

Public Notice – Resources Committee Online Public Meeting


A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on December 7, 2022 at 6:00 pm.**

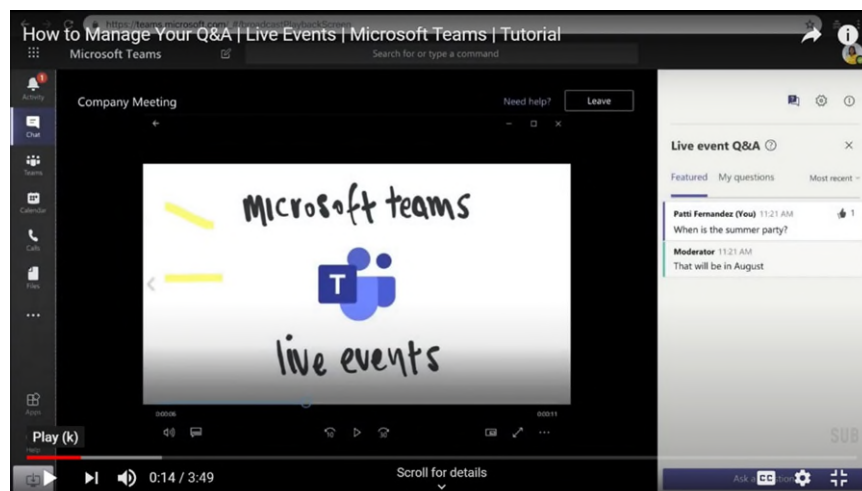
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

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.



RESOURCES COMMITTEE
School Board Office
Via MS Teams
December 7, 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: 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 Social Responsibility Objective – Harold Cull (page 6)

Recommended Motion: That the Board of Education of School District 62 (Sooke) direct staff to create a one-time Social Responsibility Fund of \$25,000 to be used to advance the Strategic Plan's social responsibility objectives and to bring forward the issue of making the fund structural during the 23/24 budget development process. Furthermore, the Board directs staff to develop the fund criteria to expand the culture of social responsibility based on the following guiding principles:

- School based projects that promotes engaging opportunities for students and staff;
- Supports social and environmental matters important to the community; and
- Pursue grant/funding matching partnerships.

4.2 22/23 Expenditure Plan – David Lee-Bonar (page 9)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the revised expenditure plan as presented/amended at the Resources Committee meeting of December 7, 2022 and to include this plan as part of the 22/23 Amended Budget.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve changes to the Colwood/Crystal View catchment areas to include families registered in the English language program within the Belmont Park community to be included in the Crystal View catchment.

Recommended Motion: That the Board of Education of School District 62 (Sooke) retain the existing catchment areas for Saseenos and Hans Helgesen Elementary Schools.

5. ADJOURNMENT

6. NEXT MEETING DATE: January 10, 2023



Committee Report of Resources Committee Meeting via MS Teams November 15, 2022

Present: Ravi Parmar, Trustee (Committee Chair)
 Ebony Logins, Trustee (Committee Member)
 Amanda Dowhy, Trustee (Committee Member)
 Russ Chipps, Trustee
 Cendra Beaton, Trustee
 Trudy Spiller, Trustee
 Scott Stinson, Superintendent & CEO
 Harold Cull, Secretary-Treasurer
 Ed Berlando, STA (virtual)
 Trudy Court, CUPE
 Sandra Arnold, SPEAC (virtual)

Staff: Pete Godau, Director, Facilities
 Windy Beadall, Lead Educator, Capital Planning
 David Lee-Bonar, Assistant Secretary-Treasurer
 Steve Tonnesen, Manager, IT Operations
 Nicole Gestwa, IT

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:01 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 October 11, 2022 at its Public Board Meeting dated October 25, 2022.

3. PRESENTATIONS

4. BUSINESS

4.1 First Quarter Reporting

4.1.1 Minor Capital Program – Pete Godau

Staff provided an overview of the schedule, budget and progress regarding the Annual Facilities Grant and minor capital projects. The Committee asked several questions regarding the projects in progress.

4.1.2 Q1 Financial Forecast – David Lee Bonar

Staff provided an update on the financial status at as Q1 (September 30) to the Resources Committee. Staff have estimated that the District will end the fiscal year (June 30) with a potential accumulated surplus of \$3.217 m or 2.27% of total expenditures which is \$.387 m in excess of the Board's financial reserve policy of 2%. A Q2 forecast will occur in February 2023 which will be used to draft the District's Amended Budget for the Board of Education's consideration.

4.2 Amended Budget Impacts & Process – David Lee Bonar

The Amended Budget must be approved by the Board of Education no later than the end of February 2023. It provides an opportunity for the District to realign its budget with any significant changes that may occur. Staff provided an overview of the Amended Budget process and how it ties into the Q1 forecast. Staff will bring back a proposed expenditure plan, that will factor into the Amended Budget, to the Committee in December for feedback.

4.3 Catchment Review Update – Windy Beadall

The District implemented new boundary changes in January 2021. Since then, some concerns have emerged as areas for reconsideration, which include:

- Revisiting the boundary changes to Crystal View, which currently have Belmont Park families attending Colwood as part of their revised catchment boundary; and
- Review the current boundary for East Sooke which is split between the Saseenos and Hans Helegesen catchments.

Based on these concerns, staff will conduct a review of the proposed changes and will make a final recommendation to the Board of Education in December after a request for feedback from the students, families and community has been made.

4.4 Digital Solutions Operational Plan – Farzaan Nusserwanji

Staff provided an update on the work completed to date on the Digital Solutions Operational Plan providing the context behind the shift from Information Technology to Digital Solutions. The Committee discussed the different standards being proposed and the corresponding funding sources for these standards. The Committee feels specific feedback from our employees will help shape the plan and a gap analysis would also be useful data. The Committee requested the input from staff be brought back to the January 2023 Resources Committee Meeting.

5. **ADJOURNMENT AND NEXT MEETING DATE:** December 7, 2022

Committee Info Note

Resources Committee Meeting

December 7, 2022

Agenda Item: 4.1 – Social Responsibility Objective

Background

- As part of the current [Strategic Plan](#), the Board has set an objective to “*Expand our culture of social responsibility and implement long-term commitments that strive to support society and protect the environment.*” **G4/O4**
- The outcome identified in the Strategic Plan is for the District to operate within an ethical framework to ensure decisions have a positive impact on society and the environment
- We are also looking at breaking down systemic racism and addressing the Truth and Reconciliation Commission’s Calls to Action
- As with many of our objectives, significant work at the District or macro level has occurred on this file already as we reach the mid-way point of the 2nd year of the Strategic Plan
- Our success will be measured by the following rubric scale:

Growth 4 Expand our culture of social responsibility and implement long-term commitments that strive to support society and protect the environment			
<ul style="list-style-type: none"> • Identify the importance of being socially responsible as a public sector entity. • Identify areas to be pursued to ensure socially responsible behaviour. 	<ul style="list-style-type: none"> • Implementation of policies and practices supporting social responsibility. • Reduction in carbon emissions of our buildings and fleet. 	<ul style="list-style-type: none"> • Utilization of ethical decision-making framework for district (bias, reduction in systemic racism, environmental impacts) • Reduced environmental footprint for district operations. 	<ul style="list-style-type: none"> • Meet annual targets ensuring the district meets the Clean BC standards. • Removal of any known or perceived barriers around equity, diversity and inclusion.

Work to Date

Environment

Electric Buses - the Board has passed a motion ensuring future buses acquired are electric and has committed in paying the incremental costs for these buses

- Work also continues on electrifying the maintenance fleet of vehicles and installing electric car charges at our secondary and middle schools

Heating, Ventilation and Air Conditioning (HVAC) – through the District’s minor capital program, older HVAC systems are being replaced by electric heat pumps to keep our buildings comfortable with a significant less impact on the environment

- The District has reduced 128 tons (5.1%) of CO² since the 17/18 school year even with the expansion of Royal Bay Secondary School

Major and Minor Capital Projects - we have added solar panels to our new builds at PEXSISEN and Centre Mountain Lellum which has created a standard moving forward

- Our new school in South Langford will be built out of mass timber and reduced greenhouse gas emissions
- Significant investment, throughout the District, has occurred in creating outdoor learning spaces for our students and staff
- Board meeting materials are no longer being printed

Truth and Reconciliation

Na'tsa'maht Agreement – the District and our First Nation partners have signed off on the 2nd Na'tsa'maht Agreement and are working together in delivering the objectives of that plan.

Partnership with Pacheedaht – the District is currently partnering with the Pacheedaht First Nation (PFN) to replace Port Renfrew Elementary. The District and PFN are working closely together to ensure the new building and program delivery meet the needs of the Community.

Social

Social Procurement – the Board passed a motion directing staff to investigate the opportunity to create a social procurement policy focusing on local resourcing of services and supplies. Supporting our local markets has been a key priority for our Boards of Education.

Staff Affordability Fund – as discussed at the November Board meeting, the District will be creating a fund for staff to access for those struggling with rising costs due to global inflation.

City of Langford Environment Fund – the City has committed to contributing \$50,000/year for environmental projects in our Langford Schools. One example of work that can be completed at the school (micro) level but funded centrally.

Future Work Planned

- The list noted above is not meant to be exhaustive but rather a high-level summary of some of the work being completed at the District or macro level
- In addition to the work completed, the Executive has been tasked with developing a process to explore and act upon issues of diversity, equity, inclusion and anti-racism (22/23) as well as creating an ethical decision-making framework (23/24)
- As noted above in the rubric, this work will be key to remove any barriers that exist in our system and that decisions are made through an ethical lens

- Continued work to meet the Clean BC standards in the areas of building and vehicle emissions will also form a large portion of our work moving forward

Next Steps

- Through the operational plan work and reporting out on a quarterly and annual basis to the Board, continue delivering the work as stated in the Strategic Plan
- Staff would ask the Committee to provide feedback into the current and future work to ensure the needs of the Board are being met under this objective
- To address the needs at the micro or school level, the following motion has been drafted for Committee and Board consideration with the details and criteria for access to be determined and brought back to the January Resource Committee meeting

Recommended Motion: That the Board of Education of School District 62 (Sooke) direct staff to create a one-time Social Responsibility Fund of \$25,000 to be used to advance the Strategic Plan's social responsibility objectives and to bring forward the issue of making the fund structural during the 23/24 budget development process. Furthermore, the Board directs staff to develop the fund criteria to expand the culture of social responsibility based on the following guiding principles:

- School based projects that promotes engaging opportunities for students and staff;
- Supports social and environmental matters important to the community; and
- Pursue grant/funding matching partnerships.

Committee Info Note

Resources Committee Meeting

December 7, 2022

Agenda Item: 4.2 – 2022/23 Expenditure Plan

Background

- The budget development process for the 22/23 school year continues
- As part of the District's budget process, the School Act requires the District to have an Amended Budget approved by the Board, no later than the end of February of each fiscal year

Budget Context

- As noted at the Committee meeting in November, the financial estimates are revised as we progress through the year with touch points after Q2 (February) and Q3 (May)
- The estimated revenue and expenditure amounts have been updated and staff are now estimating a surplus from budget of \$1,687,564
- Of this projected surplus amount, it is estimated that \$919,000 is structural and \$768,000 is one time

Expenditure Plan

- Given the amount of time left in the year, estimates at this time of the year have historically been understated and the District will typically end in a better financial position than what is stated during this forecast
- In order to utilize the funding this fiscal, staff have developed an expenditure plan of \$1,905,000 to be included in the Amended Budget
- This plan includes both structural and one-time expenditure options to address the needs of the District
- If supported, the expenditure plan will form the basis of the Amended Budget to be reviewed and debated by the Board in February
- With future cost pressures estimated for the following fiscal years, staff are recommending taking a conservative approach and approve approximately \$230,000 of structural expenditures
- This will leave upwards of \$689,000 in structural savings to address future cost pressures
- Per the motion passed at the November Board meeting, staff have identified \$25,000 as **one-time funding** for the Staff Affordability Fund as noted below

FORECASTED BUDGET SAVINGS AVAILABLE		\$	1,687,564
PROPOSED EXPENDITURE PLAN:			
Growth/Capital Related			
	Portables	\$	700,000 One time
	Capital contribution	\$	350,000 One time
	Electric Vehicle Charging Stations	\$	60,000 One time
	Minor capital for learning commons conversions	\$	100,000 One time
	ELL / ESD support - teacher release, supplies etc	\$	130,000 Structural
Transportation			
	Bus Yard Expansion	\$	80,000 One time
	FY23 Electric Bus Charging Construction	\$	200,000 One time
Other			
	Exempt Compensation Increases	\$	100,000 Structural
	Support for schools	\$	60,000 One time
	DEI Assessments	\$	50,000 One time
	Staff affordability	\$	25,000 One time
	Strategic communications	\$	50,000 One time
TOTAL PROPOSED EXPENDITURE PLAN		\$	1,905,000

Committee Input

- Staff will be delivering a presentation providing greater context on the expenditure plan
- Prior to going to the Board with the proposed plan, staff would like the Committee's feedback on:
 - 1) **Does the approach of only utilizing a portion of the structural savings for structural purposes in order to address future pressures make sense?**
 - 2) **Does the Committee feel there other areas staff could consider making additions to for the remainder of the school year?**
- Based on the feedback received, staff would like the Committee to consider recommending the following motion for the Board to consider:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the revised expenditure plan as presented/amended at the Resources Committee meeting of December 7, 2022 and to include this plan as part of the 22/23 Amended Budget.

Committee Info Note Resource Committee Meeting December 7, 2022

Agenda Item 4.3: Catchment Review: Catchment Changes of Sept. 2022

Background:

- The District's Catchment Review Committee has been examining potential changes to two key catchment boundaries in the school district, Crystal View/Colwood and Hans Helgesen/Saseenos.
- In 2021 the catchment boundary for Crystal View was adjusted to have families from Belmont Park who were registered in the English Language program to change from Crystal View to Colwood. At the time, the demographics suggested a significant decline at Colwood and this decision would help to balance enrolment pressures.
- Additionally, concerns were expressed by some families in the East Sooke area where the catchment boundaries would have their children attend Saseenos then Journey and EMCS.
- While the School Change Request (SCR) process does allow families to attend schools outside of their catchment, it does not provide transportation for those families making this choice. Transportation to Hans Helgesen from East Sooke was one of the desires expressed by families in that area.
- The Committee reviewed all demographic data including current registrations, student locations and school change requests (SCRs). As a result, the committee has developed two recommendations related to those catchment boundaries. These recommendations were presented to the Resources Committee on November 15, 2022, for feedback and direction.
- The Resources Committee recommended that the Catchment Consultation Team solicit additional input from impacted families in the Belmont Park and East Sooke areas on the proposed recommendations.
- The initial committee recommendations were:
 - **Belmont Park:** Consider reverting the change of boundaries for Belmont Park families to continue to be bussed and attend Crystal View. During the boundary change in September 2022, many Belmont Park families requested to stay at Crystal View Elementary for the 2022/2023 school year. They received bus transportation for this year.
 - **East Sooke:** Retain the catchment area currently in place. This allows for space in both Saseenos and Hans Helgesen schools. At present the committee is seeing several strong reasons to continue with the current catchment boundaries including, available school space, current enrolment patterns

(approximately 80% of students attend schools in Sooke) and the availability of school change requests for those families wishing a different school.

Current Context:

- Demographic information was once again reviewed for Hans Helgesen and Saseenos Elementary schools. The data shows the number of students registered at each school from within the catchment area and how many attend from other catchment areas.

Student Counts by Grade of Where Study Area Residents Attend
 Program: Regular
 Study Area: Saseenos
 Year: 2022-23
Sum of All Study Components
 Students Included
 Program/Identifiers (students must meet any variable): Regular
 Grades : K, 1, 2, 3, 4, 5
 Catchment Area of Residence : Saseenos Elementary

School of Attendance	Enrolment						Subtotals K-5
	K	1	2	3	4	5	
Saseenos Elementary	14	26	22	19	16	15	112
Hans Helgesen Elementary	0	1	5	1	5	8	20
Sooke Elementary	2	2	5	2	3	1	15
Ecole Poirier Elementary	2	0	2	0	3	2	9
Colwood Elementary	1	1	1	0	0	0	3
Willway Elementary	1	0	1	0	1	0	3
Wishart Elementary	1	0	0	1	1	0	3
Happy Valley Elementary	0	1	0	0	1	0	2
David Cameron Elementary	0	0	0	0	0	1	1
Ruth King Elementary	0	0	0	0	0	1	1
Sangster Elementary	0	0	0	0	0	1	1
Savory Elementary	0	0	0	0	0	1	1
Total by Grade	21	31	36	23	30	30	171

Student Counts by Grade of Where Study Area Residents Attend
 Program: Regular
 Study Area: Hans Helgesen
 Year: 2022-23
Sum of All Study Components
 Students Included
 Program/Identifiers (students must meet any variable): Regular
 Grades : K, 1, 2, 3, 4, 5
 Catchment Area of Residence : Hans Helgesen Elementary

School of Attendance	Enrolment						Subtotals K-5
	K	1	2	3	4	5	
Hans Helgesen Elementary	27	29	30	27	25	31	169
Wishart Elementary	5	1	1	3	2	2	14
Happy Valley Elementary	0	1	0	0	2	3	6
Sangster Elementary	0	2	0	2	0	2	6
Colwood Elementary	0	1	1	3	0	0	5
Crystal View Elementary	0	0	1	1	1	1	4
Willway Elementary	0	0	0	2	0	2	4
David Cameron Elementary	0	0	0	1	1	0	2
Saseenos Elementary	0	0	1	0	1	0	2
Lakewood Elementary	0	0	0	1	0	0	1
Savory Elementary	0	0	0	0	0	1	1
Total by Grade	32	34	34	40	32	42	214

- Emails were sent directly to impacted families as well information being provided on the SD 62 website, under the Catchment Review section. The results are below:

	# of families who received an email	# of responses received by email	In favour of keeping the current catchment	In favour of changing the catchment lines
Belmont Park	39	14	3	11
East Sooke	48	13	2	11

- If families had made decisions to attend other schools through our SCR process, this did not jeopardize or impact their ability to continue in their current school.
- School Change Requests provide opportunities for families to request a change to a school out of their catchment and are considered in accordance with the registration priorities. The students who request a school change and are accepted into their out of catchment school are responsible for their own transportation to and from school.

Discussion:

- Based upon the additional information provided and further review of demographic information the following seems to emerge:
 - Crystal View/Colwood:
 - The majority of families made the decision this year to remain at Crystal View, despite the catchment changes. Those families overwhelmingly supported the desire to return the catchment to Crystal View.
 - Three families registered at Colwood and would like to remain there. Given that they are already registered at the school, there would be no intent to have them change.
 - The School Change Request (SCR) process still allows families to request moves to non-catchment schools. These requests are generally approved, where space is available. When SCRs are approved, the district does not provide transportation.
 - Having Belmont Park families remain at Crystal View does not change the pathway to middle and secondary school, therefore there is no impact to enrolment projections at those schools.
 - Hans Helgesen/Saseenos:
 - Of the families responding, the majority of those in favour of the catchment boundaries changing are already enrolled at Hans Helgesen through the SCR process.
 - Through the Baragar Demographic system, there seems families are dispersed throughout East Sooke that would prefer Hans Helgesen.

- Shifting the entire East Sooke area to Hans Helgesen and therefore Dunsmuir and Royal Bay would add significant enrolment pressures to those two schools while simultaneously leaving vacant space at Journey and EMCS.
- The SCR process seems to be working as families that wish to attend Hans Helgesen have been accommodated.
- Becher Bay Road currently has 5 students on that road that attend Saseenos and 6 that attend Hans Helgesen. We currently run bus routes to Saseenos, Journey and EMCS from that area and to Hans Helgesen.
- The Board could of course decide to bus to both zones. If this was the decision, there would be no need to change the catchment since we could accommodate requests through SCRs and provide busing.

Recommendations:

- Crystal View Rationale:
 - Based upon revised demographic information indicating strong enrolment growth for Colwood Elementary and the desire for families within the Belmont Park area to continue attendance at Crystal View, the catchment review committee recommends:
 - **Recommended Motion: That the Board of Education of School District 62 (Sooke) approve changes to the Colwood/Crystal View catchment areas to include families registered in the English language program within the Belmont Park community to be included in the Crystal View catchment.**
- Saseenos Rationale:
 - Reviewing feeder school pathways and the impact of catchment changes to enrolment as it progresses from elementary to middle to secondary shows continued challenges within the Royal Bay family of schools.
 - There are significant enrolment pressures at both Dunsmuir and Royal Bay as growth within the Royal Bay family of schools continues to grow beyond our ability to keep up with new student spaces.
 - Some families in East Sooke believe that they are more strongly connected to Hans Helgesen as many of them commute to work in the Westshore or Victoria, therefore it is a more direct connection.
 - When they are unable to drop off or pick-up their children, access to district transportation (busing) is important for them.
 - Transportation costs continue to escalate for the school district. Expanding routes to overlap and transport students within a single area to two different schools may be inefficient and not cost effective.
 - We are currently transporting students on Becher Bay Rd to both Hans Helgesen and Saseenos. The additional costs and time associated with this are minimal, which will allow us to continue to offer transportation from Becher Bay Rd to both Hans Helgesen and Saseenos.

- The SCR process allows families to choose Hans Helgesen as their school of choice, despite current catchment boundaries.
- Therefore, the catchment review committee recommends the following motion:
 - Recommended Motion: That the Board of Education of School District 62 (Sooke) retain the existing catchment areas for Saseenos and Hans Helgesen Elementary Schools.