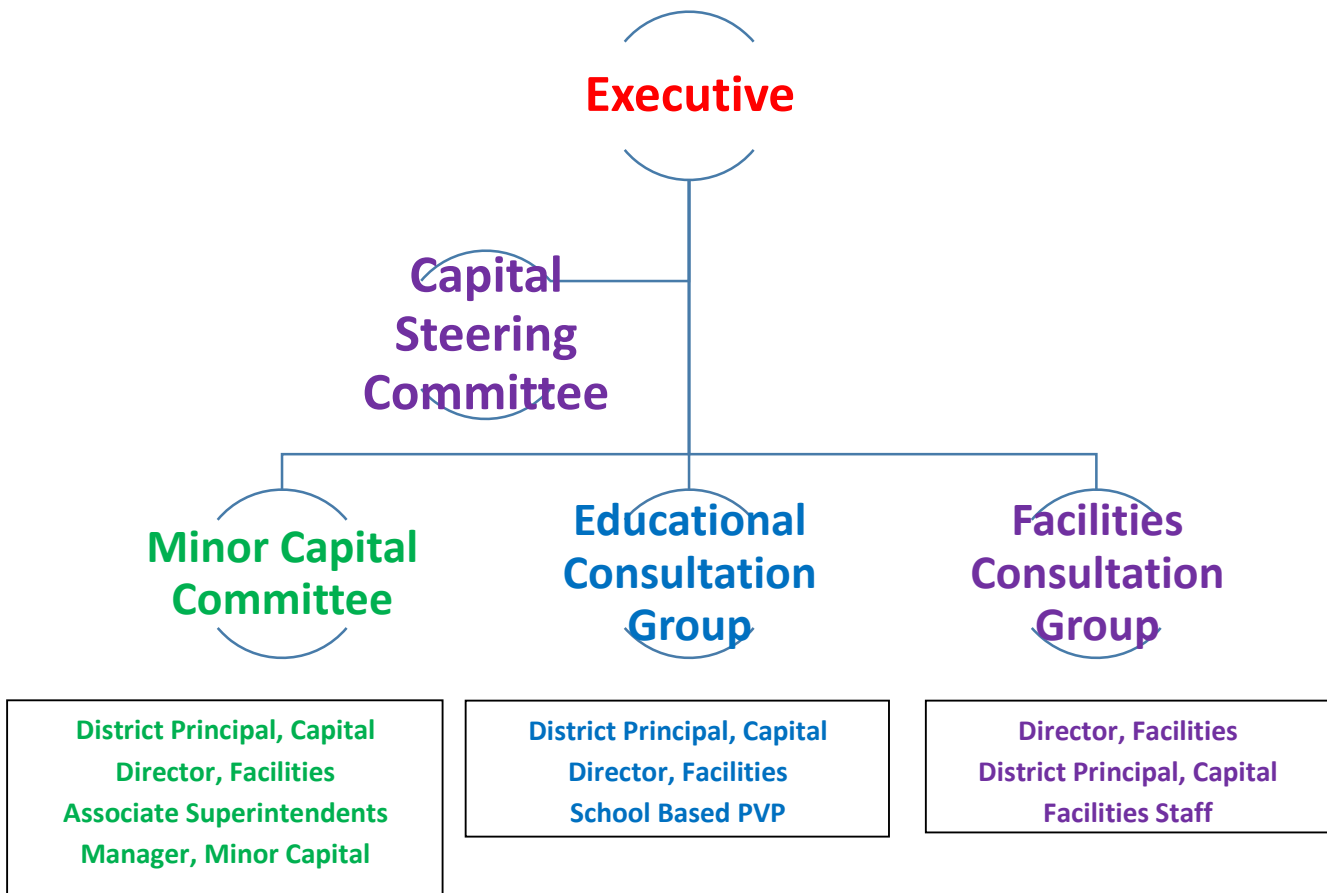
**Committee Info Note
Resource Committee Meeting
March 3, 2021**

Agenda Item: 4.2.2 Minor Capital Project Framework

Minor Capital Program

- In addition to AFG, the District has a number of other funding sources to create the Minor Capital Program
- These sources include:
 - a) Ministry of Education funded projects
 - b) District funded projects
 - c) Major Capital projects (when applicable)
 - d) Grant applications
 - e) Parent Advisory Council (PAC) funding
- A summary of these funding sources and proposed projects are also attached for the Committee's information
- This list and the AFG plan, make up the District's Minor Capital Program
- The attached process reflects the process and scope document required to have an AFG or minor capital project approved
- This process limits the time projects to be identified and submitted for consideration (January to March), the time for approval (March) and then executed (April onwards)
- The Project Scope Form ensures the projects are clearly defined from a scope, timeline and budget perspective prior to the approval process
- This will ensure the priority projects are approved and managed against a set of predetermined criteria
- These standards will require schools, departments and PACs to properly plan for projects to increase the probability of approval and eventual success

- The following diagram (from the draft Facilities Plan) highlights the governance structure for major and minor capital projects



MINOR CAPITAL PROJECT PROCESS



SD62 Minor Capital Project Scope Form

Location: Spencer Middle School
 Project: Spencer Portable Repair
 Funding (WO#): 2021009

Project Request:

To repair the Spencer portable which was damaged by a falling tree

Project Scope:

Scope Approval

TK. 2021/02/17

Darren Russell
2021/02/17

General Foreman

Principal

Carpentry to include:

Reframe damaged roof joists
 Supply and install new t-bar ceiling as required
 Supply and install new insulation and poly
 Reinstall trim
 Supply and install new roof sheathing
 Repair framing on back wall
 Supply and install new cladding for damaged area only

Mechanical to include:

Possible mechanical repairs as required

Electrical to include:

Electrical repairs as required

Painting:

Repaint interior where required
 Repaint exterior to match

Roofing:

Supply and install new roof
 Supply and install new flashing

Custodial:

Final Clean

Approvals:

Associate Superintendent

David Strange

Director of Facilities

Pete Godau

Manager, Minor Capital Construction

Mhairi Nicolson

Approved	Date
Advised	2021/02/17
PG.	2021/02/17
MN.	2021/02/17

SD62 Minor Capital Project Costing Form

Location: Spencer Middle School
 Project: Portable Repair
 Funding (WO#): 2021009

	Quantity	Material	Mat. Total	Labour	Total
<u>Carpentry</u>					
Framing	1	\$ 1,200.00	\$ 1,200.00	\$ 1,184.00	\$ 2,384.00
Cladding	1	\$ 250.00	\$ 250.00	\$ 296.00	\$ 546.00
Insulation	1	\$ 150.00	\$ 150.00	\$ 148.00	\$ 298.00
Drywall	1	\$ 250.00	\$ 250.00	\$ 296.00	\$ 546.00
T bar	1	\$ 1,200.00	\$ 1,200.00	\$ 592.00	\$ 1,792.00
Paint	1	\$ 125.00	\$ 125.00	\$ 296.00	\$ 421.00
Carpentry Subtotal			\$ 3,175.00	\$ 2,812.00	\$ 5,987.00
<u>Mechanical</u>					
Ducting Repair	1	\$ 250.00	\$ 250.00	\$ 312.00	\$ 562.00
Mechanical Subtotal					\$ 562.00
<u>Electrical</u>					
Lighting	1	\$ 450.00	\$ 450.00	\$ 296.00	\$ 746.00
Electrical Repairs	1	\$ 100.00	\$ 100.00	\$ 594.00	\$ 694.00
Electrical Subtotal					\$ 1,440.00
<u>Roofing</u>					
Contractor estimate	1	\$ 7,911.00			\$ 7,911.00
Roofing Subtotal					\$ 7,911.00
<u>Subtotal</u>					\$ 15,900.00
<u>Risk Assessment Items</u>					
Contingency	15%				\$ 2,385.00
Total					\$ 18,285.00

Committee Info Note
Resource Committee Meeting
March 3, 2021
Agenda Item: 4.3 21/22 Budget Development Process

Background

- The budget development process for the 21/22 school year continues
- Staff will lead the Committee through a budget presentation at the meeting with the following path:
 - 1) Budget Context – increased certainty as enrolment amounts have been estimated
 - 2) Budget Priorities – summary of themes heard to date
 - 3) Input – based on these themes, what does the Committee think?

Budget Context

- As presented at the February 23rd Board meeting, the District is estimating the attached enrolment amounts for the 21/22 school year
- The majority of the enrolment increases creates funds that are either restricted (Indigenous Ed.) or dedicated use (Inclusive Education) therefore the funding is not available for general educational uses (summary of increases and funding uses attached)
- A copy of the initial budget model has also been provided for illustrative purposes only – the list of sources of funding (revenues) and uses (pressures) will be added to and change multiple times as we work through the budget development process
- The narrative is that the District is expecting a funding neutral budget as we continue to move forward in the direction set by the Board
- Programs and initiatives will continue to be funded out of the ~\$124 m expected in the operating fund

- Through the budget discussions with the Leadership Team (February 4th), the Resources Committee (February 9th) and the partner groups (February 22nd), the following budget priority themes are beginning to emerge:
 - 1) Mental health/wellness of students and staff
 - 2) Early education opportunities
 - 3) Safe and clean learning/working spaces
 - 4) Adequate resources, supplies and equipment
- The challenge of this year's budget development process will be to ensure these priorities are addressed and funded while the District plans for the future and moves forward with the existing goals of Learning, Engagement and Growth
- The District is still in the process of gathering input on budget priorities from our students and public
- Any additional input/changes to this list will be added into the budget process

Committee Input

- Staff will be delivering a presentation providing greater context on the budget narrative (funding neutral) based on the estimated enrolment and some of the funding pressures facing the District
- Details on how funding is being spent on the above noted priorities will also be provided to provide additional context on the existing budget
- The presentation will then lead into a Committee discussion centered around:

Do these priorities accurately reflect what the District should be focusing on in 21/22?

Given the budget priorities identified above, what work should be continued/started and how should funding be spent on these items to maximize the benefits?

SCHOOL DISTRICT SIX TWO (SOOKE)
SUMMARY OF ENROLMENT AMOUNTS FROM 18/19 TO 21/22

FTE CATEGORY	Fiscal Year				VARIANCE	2020-21 FUNDING LEVEL	C = A*B VARIANCE \$	USE OF FUNDS
	18/19	19/20	20/21	21/22				
Standard (Regular) Schools	10,444	10,700	10,931	11,111	180	\$ 7,560	\$ 1,360,800	Included in structural budget already
Continuing Education	21	18	15	15	0	\$ 7,560	\$ -	
Alternate Schools	243	258	210	210	0	\$ 7,560	\$ -	
Distributed Learning	125	137	99	120	21	\$ 6,100	\$ 128,100	General use
Home Schooling	5	6	24	6	-18	\$ 250	\$ (4,500)	
Course Challenges	1	0	0		0		\$ -	
Level 1 Special Needs	10	12	14	16	2	\$ 43,000	\$ 86,000	Dedicated use
Level 2 Special Needs	385	418	463	465	2	\$ 20,400	\$ 40,800	Dedicated use
Level 3 Special Needs	260	297	292	370	78	\$ 10,300	\$ 803,400	Dedicated use
English Language Learning	551	681	626	781	155	\$ 1,520	\$ 235,600	Dedicated use
Indigenous Education	1,173	1,205	1,183	1,293	110	\$ 1,500	\$ 165,000	Restricted use
Adult Education	13	12	14	12	-2	\$ 4,823	\$ (9,646)	
Total - September Count	13,231	13,744	13,871	14,399	528		<u><u>\$ 2,805,554</u></u>	

Notes:

Actual enrolment from 18/19 to 20/21 with an estimate for 21/22

Variance is the difference between 20/21 actual and estimate for 21/22

All funding amounts based on 20/21 fiscal year - to be updated in March by the Ministry

Fiscal 21/22

Source	Details	Amount
Revenues		
Provincial Grant	Increased K-12 enrolment by 180	1.361
	Increase in IES funding - 82 more designations	0.930
	Increase in ELL funding - 155 FTEs	0.236
	Increase in Indigenous Education funding - 110 FTEs	0.165
	Increase in DL funding - 21 FTEs	0.128
	Collective Agreement(s) funding	3.008
International Program	Reduction in estimated ISP enrolment - 70 FTEs	(0.945)
District Reserve	Reduction in one time District Reserve funding	(1.361)
20/21 Budget	Surplus from 20/21 Budget	?
Total Revenues		3.522
External Pressures		
Provincial Grant	Collective Agreement Increases	(3.008)
	Consumer Price Index @ 2% of Supply budgets	?
	Teacher Salary Increments	(0.700)
	PVP/Exempt Salary increase @ 2%	(0.400)
	Increase in IES needs - 82 more designations	(0.930)
	Increase in ELL needs - 155 FTEs	(0.236)
	Increase in Indigenous Education needs - 110 FTEs	(0.165)
	Continued OHS/cleaning protocols	?
International Program	Reduction in estimated ISP expenditures - 70 FTEs	0.473
Total External		(4.967)
Internal Pressures		
	Infrastructure growth based on 180 FTEs	(0.335)
	Minor Capital Project Funding	?
	Capital Asset Replacement	?
	Innovations & Systems Improvements	?
	Temporary Accommodations	?
Total Internal		(0.335)
Net Impact		(1.779)

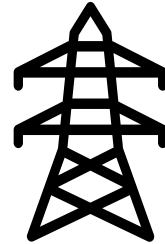
Reserve **Increase required to balance budget** **1.779**

Power Outages –District Protocols

DEFINITION

A power outage is a sudden, unplanned loss of electricity/power. An outage can be caused by inclement weather, motor vehicle accidents, equipment failures.

During any given year, schools may experience a power failure ranging from a few minutes to several hours.



THE SCHOOL DURING OUTAGES

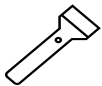


Typically, the District does **not close schools**, unless there are compelling reasons such as, compromised safety systems or other compounding challenges at the site.

Staff with concerns about the outage should speak immediately with their supervisor.

School emergency systems such as fire alarms have battery packs to ensure that alarms work even during a power outage.

Schools will maintain classroom activities, as much as possible, during the outage.



Schools may continue to be occupied by staff and students during a power outage, provided fire alarms are active or a staff member regularly patrols the building, as directed by the principal and/or superintendent.

Flashlights should be available to each classroom affected.

SCHOOL CLOSURE DECISIONS

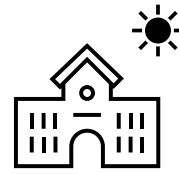


Only the Superintendent of Schools for SD62 can make the decision to close a school or worksite and/or to send students home.



This decision would be taken in discussions between the Superintendent, the School Principal, and the Family Associate Superintendent after considering issues of expected duration of outage and safety.

Every school and situation is different, the Superintendent, School Principal, and Associate Superintendent will consider each situation with regards to the season, the location, and the time of day and any other context-specific information.



Process to deal with power outages during school hours

TIMELINES



Immediately

The Principal contacts Superintendent to confirm they are aware of power outage and to detail any issues regarding the safety of staff and/or students in the school.

School District Office staff consult information from BC Hydro website and automatic notifications to see how widespread outage is and expected restore time.

If the situation is not a BC Hydro issue, SD62 Facilities staff will be dispatched.

Superintendents with Principal consider outage with regards to situational factors: time of day, outdoor temperature; time of outage; school location; school operational and support systems; estimated time of restore.

Principal ensures each affected room has access to a flashlight.

Principal maintains awareness of any changes to the situation in the school.



Ongoing

Principal and Superintendent communicate as updates or changes occur.



At 3 hours into the outage

Superintendent with Principal(s) consider the situation with regards to expected duration, whether the safety systems in the building are still operational and students and staff are safe to remain in the building.

After the Outage



After power is restored to the school, the Principal may ask staff to check their work areas to ensure that power is On/Off as appropriate. Any electrical items that appear to be malfunctioning following the restoration of power, should be reported to the Director of Facilities.





Process to deal with power outages out of school hours

The School Principal contacts the Superintendent or Family Associate Superintendent to ensure they are aware of power outage.

The Principal notifies all school staff about the outage to indicate process for reporting to work and entry to the building when the power is off.



Note – if the alarm system is disarmed during a power outage when the system is running off battery power, the system cannot be re-armed until main power is restored. This leaves the building vulnerable.

School District Office staff consult information from BC Hydro website and automatic notifications to see how widespread outage is and expected power restoration time.

If the outage is over 3 hours in duration, the Director of Facilities may dispatch staff to undertake a walk through the building at regular intervals.

After the Outage



After power is restored to the school, depending on the length of the outage and whether it occurred during the school term or in a vacation period, the Principal may ask staff to check their work areas to ensure that power is On/Off as appropriate. Any electrical items that appear to be malfunctioning following the restoration of power, should be reported to the Director of Facilities.

