

Committee Report of Decisions/Discussions Resources Committee Meeting November 12, 2019

Attendees:

Dianna Seaton, Trustee (Committee Chair)
Wendy Hobbs (Committee Member)
Allison Watson, Trustee (Committee Member)
Ravi Parmar, Trustee
Ed Berlando, STA
Amanda Dowhy, SPEAC
Krista Leakey, SPVPA
Maggie Clark, CUPE
Betty-Lou Leslie, CUPE

Staff:

Scott Stinson, Superintendent & CEO
Harold Cull, Secretary Treasurer

1 Territorial Acknowledgement

Dianna Seaton, Committee Chair, called the meeting to order and read the acknowledgement of the first nations' territories.

4.1 Transportation Review Modelling

- Staff presented the initial data collected in the Transportation Review model project
- The data set included the number of students, identified by school, that are within 1km, 2km, 3km and 4km walking distance from their catchment school
- Roughly half (5,436) of our students live within 4km of their catchment school
- Staff indicated that the data set will be completed by accessing the provincial wide transportation survey data and then presented to the Committee in December
- Once the data set is complete, staff will be able to use the new transportation routing software (Traversa) to model different scenarios to reflect the impact on ride and wait times
- The Committee discussed that the greatest impact on ride and wait times will be to reduce the number of riders while maintaining the same number of routes
- More information on the model will be presented in future meetings

4.2 District Planning Framework

- The Committee was provided a draft District Planning Framework that linked the many planning phases and activities, currently completed by the District, together to create a coordinated approach to multi-year and annual planning
- This linkage begins with the Ministry's Enhanced Student Learning Framework, to the District's Strategic Plan, through to the annual Action Plan down to individual school plans and performance plans for the Senior Management team
- The timing of these activities was also discussed and it was emphasized that the annual planning documents (Action Plan, Annual Budget, School and Performance Plans) must be completed in the year proceeding

4.3 Capital Plan Update

- Staff provided an update on the latest capital projects (RBSS Expansion and West Langford Elementary and Middle schools)
- The RBSS Expansion continues to be on schedule and budget as we close in on substantial completion scheduled for August 2020
- The West Langford projects' civil work was tendered and work is expected to start shortly
- The design of the West Langford schools continues and the construction work will be tendered in the spring

4.4 19/20 Quarter 1 Forecast Update

- Staff provided an update on the first quarter forecast based on actual revenue and expenditure amounts as at September 30
- Past practice has the annual forecasting process starting in quarter 2 (December 31) as forecasting this early in the year has a number of limitations
- Staff have estimated that the District will end the fiscal year (June 30) with a potential deficit of up to \$800,000 based on budgeted enrolment shortfalls in K-12 and international students
- These numbers are for the September count only with the February and May counts still to be reported
- The majority of the revenue and expenditure estimates are expected to be close to budget and will continued to be monitored during the 2nd and 3rd quarter forecasts
- Next steps include completing the 2nd quarter forecast in February at which time more of the variables will be known (CEF recovery, Salary Differential, February enrolment and actual staffing)
- If a pressure remains, staff will develop a plan to:
 - reduce discretionary expenditures;
 - increase revenues where possible; and/or
 - request Board approval to access the Financial Reserve

4.5 19/20 SEAPARC Joint Use Agreement

- Staff presented the District's annual joint use agreement with Sooke Electoral Area Parks and Recreation Commission (SEAPARC)
- This agreement allows the School District to use SEAPARC assets in exchange for SEAPARC's use of School District assets
- The use of the assets is for free or at a reduced rate up to a maximum of \$15,500/year with the School District using approximately \$12,600 last year and SEAPARC using approximately \$14,900
- The agreement has been in place for a number of years and has been working well for both parties

Based on their review of the agreement, staff recommended and the Committee supported the approval of the agreement for the current school year. As this approval rests with the Board, the Committee recommendation will be presented to the Board at their November 26th meeting for their review and consideration.