

Committee Report of Resources Committee Meeting of February 13, 2024 via MS Teams

Present: Christine Lervold, Trustee (Committee Chair)
Ebony Logins, Trustee (Committee Member)
Russ Chipps, Trustee (Committee Member)
Cendra Beaton, Trustee
Trudy Spiller, Trustee
Paul Block, Superintendent
Harold Cull, Secretary Treasurer
Monica Braniff, Deputy Superintendent
Ed Berlando, STA
Trudy Court, CUPE
Tom Davis, SPEAC
Fred Hibbs, Executive Director, HR
David Lee-Bonar, Assistant Secretary Treasurer
Mhairi Bennett, Director, Facilities
Aaron Foster, Manager, Minor Capital
Sue Grundy, Manager, Executive Operations
Nicole Gestwa, IT
Annette Babcock, IT

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:05 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 January 16, 2024, at its Public Board Meeting dated January 23, 2024.

3. PRESENTATIONS

4. BUSINESS



- 4.1 2024/25 District and School Fees: - Monica Braniff
- a) SD62 ADULT Learning Fee Schedule
 - b) Secondary Schools District Fee Schedule for 2024/25
 - c) Middle Schools District Fee Schedule for 2024/25
 - d) Transportation Fees for 2024/25
 - e) International Program Fees for 2025/26

Staff provided an overview of the fees for the 2024/25 school year and the international program fees for the 2025/26 school year. The Committee discussed the fees for elective courses such as culinary arts and woodshop as well as some of the comparable districts' international fees.

The Committee supported the following motion going to the Board for consideration.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the District and School Fees for the 2024/2025 and the International Program Fees for 2025/2026 school year as presented at the Resources Committee meeting of February 13, 2024.

- 4.2 Strategic Planning Renewal Process – Sue Grundy/Harold Cull
- The current SD 62 Strategic Plan expires in 2025. Phase 1 of the three-phase renewal process is now complete. The Community Survey that was conducted determined that most people think that the existing Vision, Mission, and Values statement is still relevant. The Committee discussed the importance of health, safety and wellness for students and staff and also discussed the statistical significance of the over 1,700 responses to the stakeholder survey giving the Committee assurance that the responses are reflective of our stakeholder population.

The Committee supported the following motion going to the Board for consideration.

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Environmental Scan report as part of the Strategic Planning Renewal Process as presented at the Resources Committee meeting of February 13, 2024.

- 4.3 23/24 Q2 Minor Capital Update – Aaron Foster
- Staff provided an update to the Resources Committee on the Minor Capital and Annual Facilities Grant (AFG) Projects. The majority of the AFG projects are complete, in addition to the Phase 3 HVAC Upgrade to Spencer Middle School, the Building Envelope



Replacement Project at Hans Helgesen Elementary School and the Playground Enhancement Project at Dunsmuir Middle School. The Superintendent reminded the Committee that the majority of these projects are completed by District staff and he thanked them for the quality and amount of work completed.

4.4 23/24 Amended Budget – David Lee-Bonar

The Amended Annual Budget must be prepared, adopted and the bylaw submitted by February 29, 2024. Staff provided an overview of the updated financial plan to the Resources Committee. The Amended Annual Budget Bylaw amount of \$214,947,988 is an increase of \$8,980,517 from the Annual Budget bylaw amount of \$205,967,471 approved by the Board on May 23, 2023. The Committee discussed the need to ensure resources are provided in front of students while at the same time ensuring the necessary system supports are in place to ensure the effective and efficient delivery of our services.

The Committee supported the following motion going to the Board for consideration.

Recommended Motion: That the Board of Education of School District #62 (Sooke) give first, second, and third readings to the 23/24 Amended Annual Budget Bylaw specifying a total budget of \$214,947,988.

4.5 23/24 Q2 Financial Forecast – David Lee-Bonar

Staff indicated that there is a forecasted pressure of \$249,821 from the Amended Budget presently. This would reduce the reserve to \$1,602,940 at the end of the school year. The Q2 forecast may understate the actual reserve, staff will continue to monitor the District's revenues and expenditures and will provide a Q3 update in May. The collective agreement increases were discussed and how these negotiated increases will impact future budgets.

4.6 24/25 Budget Development Update – Harold Cull

The budget development process for the 24/25 fiscal year has begun. An initial estimate of enrolment and potential pressures have been provided to start discussions at the Resources Committee, including potential mitigation strategies. The first reading of the annual budget bylaw is expected to occur on April 23, 2024. The Committee discussed the anticipated pressures facing the District in the 24/25 school year and also the future pressures as we open new schools in September 2025.

With a project accumulated surplus of less than 1% and without funding set aside for space needs in September 2025, the Committee discussed the importance of exploring structural mitigation strategies to address the current and future pressures. These



strategies may include staffing, transportation and other Department budgets with the goal of minimizing impacts on the system.

The Committee supported the following motion going to the Board for consideration.

Recommended Motion: That the Board of Education of School District 62 (Sooke) direct staff to bring back transportation fee models for consideration during the 24/25 budget development process.

5 **ADJOURNMENT AND NEXT MEETING DATE:** March 6, 2024

