

# Committee Report of Decisions/Discussions

## Resources Committee Meeting

### February 11, 2020

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#### Attendees:

Bob Beckett, Trustee (Committee Chair)  
Wendy Hobbs, Trustee (Committee Member)  
Allison Watson, Trustee (Committee Member)  
Ravi Parmar, Trustee  
Jennifer Anderson, STA  
Ed Berlando, STA  
Amber Leonard, CUPE  
Bruce Woodcock, CUPE  
Amanda Dowhy, SPEAC  
Krista Leakey, SPVPA

#### Staff:

Scott Stinson, Superintendent & CEO  
Harold Cull, Secretary Treasurer

## 1 Territorial Acknowledgement

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

### 4.1 19/20 Financial Forecast

- Staff presented the quarter 2 financial forecast for the 19/20 fiscal year
- The District is forecasting to end the year (June 30, 2020) with a small excess of \$8,192
- This forecast was summarized in a few formats:
  - By function (revenue and instruction/administration/ops. & mntce./transportation)
  - By expenditure type (salaries/benefits/services and supplies)
  - By pressures (revenue and expenses)
- Staff also indicated that historically the Q2 forecast is understated and there may be a higher than projected excess at the end of the year
- As a result, staff will be preparing a list of possible expenditure options to utilize with any potential excess that materializes
- At the top of that list is the requirement to hook up to sewers at Spencer and Savory
- As a result of previous capital projects at those locations, the District is required to hook up the sewers

- An extension has been granted (initial deadline was December 31/19) and the estimated costs for both projects are estimated to be \$600,000
- Staff requested the Committee consider recommending to the Board to approve in principle the expenditure for these projects out of the 19/20 fiscal year and if necessary, any residual amount from financial reserve of the District
- Staff also advised the Committee that the current financial reserve is \$2.654 m or roughly 2.3% of the operating budget (reserve policy states the District is to retain 2% as a reserve although it is expected that government will be announcing a specific % for District to hold in reserve as a result of the upcoming funding formula changes)
- The Committee was reminded that the Board has approved up to \$325,000 of electric bus purchases as well from the financial reserve
- The Committee supports the Board considering the following motion:

**Proposed Motion:** That the Board of Education of School District #62 (Sooke) approve in principle the expenditure of \$600,000 for the Spencer and Savory sewer hook ups out of the 19/20 fiscal year, and if necessary, any residual amount to be paid out of the District's financial reserve.

#### 4.2 19/20 Amended Budget Bylaw

- The Committee was provided a summary of the changes from the District's initial budget to the proposed amended budget that is required to be passed by bylaw, prior to the end of February
- The Amended Budget Bylaw will be increasing by \$6.528 m as outlined by staff at the meeting
- The budget is being amended based on the District's actual September enrolment and identified variances from the quarterly forecasting process
- The Committee supports the Board considering the following motion:

**Proposed Motion:** That the Board of Education of School District #62 (Sooke) approve the 2019/20 Amended Budget Bylaw, specifying a total of \$149,587,570, as presented at the February 11, 2020 Resources Committee meeting.

#### 4.3 20/21 Budget Development Process

- Staff made a presentation (attached to these minutes) to the Committee outlining the work completed to date on the development of the 20/21 budget
- Staff indicated that, as of the date of the meeting, the District is forecasting an additional 316 FTEs for next school year
- Based on the current funding model, it is anticipated this increased enrolment will result in \$2.377 m in incremental grant funding

- The discussion then was based on the draft Operational Plan being prepared to guide the work of the District in Year 3 of the Strategic Plan
- Once the Operational Plan is confirmed, staff will then use that document to build the discretionary portion of the budget for the Board’s review and consideration

#### 4.4 District and School Fees

- Staff presented the proposed District, school and academy fees for the upcoming school year
- The discussion was focused on the variances between the current year’s fees and the proposed fees for 20/21
- Staff agreed to bring that comparison to the February 25<sup>th</sup> Board meeting
- There were a number of questions with the academy fees and staff agreed to bring the fees and proposed budgets back to the March 4<sup>th</sup> Resources Meeting through an Academy presentation prior to having the Board considering passing the academy fees at their March meeting
- The Committee supports the Board considering the following motion:

**Recommended Motion:** That the Board of Education of School District #62 (Sooke) approve the proposed 20/21 district and school fees as presented at the February 11<sup>th</sup> Resource Committee meeting

#### 4.5 Old Business Update

- **School Traffic Crossings on Highway 14** – staff indicated a meeting on February 14<sup>th</sup> was being held between the Ministry of Transportation, the District of Sooke and school district.
- **Energy Management Policy** – staff were meeting on February 13<sup>th</sup> to begin work on re-drafting the Energy Management policy and regulation through the creation of an Energy Sustainability Plan
- **Transportation Review** – staff advised that work is still underway as many of the posted routes have been changed and are now being confirmed. This work is required prior to entering the routes into the new transportation software which will allow for the necessary modeling