

### Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on October 11, 2022 at 6:00 pm.**

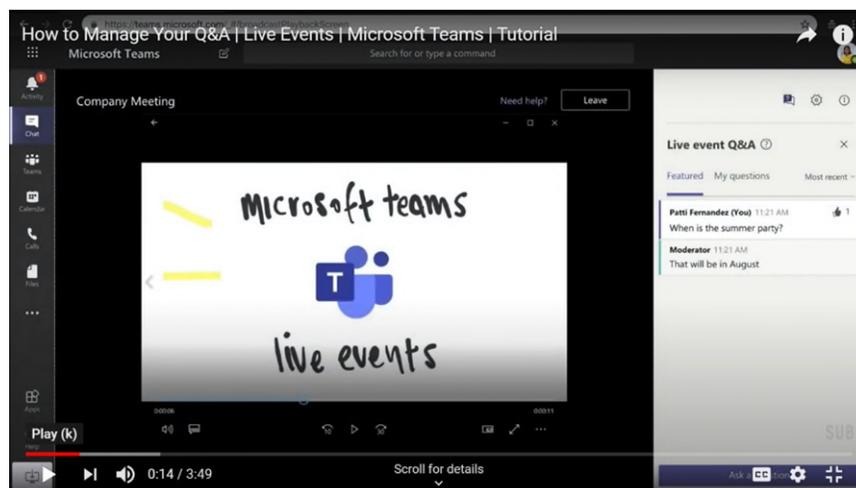
**Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.**

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

To guide you, the following is information on how to join a live event in MS Teams.

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
  - Select the **Q&A**  function on the right side of the screen.
  - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
    - A reminder for Stakeholder groups to use the **Q&A** function.
  - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



If you have questions regarding the meeting and how to access it that aren't answered in the link above please email [info@sd62.bc.ca](mailto:info@sd62.bc.ca).



**RESOURCES COMMITTEE**  
**School Board Office**  
**Via MS Teams**  
**October 11, 2022 – 6:00 p.m.**

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**A G E N D A**

- 1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**  
*We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth.  
(words gifted by the three nations SD62 works with)*
- 2. REPORT (page 3)**
- 3. PRESENTATIONS (10 min.)**
- 4. BUSINESS**
  - 4.1 Student and Family Affordability Fund – David Strange (page 5)
  - 4.2 Updated Enrolment Estimates and Financial Impacts – David Lee Bonar (page 19)
  - 4.3 Space Planning for 23/24 to 25/26 – Harold Cull (page 22)
- 5. ADJOURNMENT**
- 6. NEXT MEETING DATE:** November 15, 2022



## Committee Report of Resources Committee Meeting via MS Teams September 13, 2022

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**Present:** Bob Beckett, Trustee (Committee Chair)  
Wendy Hobbs, Trustee (Committee Member)  
Bob Phillips, Trustee (Committee Member)  
Scott Stinson, Superintendent & CEO  
Harold Cull, Secretary-Treasurer  
Ed Berlando, STA  
Trudy Court, CUPE  
Sandra Arnold, SPEAC

**Staff:** Mhairi Bennett, Manager, Minor Capital Construction  
Randy Cobb, Manager, Transportation  
Sue Grundy, Manager, Executive Operations  
Nicole Gestwa, IT

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

*The meeting was called to order at 6:02 pm by the Committee Chair, Bob Beckett acknowledging 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 June 14, 2022 at its Public Board Meeting dated June 28, 2022.

### 3. PRESENTATIONS

### 4. BUSINESS

#### 4.1 23/24 Minor Capital Plan Submission – Mhairi Bennett

Mhairi Bennett provided an update on the 23/24 Minor Capital Plan Submission to the Committee. The Committee asked several questions regarding playground enhancements, outdoor learning spaces, and queried the difference between district wide projects and the minor capital plan which is funded by the Ministry of Education and the School District. The Committee supported the following motion going forward to the Board.

**Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the 23/24 Minor Capital Plan submission as presented to the Resources Committee on September 13, 2022.**

#### 4.2 Transportation Update – Randy Cobb

Randy Cobb provided a transportation update to the Committee including details regarding the beginning of the school year challenges and possible solutions. The Committee heard from our partner groups and discussed how these challenges can be addressed in the most efficient and effective way possible. Staff confirmed formal communication will be going out shortly to all families advising them of additional routes that will be added temporarily and that only registered riders will be provided transportation effective September 20.

#### 4.3 Enrolment by School as at September 9, 2022 – Harold Cull

Harold Cull provided an update to the Committee on the enrolment estimates as of September 9, 2022, intending to give an initial assessment of the direction that enrolment is heading in with regards to budget. The Committee discussed the need to split out the enrolment numbers, for French immersion students, and discussed the timing of when the numbers will be final and when the amended budget process will begin.

#### 4.4 District Planning Framework – Sue Grundy

Sue Grundy provided an update on the District's Planning Framework with a specific emphasis on tying the multiple planning pieces and asked for Committee feedback on the presentation. The Committee discussed the framework and the importance of the strong linkages throughout the framework, and the consistency with departments and school plans.

#### 4.5 School Start Up – Scott Stinson

Scott Stinson provided an update on the opening of the school year and commented on how incredibly successful it has been so far. The Superintendent touched on the work of the School, District and City regarding traffic safety in and around PEXSISEN Elementary. He will follow up with the applicable organizations regarding issues discussed by the Committee.

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



**Committee Info Note**  
**Resources Committee Meeting**  
**October 11, 2022**  
**Agenda Item 4.1: Student and Family Affordability Fund**

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**PURPOSE**

To provide the Committee with an update, from a financial perspective, on the work completed to date and future work on the Student and Family Affordability Fund.

**BACKGROUND**

- On Monday, August 29 the Minister of Education and Child Care, Jennifer Whiteside announced the introduction of the Student and Family Affordability Fund.
- The \$60 million provincial fund is intended to support students and families who are struggling with rising costs due to global inflation.
- The fund is intended to:
  - Improve students' access to nutritional food / meals, before, during and after the school day.
  - Directly offset costs to parents, guardians, and students, such as school supplies or other cost pressures they are facing using existing mechanisms such as hardship policies
- will support school food program and the costs of school supplies as key areas of support.
- The funding is provided on a one-time basis for the 2022-2023 school year and is not intended be structural or carried over to subsequent school years.

**CONTEXT**

- The district has received an allocation of \$1,251,529.
- The fund requirements include:
  - consultation with local Indigenous rightsholders, to determine any unique needs for Indigenous learner, District Parent Advisory Councils (SPEAC), and "equity-deserving" communities to ensure the unique needs of all diverse student populations are met.
  - using the funds in as flexible, private and stigma free manner as possible
- Spending descriptors include:
  - Spending on Food Security
    - Spending by the district on Food Security should be in addition to any planned or budgeted spending on food and meals programs.
    - Districts are encouraged to use healthy, local and/or B.C. food where possible and to utilize existing processes and providers (including not-for-profits).
    - Funding can be spent to:
      - Increase nutritional opportunities for students throughout the day
        - Provide nutritional food and meal support to additional students
        - Provide additional food and meal supports to students with dependent children where appropriate
      - Spending on Family Assistance
  - Spending on Family Assistance

- Spending by the district must directly offset costs for parents, guardians, and students and be additional to any planned or budgeted spending for hardship or family supports
- Funding use includes, but is not limited to:
  - Providing basic school supplies that might otherwise be purchased by parents, guardians, and students (e.g., pens, paper)
  - Waiving education-related fees (e.g., additional supplies for shop, culinary and craft classes, workbooks, camps, field trips, relevant cultural events, other student society meetings including those related to equity, diversity, and inclusion, and instrument and equipment fees or other fees charged by school districts)
  - Supporting with clothing/footwear required for school sports and other school activities

## **PROGRESS UPDATE**

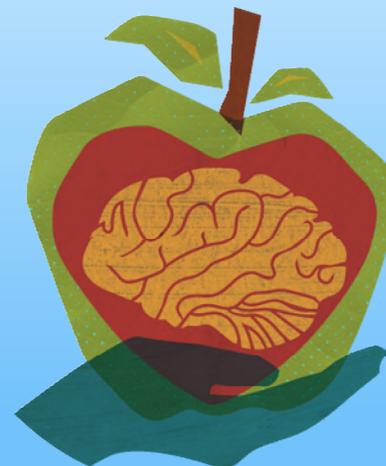
- The District has completed its consultations with its partners and has developed its Student and Affordability Fund Action Plan
- The Plan is being finalized and will be reviewed with the Committee

Respectfully submitted,

*DStrange*

Dave Strange  
Associate Superintendent

# Student and Family Affordability Fund: 2022-23 Action Plan





# Working Together to Support Students and Families



## Current Context

Minister of Education and Child Care, Jennifer Whiteside announced the introduction of the Student and Family Affordability Fund. The \$60 million provincial fund is intended to support students and families who are struggling with rising costs due to global inflation. The district has received an allocation of \$1,251,529. The funding is provided on a one-time basis for use during the 2022-2023 school year.

The fund requirements include:

- Consultation with local Indigenous rightsholders, to determine any unique needs for Indigenous learner, District Parent Advisory Councils (SPEAC), and “equity-deserving” communities to ensure the unique needs of all diverse student populations are met.
- Using the funds in as flexible, private and stigma free manner as possible.

Spending descriptors include:

- Spending on food security students and families in addition to any planned or budgeted spending on food and meals programs.
- Spending that provides family assistance by way of offsetting costs for such things as school supplies, education related fees, clothing/footwear required for school sports and other school activities etc.



## Stakeholder Consultation



The Sooke School District is comprised of a diverse demographic and accordingly sought understanding of the needs of various groups including, but not limited to, Indigenous partners, parents/guardians and newcomer and refugee populations.

Per Ministry of Education and Child Care direction, the District engaged in consultation with Indigenous partners, the Sooke Parents Education Advisory Council (SPEAC) and other stakeholders to inform the development of this action plan. Consultations focused on developing an understanding of unique needs, prioritization of needs, barriers and stigma related concerns.

Input from stakeholders directly informed guiding principles and subsequent action steps set out in the District's Student and Family Affordability Fund Action Plan.



## Guiding Principles



- Ensure that the funding is used in accordance with Ministry of Education and Child Care guidelines
- Creatively use the funds in as flexible, private and stigma free manner as possible
- Creatively use the funding to have as broad an impact as possible to ensure those most in need are supported
- Develop a multi-pronged approach that is a blend of school based, district based and community partnership-based initiatives
- Ensure ongoing consultation with stakeholders including, but not limited to, Indigenous Rights Holders, SPEAC and School PACs, Internal District Stakeholders and Community partner agencies
- Ensure the action plan is organic and flexible and can be adapted to meet changing needs and overcome unanticipated barriers that may emerge

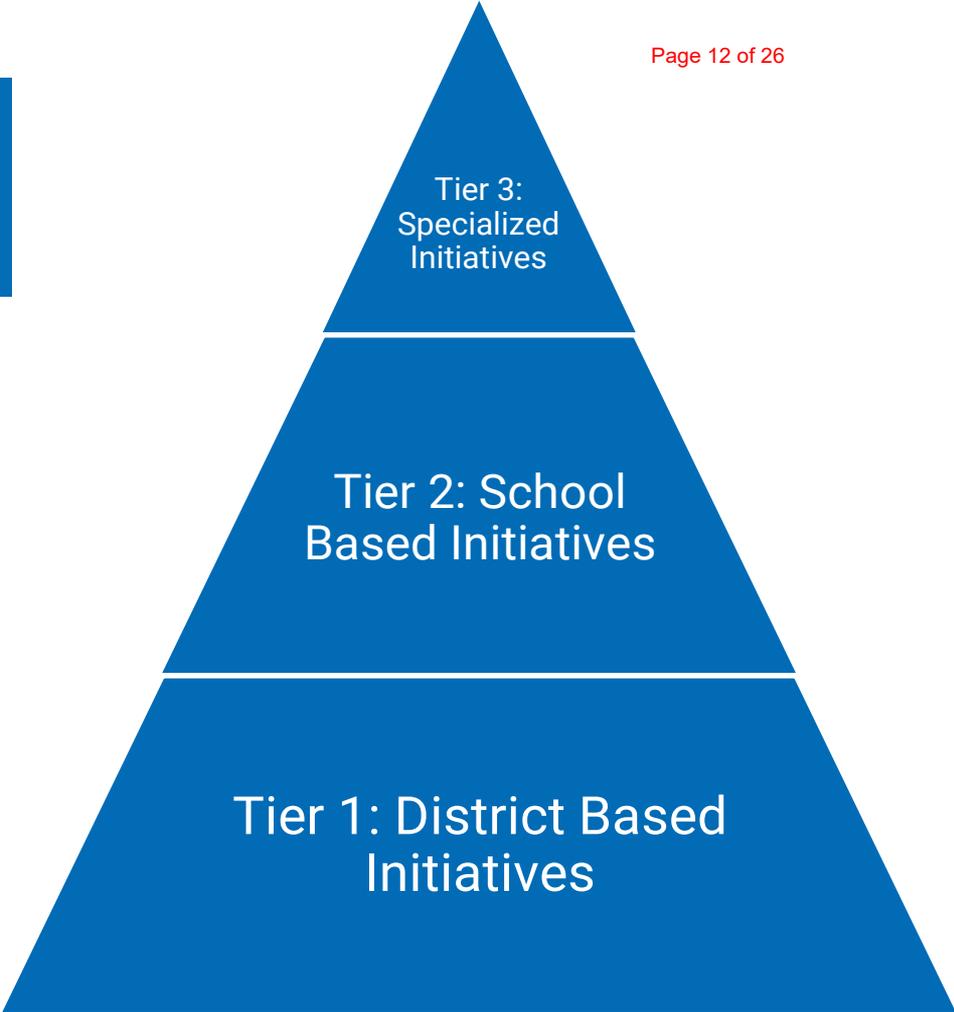


# Multi-Tiered Approach

**Tier 1 - District Based Initiatives:** These initiatives are organized and implemented at the district level in consultation with district stakeholders and include selected educational program fee relief at the elementary, middle, and secondary school level; expansion and development of existing and new school food programs; expansion and development of partnerships with third party community partners.

**Tier 2 – School Based Initiatives:** These initiatives are organized and implemented at the school level in consultation with local school stakeholders. Initiatives will focus on additional efforts to address food security, school supply costs, additional fee relief, access to clothing and equipment required for meaningful participation in school-based programs and activities.

**Tier 3 – Specialized Initiatives:** These initiatives are organized and implemented at the school and district level by specialized staff including our Safe and Healthy Schools team, in particular our team of School Based Social Workers. Initiatives will focus on additional efforts to address food security, school supply costs, additional fee relief, access to clothing and equipment required for meaningful participation in school-based programs and activities by those students and families most in need.





## Tier 1: District Based Initiatives



### Fee Relief: \$170,000+

The Affordability Fund is being used to offset universal education related fees at each school level.

**Secondary School Universal Fees:** The universal School Activity Fee will be waived for the 2022-23 school year. This fee is charged to offset costs related to student locks, lockers, school and classroom apps, and school activities and events.

**Middle School Fees:** The universal fees for ADST courses will be waived for the 2022-23 school year. These fees are charged to cover consumable materials used in each course area such as Textiles, Home Economics, Woodworking etc.

**Elementary School Fees:** Unlike middle and secondary schools, elementary do not publish fee schedules. However, throughout the course of the year costs may be incurred for educational field trips and events. Elementary schools will be provided funds in their school fund allocation to waive fees as broadly as possible in a stigma and barrier free manner.



## Tier 1: District Based Initiatives

### **Food Security and Student Family Assistance: \$400,000**

The Affordability Fund is being used to address food security and other affordability issues for students and families. This is being actioned through new and existing community partnerships in several ways. Examples include:

#### **Sooke Food Bank**

JMS breakfast program; Grab and Go snack program for all interested schools; holiday hampers; other essentials.

#### **Sooke Family Resource Centre**

Food, transportation and other life essentials provided via various services to local families.

#### **Military FRC**

Support “connection time” for families during deployment, providing a meal, childcare and social time.



#### **Goldstream Food Bank**

Hampers, emergency food and household supplies - available via 3rd parties like SBSW.

#### **Salvation Army**

Food fridge and social time at Langford based drop-in resource centre. Weekly grocery bag available. Monthly and Holiday hampers.



### **Setting the Table: School Food Pilot Program**

This partnership is a new food security pilot program aimed to delivery locally sourced prepared breakfast and lunches to schools. Committed partners include:

- SD62 school and district administrators
- SD62 culinary arts and food studies teachers
- Mustard Seed Food Security Distribution Centre
- Food Share Network
- Farm to School BC
- Victoria Community Food Hubs Society
- BC Chapter of the Coalition for Healthy School Food
- Island Health
- UVic School of Public Health and Social Policy

#### **BGC South VI**

Through Community Intervention Coordinators, provide food security and other essentials (e.g., transportation) to youth/families during out of school time.

#### **Expansion of Current Programs**

Includes, but not limited to, expansion of Truffles lunch program as well as expansion of Backpack Buddies program to all schools.



### School Based Allocations: \$600,000

The significant portion of the Student and Family Affordability Fund is being distributed to individual schools to action in a manner that best suits their school community. Each school community has its own unique context and school staff will be working with school Indigenous partners, Parent Advisory Councils, and community partners to create plans to meet student and family needs. Funds are to be used to address food security and other affordability issues for students and families.

Allocations will be based on several factors including school enrollment and other criterion. Schools will be expected to develop an action plan and have the expectation of expending funds by June 30<sup>th</sup>, 2023.



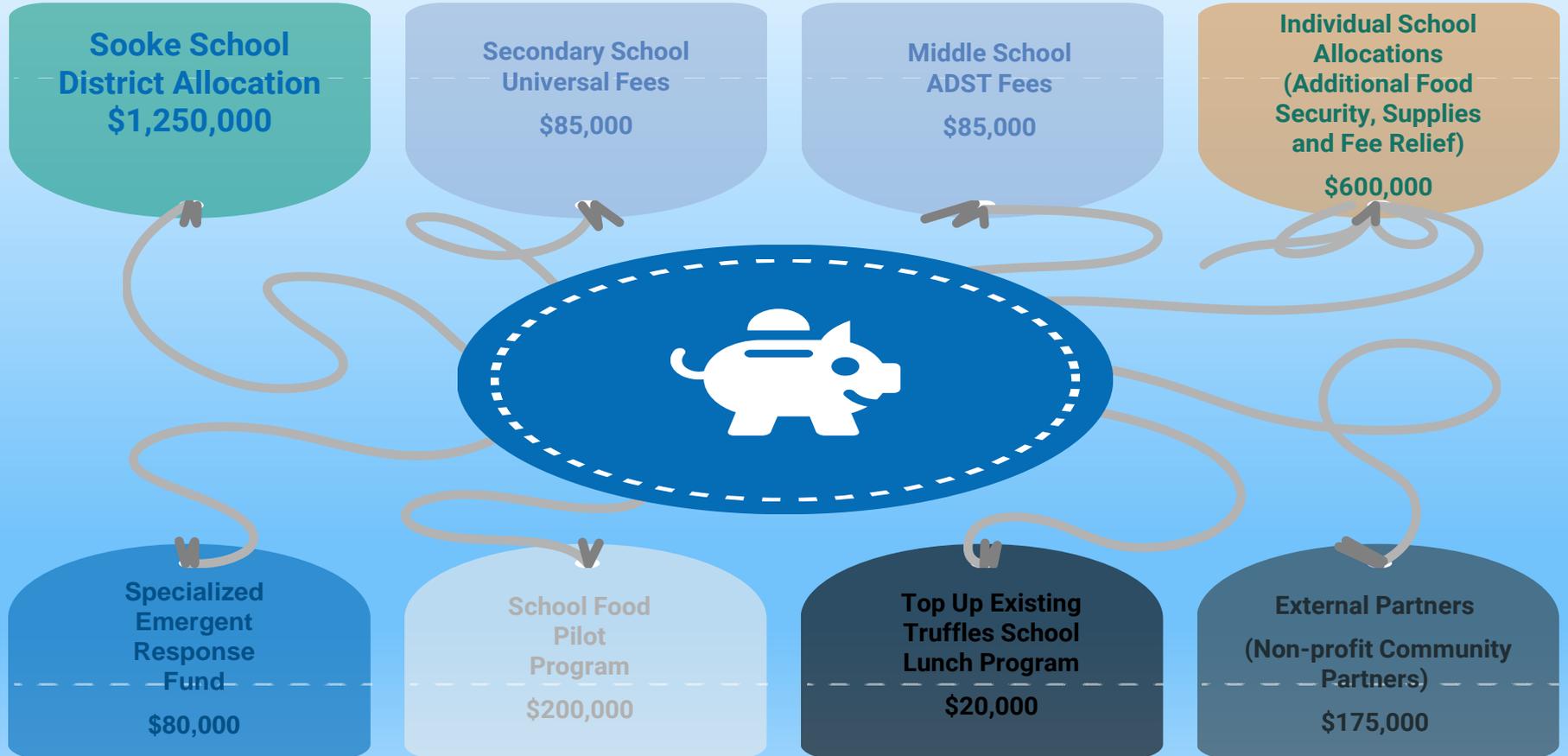
## Tier 3: Specialized Initiatives



### Specialized Initiatives: Emergent Response Fund: \$80,000

The District has a dedicated group of professional that work directly with our most vulnerable students and families. These specialized staff will be provided an emergency fund to respond to significant hardships that unexpectedly emerge during the year and will provide them the resources to respond in a time sensitive and impactful manner.

Initiatives will be organized and implemented at the school and district level by these specialized staff including, but not limited to, our Safe and Healthy Schools team, in particular our team of School Based Social Workers. Initiatives will focus on additional efforts to address food security, school supply costs, additional fee relief, access to clothing and equipment required for meaningful participation in school-based programs and activities by those students and families most in need.





# Implementation Roadmap

**Consultation and  
Action Plan  
Development**

1

**Action Phase One:  
Initial Implementation**

3

**Action Phase Three:  
Further Monitoring,  
Adaptation and Reporting**

5

**Presentation of  
Action Plan to  
Stakeholders**

2

**Action Phase Two:  
Monitoring,  
Adaptation and  
Reporting**

4

**Action Phase Four:  
Finalizing Implementation and  
Reporting to Ministry and Stakeholders**

6

## Committee Info Note

### Resources Committee Meeting

#### October 11, 2022

### Agenda Item: 4.2 – Updated Enrolment Estimates & Financial Impacts

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#### Background

- Staff are in the process of finalizing the actual enrolment for September 2022 through the 1701 process
- The Committee may remember that the annual budget is based on an estimate of enrolment that is created in February
- Once the school year starts in September, actual enrolment is confirmed through the 1701 process and the budget amounts are then adjusted to reflect the actual enrolment numbers

#### Enrolment Estimates

- At a summary level, the actual vs. budget amounts can be reflected as:

	A	B	C = B-A
	FTE	FTE	FTE
	PRELIMINARY	SEPT	BUDGET
	BUDGET	SNAPSHOT	INCR / (DECR)
	2022-23	2022-23	FROM PRELIM
<b>TOTAL Standard (Regular) Schools</b>	<b>12,106.0000</b>	<b>12,249.8125</b>	<b>143.8125</b>
Continuing Education	2.0000	19.7500	17.7500
Alternate Schools	201.0000	204.0000	3.0000
Online Learning	85.0000	158.7500	73.7500
Home Schooling	20.0000	30.0000	10.0000
Course Challenges	2.0000	2.0000	-
<b>TOTAL NON-STANDARD ENROLMENT</b>	<b>310.0000</b>	<b>414.5000</b>	<b>104.5000</b>
<b>TOTAL</b>	<b>12,416.0000</b>	<b>12,664.3125</b>	<b>248.3125</b>

- Attached is the year-over-year change in September enrolment at the school level
- As noted above, the enrolment numbers are still fluid and will be finalized shortly
- The K-12 numbers are relatively static with any potential change happening in the non-standard enrolment

**Financial Impacts**

- Based on the September 29th enrolment snapshot above, the District is looking at additional funding as follows:

	\$
	<b>BUDGET</b>
	<b>INCR / (DECR)</b>
	<b>FROM PRELIM</b>
<b>TOTAL Standard (Regular) Schools</b>	<b>\$ 1,133,961</b>
Continuing Education	\$ 139,959
Alternate Schools	\$ 23,655
Online Learning	\$ 469,050
Home Schooling	\$ 2,500
Course Challenges	\$ -
<b>TOTAL NON-STANDARD ENROLMENT</b>	<b>\$ 635,164</b>
<b>TOTAL</b>	<b>\$ 1,769,125</b>

- There are direct staffing impacts required due to the enrolment growth
- These costs include enrolling and non-enrolling teachers and other ratio driven staff
- Once the 1701 process has been completed, staff will work to determine the staffing impacts and will bring back to the Board, through Committee, the amended budget for review and consideration

# School District 62

## K-12 Enrolment Update by School

### September 2022

		<b>A</b>	<b>E</b>	<b>K = E-A</b>
		FTE	FTE	FTE
		SEPT	SEPT	SEPT
		ACTUAL	SNAPSHOT	INCR / (DECR)
		2021-22	2022-23	FROM PY
Ministry Adjustment		(4.0000)		4.0000
Colwood	Regular	202.0000	191.0000	(11.0000)
Crystal View	Regular	271.0000	275.0000	4.0000
David Cameron	Regular	406.0000	396.0000	(10.0000)
Hans Helgesen	Regular	205.0000	201.0000	(4.0000)
Happy Valley	Regular	447.0000	440.0000	(7.0000)
John Muir	Regular	223.0000	222.0000	(1.0000)
John Stubbs - Elem	Regular	-	-	-
John Stubbs - Elem	French Immersion	513.0000	502.0000	(11.0000)
Lakewood	Regular	457.0000	452.0000	(5.0000)
Millstream	Regular	202.0000	170.0000	(32.0000)
Millstream	French Immersion	103.0000	138.0000	35.0000
Pexsisen	Regular	-	349.0000	349.0000
Poirier	Regular	168.0000	174.0000	6.0000
Poirier	French Immersion	236.0000	229.0000	(7.0000)
Port Renfrew	Regular	14.0000	19.0000	5.0000
Ruth King	Regular	369.0000	386.0000	17.0000
Sangster	Regular	247.0000	246.0000	(1.0000)
Saseenos	Regular	197.0000	200.0000	3.0000
Savory	Regular	234.0000	248.0000	14.0000
Sooke	Regular	278.0000	323.0000	45.0000
Willway	Regular	227.0000	213.0000	(14.0000)
Wishart	Regular	457.0000	455.0000	(2.0000)
<b>TOTAL ELEMENTARY</b>		<b>5,452.0000</b>	<b>5,829.0000</b>	<b>377.0000</b>
Centre Mountain Lellum	Regular	-	513.0000	513.0000
Dunsmuir	Regular	923.0000	711.0000	(212.0000)
John Stubbs - Middle	Regular	-	-	-
John Stubbs - Middle	French Immersion	310.0000	311.0000	1.0000
Journey	Regular	474.0000	488.0000	14.0000
Journey	French Immersion	100.0000	85.0000	(15.0000)
Spencer	Regular	878.0000	639.0000	(239.0000)
<b>TOTAL MIDDLE</b>		<b>2,685.0000</b>	<b>2,747.0000</b>	<b>62.0000</b>
Belmont	Regular	1,289.4375	1,410.8750	121.4375
Belmont	French Immersion	158.0000	60.0000	(98.0000)
Edward Milne	Regular	617.4375	634.1875	16.7500
Edward Milne	French Immersion	52.0000	78.0000	26.0000
RoyalBay	Regular	1,319.1875	1,330.7500	11.5625
RoyalBay	French Immersion	88.0000	160.0000	72.0000
<b>TOTAL SECONDARY</b>		<b>3,524.0625</b>	<b>3,673.8125</b>	<b>149.7500</b>
<b>TOTAL Standard (Regular) Schools</b>		<b>11,661.0625</b>	<b>12,249.8125</b>	<b>588.7500</b>

## Committee Info Note

### Resources Committee Meeting

#### October 11, 2022

#### Agenda Item: 4.3 Space Planning For 23/24 to 25/26

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#### Background

- The District is still growing at an amazing pace – 589 FTEs over last year’s record number of 730
- A total of 1,319 FTEs or 12% of growth over two years
- We’ve been fortunate to create an additional 1,200 seats between PEXSISEN and Centre Mountain Lellum but we are still falling behind in terms of available spaces
- With our next school opening (South Langford Elementary) not scheduled until the 25/26 school year, we can expect to see another 1,500 students added into the system during the same time period based on the average of the last 3 years
- This amount could be even more if the growth in our communities remains at levels we’ve seen over the last 2 years
- The following table reflects our annual growth amounts since the 01/02 school year

	01/02	02/03	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12
K-12 Enrolment	8,681	8,657	8,650	8,625	8,501	8,323	8,272	7,811	7,956	8,251	8,574
Change #		-24	-7	-25	-124	-178	-51	-461	145	295	323
Change %		-0.28%	-0.08%	-0.29%	-1.44%	-2.09%	-0.61%	-5.57%	1.86%	3.71%	3.91%
	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23
K-12 Enrolment	8,503	8,572	8,738	9,094	9,609	10,026	10,444	10,701	10,931	11,661	<b>12,250</b>
Change #	71	69	166	356	515	417	418	257	230	730	<b>589</b>
Change %	0.83%	0.81%	1.94%	4.07%	<b>5.66%</b>	4.34%	4.17%	2.46%	2.15%	6.68%	<b>5.05%</b>

- **With this expected growth to continue, how are we going to accommodate these additional students as we wait for additional capital approvals from the Ministry?**

## Working Group – Space Invaders

- Staff have reconvened the “Space Invaders” working group to address the District’s space challenges
- This group has been used in the past to manage growth while waiting for Ministry approvals to add new schools
- The group met on October 3<sup>rd</sup> (minutes attached) to formulate a plan to manage growth over the next 3 years
- This planning horizon was chosen to match the addition of the South Langford Elementary school and with the pace and uncertainty of growth, a longer planning period may not yield accurate enrolment estimates to base decisions on

## Proposed Approach

- The group is taking a relatively simple approach to identifying the amount and location of future space challenges:

## **# of Divisions Required LESS # of available classroom spaces = Surplus/Deficit Spaces**

- This analysis will be conducted at the school level
- The **# of Divisions required** will be based on the estimated head count enrolment
- The **# of available classroom spaces** will include all spaces in a school (minimum 80 m<sup>2</sup>, modulars and portables)
- Once the **Surplus/Deficit Spaces** amount is calculated, the following Order of Operations will be used to determine how to best address any deficit spaces
  - 1) Utilize prep rooms as classrooms if applicable;
  - 2) Utilize multi-purpose rooms if available;
  - 3) Overflow schools;
  - 4) Move portables if available;
  - 5) Purchase additional portables;
  - 6) Split shifts and/or extended days – secondary only; and
  - 7) Rent/acquire offsite classrooms – secondary only;
- Further working group meetings have been set up for November and December to work through the process and to present the plan to the Board in December

## **Financial Challenges**

- Much has been made of the high inflation rates and challenges with supply chains
- These issues will make it costly and somewhat difficult to obtain and fund additional temporary spaces (portables) for future years making it even more important to look for existing spaces within a school
- Current estimates range from \$200,000 to move an existing portable or upwards of \$400,000 to acquire a new portable
- As discussed before, the Ministry does not fund the costs of portables through their capital plan
- Based on the approach noted above, the Space Invaders working group will create a space plan for September 2023 (informed by the out years of 24/25 and 25/26) that will include the financial impacts
- This plan will be presented to the Board in December with the updated financial forecast based on actual September enrolment

## **Committee Review**

- Given the tight timing for the working group to complete the analysis by December 6<sup>th</sup> and the short work month, staff will bring back the draft plan to the Resources Committee in January for review



**SPACE INVADERS COMMITTEE**  
**School Board Office**  
**October 3, 2022**

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**MINUTES**

**Attendees:**

Scott Stinson  
 Harold Cull  
 Paul Block  
 Monica Braniff  
 Dave Strange  
 Farzaan Nusserwanji  
 Windy Beadall  
 Pete Godau  
 Mhairi Bennett  
 Mohammad Amin  
 Alex Samousevitch

- 1) Order of Operations for New Spaces** – the group discussed the proposed Order of Operations for creating new spaces in the District and made several changes as noted below. It was agreed that the list would be shared with the Leadership Team on October 5<sup>th</sup> and with the Resources Committee on October 11<sup>th</sup>. This list will be used as a guide when assessing and applying consistent application of space decisions at each school.

**Proposed Order of Operations (standard to be followed with some discretion at the school level):**

- 1) Utilize prep rooms as classrooms if applicable;
- 2) Utilize multi-purpose rooms if available;
- 3) Overflow schools;
- 4) Move portables if available;
- 5) Purchase additional portables;
- 6) Split shifts and/or extended days – secondary only; and
- 7) Rent/acquire offsite classrooms – secondary only;

**2) Confirmation of process and assignment of tasks and timelines:**

- a) **Review Status of Existing Spaces** – school and portables to update space inventory for 23/24, 24/25 and 25/26. Windy will work with Pete and Mhairi to confirm the number of available spaces that can be used for classrooms in each school. This will include reviewing the status of existing portables to ensure they can remain on the active inventory of class spaces. This review will be completed by October 20.

- b) **Update headcount enrolment estimates for 23/24, 24/25 and 25/26 based on Sept 2022 actuals** – Mohammad will take the lead on updating the head count estimates, by school, for the next 3 years. This update will be based on the current formula used in the long-range estimates with an update based on this September's actual head count.

It was also discussed that the District is having their Long Range Facilities Plan (LRFP) updated, including long range enrolment estimates. The contract to complete this work will include sharing of the modelling used in creating the estimates so that staff can maintain the enrolment estimates in the years between formal updating of the LRFP.

The initial update of the head count will be completed by staff prior to November 15<sup>th</sup>.

- c) **Calculate amount and location of deficient spaces based on #2a and #2b above** – the Committee agreed that Paul and Windy will take the head count estimates by school, created in 2b above and estimate the number of divisions required at each school. The estimated number of divisions will then be compared to the amount of classroom space identified in 2a to calculate any deficient spaces that need to be addressed.

The work of converting head count to divisions and comparing to available classroom space will be completed by December 1. This information will be summarized by David Lee Bonar by December 5 so the Committee can reconvene to discuss and provide funding recommendations to the Board at their December 13<sup>th</sup> meeting.

- d) **Based on the process and tasks noted above**, the Committee will meet and review the information to determine how to address any space shortages in the 23/24 school year with information for the following two years informing those decisions.

Summary of tasks and timelines:

Task	Assigned	Timeline
Review status of existing spaces inventory	Windy/Mhairi	October 20
Update headcount by school for next 3 years	Mohammed	November 15
Calculate amount of divisions req'd at each school	Paul/Windy	December 1
Summarize amount and location of deficient spaces	David Lee Bonar	December 5
Make space decisions to address deficient spaces	Space Invader Committee	December 6

**Next meetings: November 24 to review inventory and headcount progress to date;  
December 6 to make space decisions for 23/24**