

Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on March 8, 2022 at 6:00 pm.**

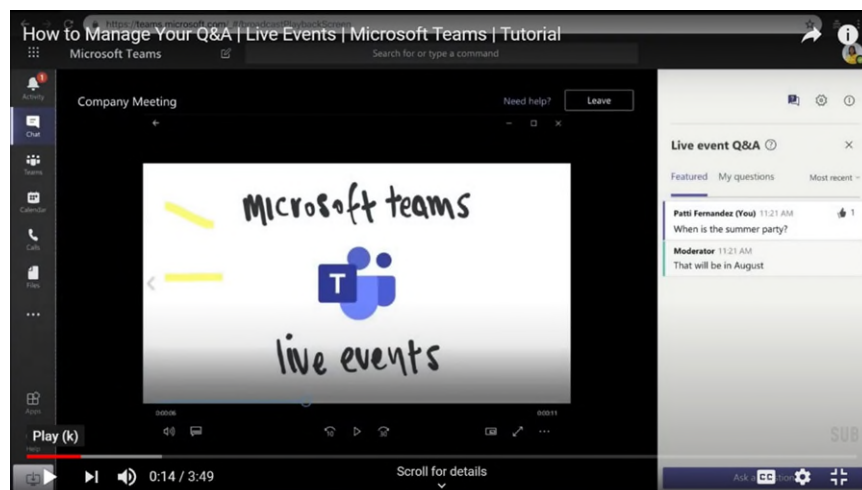
Requirements that limit the size of public gatherings due to the COVID-19 pandemic mean this meeting will proceed differently than they have in the past. The meeting will be conducted online via MS teams. We encourage members of the public to join the LIVE Event.

To participate in the meeting please click on this link: [ResourcesCommitteeMeeting-March-8-2022](https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84)

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
March 8, 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 4)

3. PRESENTATIONS (10 min.)

4. BUSINESS

4.1 22/23 Fees – Paul Block, Harold Cull, Wayne Kelly and Laura Schwertfeger

4.1.1 School Fees (page 6)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed 22/23 school fees as presented at the March 8, 2022 Resources Committee Meeting.

4.1.2 Transportation Fees (page 12)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the current transportation safety fee of \$25/rider and a late registration fee of \$100/family for the 22/23 school year.

4.1.3 Academy Fees (page 13)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed 22/23 academy fees as presented at the March 8, 2022 Resources Committee Meeting.

4.1.4 International Program Fees for 23/24 (page 14)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed 23/24 International Student Program fees as presented at the March 8, 2022 Resources Committee Meeting.

4.2 Annual Facilities Grant (AFG) and Minor Capital Program – Mhairi Nicolson (page 17)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the District's Annual Facility Grant (AFG) Plan for the 22/23 fiscal year as submitted to the Resources Committee on March 8, 2022.

4.3 Program Review Recommendations – Scott Stinson (page 24)

4.4 22/23 Budget Development Process – Harold Cull (page 27)

4.5 Transportation Policy & Regulation Update – Harold Cull (page 31)

5. ADJOURNMENT

6. NEXT MEETING DATE: April 12, 2022



Committee Report of Resources Committee Meeting Live and via MS Teams February 8, 2022

Present: Bob Beckett, Trustee (Committee Chair)
 Wendy Hobbs, Trustee (Committee Member)
 Bob Phillips, Trustee (Committee Member)
 Ed Berlando, STA
 Ceilidh Deichmann, SPVPA
 Trudy Court, CUPE
 Scott Stinson, Superintendent & CEO
 Harold Cull, Secretary-Treasurer
 David Lee Bonar, Assistant Secretary Treasurer
 Mhairi Nicolson, Manager, Minor Capital Construction
 Farzaan Nusserwanji, Executive Director IT and CIO
 Nicole Gestwa, IT

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:07 pm by the Committee Chair, Bob Beckett 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; Sc'ianew 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 12, 2022 at its Public Board Meeting dated January 25, 2022.

3. PRESENTATIONS

4. BUSINESS

4.1 Program Review Update – Scott Stinson

Scott Stinson provided a further update on the Program Review process. The review has been intended to be centered around all aspects of the District's activities and to align the operational plan with the budget process. The reviews were focussed on alignment, coherence, efficiency and risk management. Further details of the review's recommendations will be provided to the Committee during the budget development process.

4.2 21/22 Amended Budget – David Lee Bonar

David Lee Bonar provided the Committee with the highlights of the changes in the budget from the preliminary budget to the amended budget. The Committee discussed the changes and supported the following motion for Board consideration:

Recommended Motion: That the Board of Education of School District #62 (Sooke) give first, second and third readings to the 21/22 Amended Annual Budget Bylaw specifying a total budget of \$166,960,008.

4.3 21/22 Quarter 2 Financial Forecast – David Lee Bonar

David Lee Bonar provided an update on the 21/22 Quarter 2 Financial Forecast to the Committee. The Committee discussed the funding and staffing challenges facing the District and the need for support in the classroom, especially early intervention in addition to the infrastructure required to support the system. The Committee recognizes the challenges in the system but felt it should wait for the Q3 forecast before committing to make any future funding decisions.

4.4 22/23 Budget Development – Harold Cull

Harold Cull provided an update on the 22/23 Budget Development process. The Committee discussed the initial estimates of the budget development process and the constant needs of the system in the areas of mental health, supports for students and staff, early learning intervention and infrastructure. Staff outlined the next steps in the process and the Committee's role in the process moving forward. The Secretary-Treasurer indicated that our partner groups have been invited to meet with the Board of Education on February 23, 2022 to provide their comments formally.

4.5 Minor Capital Update – Mhairi Nicolson

Mhairi Nicolson provided a Minor Capital and an Annual Facilities Grant Update to the Committee. A slide show was presented to the Committee showing all the great work that has been completed by the staff in our schools. The Committee discussed the importance of sharing these accomplishments with our municipalities to help support the conversation and potential future partnerships.

5. ADJOURNMENT AND NEXT MEETING DATE: March 8, 2022

Committee Info Note
Resource Committee Meeting
March 8, 2022
Agenda Item: 4.1 22/23 Fees Info Note

- Attached are the school, transportation, academies and international fees for the Committee's review prior to go to the Board for approval
- Staff will speak to the proposed fees at the meeting
- Attached is a summary of the fees to be discussed and amounts from the current year

AREA	DESCRIPTION	20/21	21/22	22/23	Comments
SCHOOL BASED SECONDARY SCHOOL	Band Instrument Rental	\$150	\$150	\$150	Dependent on instrument
	Band Uniform & Cleaning	\$25	\$25	\$20	\$20 decrease
	Drumline	\$0	\$0	\$45	Equipment maintenance and replacement
	Ceramics	\$0	\$0	\$30	Clay fee for optional / personal take home projects
	Lifesaving	\$0	\$0	\$200	The fee covers workbook, instruction & examination for Red Cross certification. Students can participate in course without paying this fee by borrowing a workbook. Certification will require payment of the fee. Course is only offered at Belmont at this time
	Text Books	\$10-\$100	\$10-\$100	\$10-\$100	No changes considered for 22/23
	Workbooks – LOST/DAMAGED	\$5-\$25	\$5-\$25	\$5-\$25	No changes considered for 22/23
	Athletic Participation	\$50	\$50	\$50	No changes considered for 22/23
	Yearbook/Annual	\$55	\$55	\$55	No changes considered for 22/23
	Food Safe Training	\$55	\$55	\$55	No changes considered for 22/23
	Student Activity Fee	\$20	\$20	\$20	No changes considered for 22/23
	Active Living	\$50	\$50	\$50	No changes considered for 22/23
	Outdoor Ed./Enviro Science	\$150	\$150	\$150	No changes considered for 22/23
	Outdoor Education	\$100	\$100	\$100	No changes considered for 22/23
	P.E. 11/12 Recreation	\$75	\$75	\$75	No changes considered for 22/23
	Life Saving 10-12	\$100	\$100	\$100	No changes considered for 22/23
	ADST – Wood	\$35	\$35	\$35	No changes considered for 22/23
	ADST – Metal	\$35	\$35	\$35	No changes considered for 22/23
	ADST – Auto	\$20	\$20	\$20	No changes considered for 22/23
	ADST – Electronics	\$35	\$35	\$35	No changes considered for 22/23
	ADST – Cosmetology	\$80	\$80	\$80	No changes considered for 22/23
Food Studies	\$20	\$20	\$35	\$25 increase	
Environmental Science	\$150	\$150	\$150	No changes considered for 22/23	
Metal TASK Program (EMCS)	\$150	\$150	\$150	No changes considered for 22/23	
Textiles (EMCS)	\$0	\$20	\$20	No changes considered for 22/23	
MIDDLE SCHOOL					
	Text Books	\$50	\$50	\$50	No changes considered for 22/23
	Lost Novel	\$10	\$10	\$15	No changes considered for 22/23
	Locks	\$10	\$10	\$10	No changes considered for 22/23
	Athletic Participation	\$40	\$40	\$40	No changes considered for 22/23
	Yearbook/Annual	\$40	\$40	\$40	No changes considered for 22/23
	Food Safe Training	\$55	\$55	\$55	No changes considered for 22/23
	Applied Design, Skills & Technology/Exploratory	as needed	as needed	as needed	No changes considered for 22/23
	Band Instrument Rental	\$150	\$150	\$150	No changes considered for 22/23
	Band Uniform & Cleaning	\$25	\$25	\$25	No changes considered for 22/23
WESTSHORE					
	Textbook Deposit	up to \$100	up to \$100	up to \$100	No changes considered for 22/23
	Workbooks	up to \$25	up to \$25	up to \$30	\$30 increase
	Textbooks	\$20-\$100	\$20-\$100	\$20-\$100	No changes considered for 22/23
	Texas Instruments Mathematics Graphing Calculators	\$185	\$185	\$185	No changes considered for 22/23
TRANSPORTATION					
	Safety Fee	\$0	\$25	\$25	No changes considered for 22/23
	Late Registration Fee	\$0	\$100	\$100	No changes considered for 22/23
ACADEMIES					
	Belmont Baseball	\$680	\$680	\$680	No changes considered for 22/23
	Belmont Hockey	\$1,615	\$1,615	\$1,615	No changes considered for 22/23
	Belmont Rock Climbing			\$860	New this year
	Royal Bay Girls Lacrosse	\$890	\$890	\$890	No changes considered for 22/23
	Royal Bay Boys Lacrosse NEW	\$1,375	\$1,375	\$1,400	\$25 increase
	Royal Bay Boys Lacrosse RETURN	\$1,075	\$1,075	\$1,150	\$75 increase
	Royal Bay Soccer	\$1,280	\$1,280	\$1,280	No changes considered for 22/23
	Royal Bay Soccer High Performance	\$0	\$1,480	\$1,480	No changes considered for 22/23
	Royal Bay Dance	\$1,280	\$1,280	\$1,280	No changes considered for 22/23
	EMCS Soccer	\$630	\$630	\$630	No changes considered for 22/23
	EMCS Hockey	\$755	\$755	\$755	No changes considered for 22/23
	EMCS Eco	\$500	\$300	\$590	\$290 increase
	Journey Hockey	\$755	\$755	\$755	No changes considered for 22/23
	Spencer Hockey	\$1,300	\$1,300	\$1,375	\$75 increase
	Dunsmuir Dance	\$975	\$975	\$975	No changes considered for 22/23
	Dunsmuir Soccer	\$905	\$905	\$905	No changes considered for 22/23
	District Golf Learn to Compete	\$0	\$1,300	\$1,500	\$200 increase
	District Golf Learn to Play	\$1,030	\$1,050	\$1,100	\$50 increase
	District Equestrian	\$850	\$1,250	\$1,450	\$200 increase
	District PACE	\$50	\$50	\$50	No changes considered for 22/23
INTERNATIONAL					
	Application Fee	\$250	\$250	\$250	No changes considered for 22/23
	Tuition	\$13,500	\$14,000	\$14,250	1.79% inflation
	Homestay Fee	\$9,250	\$9,750	\$11,000	Consistent with SD61/SD63
	Program Fee	\$1,850	\$1,850	\$1,850	No changes considered for 22/23
	New Student Orientation	\$140	\$250	\$325	\$75 increase. Additional homestay nights
	SD 62 Summer Learning		\$1,250	\$1,250	No changes considered for 22/23
	Online Courses		\$750	\$850	Clerical and administrative time is needed to support students enrolling in DL. Currently not built into fee structure



SD #62 Middle Schools Fee Schedule 2022-2023

STANDARD FEES	COST	Notes
Text Books	\$50.00	Flat fee for all texts which are damaged beyond use or lost
Lost Novel	\$15.00	Flat fee for all novels
Locks	\$10.00	Dunsmuir, Spencer, Centre Mountain Lellum and John Stubbs only
OPTIONAL FEES	COST	Notes
Athletic Participation	\$40.00	One fee (\$40) allows students to participate on as many teams as they wish. Additional costs for travel, accommodation and meals may be required
Yearbook	\$40.00	Optional
Food Safe	\$55.00	If offered
Applied Design, Skills & Technology / Exploratory		As needed throughout year (see examples below)
Band Instrument Rental	\$150.00	Less depending on instrument.
Band Uniform Rental & Cleaning	\$25.00	Optional
<i>Please note: a 2.5% administrative fee will be added to cover costs related to the processing of credit card payments.</i>		
<p>Other fees may be charged prior to a course for value-added products, or for projects taken home or consumed. Cost lists will be provided:</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> • ADST classes (a) projects taken home (b) specialty materials (c) food taken home <p>Other fees may occur in association with Optional Curricular Events such as:</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> • Dance outfits for performances • Travel, accommodations, meals and registrations • Exploratory Program (busing, projects to take home) 		
<p>No student will be denied educational opportunities if they do not have the ability to pay. Please contact your assigned principal, vice-principal or counsellor to request for fees to be waived due to financial hardship.</p>		

SD#62 –Secondary Schools Fee Schedule
2022-2023

STANDARD FEES	COST	Notes
Band Instrument Rental	\$150.00	Dependent on instrument
Band Uniform & Cleaning	\$20.00	Dependent on individual band program needs. (reflects maximum fee charge) (went down from 25 to 20)
Drumline	\$45.00	Equipment maintenance and replacement
Ceramics	\$30.00	Clay fee for optional / personal take home projects
Lifesaving	\$200.00	The fee covers workbook, instruction & examination for Red Cross certification. Students can participate in course without paying this fee by borrowing a workbook. Certification will require payment of the fee. Course is only offered at Belmont at this time
Text Books	\$10.00 - \$100.00	Replacement fee will range for all texts/novels which are damaged beyond use or lost
Workbooks – LOST/DAMAGED	\$ 5.00 - \$25.00	Workbooks are consumable and are not required – can be used free in the classroom if not written in. They are used primarily in math and science classes
Athletic Participation	\$50.00	One fee allows students to participate on as many teams as they wish to try out for. Additional costs for travel, accommodation and meals may be required
Yearbook/Annual	\$55.00	Optional - Prices will fluctuate based on production costs
Food Safe Training	\$55.00	Fee applies only if offered
Student Activity Fee	\$20.00	Includes school-wide events, student locks, school appointments online & Locker app
Active Living	\$50.00	Various activities outside the building
Outdoor Ed./Enviro Science	\$150.00	Grades 11/12
Outdoor Education	\$100.00	Grades 9/10
Marine Biology	\$50.00	To cover costs associated with fieldtrips
P.E. 11/12 Recreation	\$75.00	Various activities outside the building that incur travel & amenity costs
Life Saving 10-12	\$100.00	Hosted at the Y.M.C.A (Belmont only)
ADST – Wood	\$35.00	Optional for personal projects/take home
ADST – Metal	\$35.00	Optional for personal projects/take home
ADST – Auto	\$20.00	Optional for personal consumables
ADST – Electronics	\$35.00	Optional for personal projects/take home
ADST – Cosmetology	\$80.00	Optional for personal use & to keep: Mannequin, nail polish, make-up
Food Studies	\$35.00	Optional for personal projects/take home (was \$20)
Environmental Science	\$150.00	Various activities outside the building
Metal TASK Program (EMCS)	\$150.00	Materials for personal projects/take home
Textiles (EMCS)	\$20.00	No change

Please note: a 2.5% administrative fee will be added to cover costs related to the processing of credit card payments.

Other fees may be charged prior to a course for value-added products which students chose to purchase as an option, or for projects taken home. Cost lists will be provided:

Examples:

- Wood Tech (a) projects taken home (b) specialty wood
- Sewing/Fashion/Design (a) projects taken home (b) specialty materials
- Art/Theatre Arts (a) projects taken home (b) specialty materials
- Cooking (a) specialty ingredients (b) food taken home
- Workbooks if a student wants to write in the book and/or keep it
- Materials for elective programs required beyond the basic curriculum.

Other fees may occur in association with Optional Curricular Events such as:

Examples:

- Grad Ceremony, Prom, Winter Formal, School Dances & Student Conferences
- Dance outfits for performances
- Travel, accommodations, meals and registrations

- Technical Education Program (busing, projects to take home)

**No student will be denied educational opportunities if they do not have the ability to pay.
Please contact your assigned administrator or counsellor to request for fees to be waived due to financial hardship.**

**Resources Committee Meeting
March 8, 2022**

Agenda Item: 4.1.1 - 2022-23 School Fees - Westshore Centre for Learning and JDFDL

ITEM	AMOUNT	Notes
Textbook/Materials Deposit	Up to \$100	To be paid by students registered with Westshore Centre's Continuing Education School or Juan de Fuca Distributed Learning when they choose to sign out a textbook or a course materials package. Refundable upon return of the item(s) signed out by the student.
Workbooks & other consumable items that students write in and/or keep	Up to \$30	Used by some math and science courses.
Textbooks	\$20 - \$100	Actual cost of textbook will be charged if lost or damaged. Charge will be deducted from the textbook deposit or an additional charge may be levied.
Texas Instruments Mathematics Graphing Calculators	\$185	To be paid by students registered in some Math 11/12 courses at Westshore Centre's Continuing Education School or Juan de Fuca Distributed Learning IF they choose to use a school owned graphing calculator. Refundable upon return of the calculator in the same/similar condition as when it was issued.
<p>No student will be denied educational opportunities if they do not have the ability to pay fees. Please contact your assigned administrator or counsellor to ask for fees to be waived due to financial hardship. Please note: a 2.5% fee will be added to any electronic payments (debit or credit card)</p>		

**Resources Committee Meeting
March 8, 2022
Agenda Item: 4.1 - 2022-23 Transportation Fees**

TRANSPORTATION	FEES	Notes
Safety Fee	\$25.00/rider	
Late Registration Fee	\$100.00/family	
Please contact your assigned principal, vice-principal or counsellor to request for fees to be waived due to financial hardship. Please note: a 2.5% administrative fee will be added to cover costs related to the processing of credit card payments.		

Resources Committee Meeting
March 8, 2021
Agenda Item: 4.1 - 2022-23 Academies Fees

ACADEMY	FEES
High School	
Belmont Baseball	\$680.00
Belmont Climbing	\$860.00
Belmont Hockey	\$1,615.00
EMCS Eco	\$590.00
EMCS Hockey	\$755.00
EMCS Soccer	\$630.00
RBSS Dance	\$1,280.00
RBSS Golf	\$1,500.00
RBSS LAX - Girls	\$890.00
RBSS LAX - NEW	\$1,400.00
RBSS LAX - Returning	\$1,150.00
RBSS Soccer	\$1,280.00
RBSS Soccer High Performance	\$1,480.00
Middle School	
Dunsmuir Dance	\$975.00
Dunsmuir Soccer	\$905.00
Journey Hockey	\$755.00
Spencer Hockey	\$1,375.00
District	
Equine	\$1,450.00
Golf Learn to Play	\$1,100.00
PACE	\$50.00



Sooke Schools

INTERNATIONAL STUDENT PROGRAM

Many Nations.  One Remarkable Experience

200-814 Goldstream Avenue · Victoria, British Columbia · Canada · V9B 2X7
Tel: (250) 474-9818 · Website: www.sookeschoolsvictoria.ca

Sooke Schools Victoria Academic Program Fees 2023-24

Standard Fees for all international students are as follows...

	Academic Year	Semester
1. Application Fee	\$ 250.00	\$ 250.00
2. Tuition	\$14,250.00	\$ 7,125.00
3. Homestay Fee (\$1100/month)	\$11,000.00	\$ 5,500.00
4. Program Fee*	\$ 1,850.00	\$ 1,350.00
5. New Student Orientation**	\$ 325.00	\$ 325.00
	\$27,675.00	\$13,725.00

***Program Fee** includes school bus transportation (when required), homestay placement/support, arrival/departure transportation to and from Victoria airport or Swartz Bay ferry terminal, complimentary custodianship, access to our supervised activities program, and medical coverage.

****Orientation Fee** of \$325 will be applied for first semester (September) intake. There will be a reduced Orientation Fee of \$185 that will be applied to invoices for students arriving for second semester (February) intake.

Please Note:

- The application fee of \$250 is non-refundable and must accompany each application payable to Sooke School District #62. The application fee may be paid online using your Visa or Master Card.
- The student's name must accompany this and all other payments.
- Monthly Homestay fees cover from the first day of the month to the last day of the month and cannot be pro-rated.
- There will be an additional Homestay fee of \$125 per month for **vegetarians/pescatarians**, \$250 per month for gluten-free, lactose-free and vegan. Please contact us with any special dietary needs. Note that due to Homestay capacity limitations, we cannot guarantee placement for all students with special dietary requirements.
- **Students on the Graduation Program will be invoiced an additional \$150 per year for mandatory continuation of Medical Services Plan during the summer months.**
- Students may be charged for optional fees, including Sports Academy fees, enhanced supply fees, dual-credit course fees, online course fees, extracurricular sports fees, club fees, field trip fees, etc.
- Report card validation, if required, will incur an additional fee of **\$250.00**
- Extension fee of \$500 will be applied for students who extend their program beyond their initial enrollment period. Not all extension requests can be granted due to capacity considerations.



International Student Fees

Proposed: Summer 2022 and Online

Background:

The International Student Program is planning to offer several summer programs or options for students:

- International students from Osaka, Japan to join for a Social Studies 10 in-person experience (mid-July to mid-August)
- Some international students on the Graduation Program who may choose to remain in Sooke over the summer months. These students will be required to enroll in in-person SD62 Summer Learning programming.
- New international students arriving on to begin their Graduation Program may take part in our August Academic Preparation Program, where they can receive credit in Career Life Education 10.

Throughout the school year, international students may apply to take an additional Online course. As the school district does not receive funding for these students, they are required to pay fees for DL courses.

ITEM	COST	NOTES
SD62 Summer Learning – SD62 international students	\$1250	<ul style="list-style-type: none"> • Consistent with cost in summer 2021; no increase
Online courses starting on or after July 1, 2021 – SD62 international students	\$850	<ul style="list-style-type: none"> • Proposed increase from \$750 • Rationale: clerical and administrative time is needed to support students enrolling in DL. Currently not built into fee structure. • This fee would be available to students who are already taking a full load of courses and already paying full international student tuition to SD62 • Students must have permission from ISP admin prior to being registered in a DL course



International Student Fees

Proposed 2023-24 ISP Fees

Comparison Chart:

	2020-21	2021-22	2022-23	2023-24 (Proposed)
Application Fee	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Tuition	\$ 13,500.00	\$ 13,500.00	\$ 14,000.00	\$ 14,250.00
Homestay Fee	\$ 9,250.00	\$ 9,250.00	\$ 9,750.00	\$ 11,000.00
Program Fee	\$ 1,550.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00
New Student Orientation	\$ --.--	\$ 140.00	\$ 250.00	\$ 325.00
TOTAL	\$ 24,550.00	\$ 24,990.00	\$ 26,100.00	\$ 27,675.00

Notes on proposed increases:

- **Tuition:** Historically we have raised tuition fees every 2 years. However, from a school district budgeting perspective and considering factors such as inflation, increasing staff costs, etc, it is recommended to increase tuition incrementally each year. The proposed increase of \$250 in tuition represents an increase of 1.79%.
- **Homestay Fee:** British Columbia's consumer price index (CPI) in January 2022 was 4.3% higher (unadjusted) than in January 2021. The cost of food climbed 5% from January 2021. Additionally, the cost of shelter went up 6.4%, and in this category the cost of fuel oil and other fuel, piped gas, and electricity all increased. The transportation index increased 4.5% from January 2021, including the price of gasoline. Nationwide, there is a shortage of Homestay families, and our district is experiencing this as well. In order to attract and retain Homestay families, their honorarium for hosting needs to reflect these increases. The proposed increase of \$125 per month represents an increase of 12.8%, and it is consistent with the Homestay fees of the two other local school districts. (Source: https://www2.gov.bc.ca/assets/gov/data/statistics/economy/cpi/cpi_highlights.pdf)
- **New Student Orientation:** The main expense in the New Student Orientation is the additional nights in Homestay. An increase in the Homestay Fee would require an increase in the New Student Orientation fee to cover the costs for these additional nights.
- **Overall:** The proposed increase represents an overall increase of 6% in the annual fees.

Committee Info Note

Resource Committee Meeting

March 8, 2022

Agenda Item: 4.2 22/23 Annual Facilities Grant & Minor Capital Program

Background

- The Annual Facilities Grant (AFG) is funding received from the Ministry of Education to fund minor capital projects
- The AFG funding is used to maintain facility assets through their anticipated economic life and to prevent premature deterioration
- The District is anticipating receiving an increase of funding to \$1.697 m and this amount will be confirmed in the Ministry's Capital Response Letter anticipated to be received in mid-March
- The amount is calculated using a formula based on student enrolment and average age of facilities, with an adjustment made for unique geographic factors.
- The AFG year corresponds to government's fiscal year (April 1 to March 31)
- The AFG fund is divided into 12 categories of eligible expenditures:
 - 1) **Roof Replacements** (including scheduled roof replacements and major roof repairs)
 - 2) **Mechanical System Upgrades** (improvements, replacements or provision of heating, ventilation, air conditioning or plumbing systems)
 - 3) **Electrical System Upgrades** (improvements or replacements of power supply and distribution systems)
 - 4) **Facility Upgrades** (improvements to protect the fabric of the plant, including exterior painting, window and door replacement, building envelope repair and replacement, structural and nonstructural seismic mitigation)
 - 5) **Loss Prevention Projects** (improvements, replacements or provision of fire protection system)
 - 6) **Functional Improvements** (improvements of school facilities related to the provision of educational programming)
 - 7) **Technology Infrastructure Upgrades** (improvements to accommodate computer and telecommunications networks)
 - 8) **Site Upgrades** (site improvements including positive site drainage; repairs to sidewalks, parking lots, site access/egress, paved work areas, paved play areas, and play fields; repairs, upgrading or replacement of

playground equipment; perimeter safety fencing; contaminated soil remediation; underground storage tanks removal)

- 9) **Disabled Access** (improvements related to access for persons with physical disabilities)
- 10) **Asbestos Abatement**
- 11) **Health and Safety Upgrades** (improvements related to indoor air quality, traffic safety, and non-structural upgrades)
- 12) **Site Servicing** (improvements, replacements or provision of sewer, drainage or water services; underground irrigation systems).

Proposed AFG Plan for 22/23

- The proposed AFG spending plan for April 1, 2022 to March 31, 2023 is attached for the Committee's review
- It is broken down between Programs (preventative maintenance and system upgrades) and Projects (school and facility requested)
- The actual project list will be provided in April once reviewed by the Minor Capital Committee
- Combined, these programs and projects maintain facility assets to ensure clean and safe learning environments that support student success today and into the future
- The AFG plan will also need to be approved through a capital bylaw (later in the spring) but staff are now looking for the Committee's support on the following motion

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the District's Annual Facility Grant (AFG) Plan for the 22/23 fiscal year as submitted to the Resources Committee on March 8, 2022.

AFG Governance and Management

- In 202/21, the District reviewed their internal processes around the governance and management of the AFG process
- From this, three recommendations have been identified and implemented:
 1. A formal project identification and prioritization process should be designed and implemented to support proactive identification of programs and projects. **For the second consecutive year, the Minor Capital Committee has reviewed project requests and are in the process of approving the list for the 22/23 AFG year. Through the Program Review, staff are developing options to create less reliance on the AFG program for staff salaries and benefits to better align with the Ministry's AFG policy (attached).**
 2. The School District should track costs on a project-by-project basis. Reporting of budgets to actuals by project should be tracked/monitored. There should be clear reporting of projects added/removed from

the AFG list throughout the year. As reflected in the quarterly reports, each approved project will be tracked by salaries/benefits, supplies, overhead and any external services. The approved list will be forecasted quarterly and reconciled to actual projects at the end of the AFG year (March 31).

3. For each AFG project, a work plan should be developed, allocating staff time, materials and other allocations to ensure that adequate funds are available to complete the projects. This enables project tracking against budget and for reporting purposes. The budget should be adjusted as projects are added/removed from the AFG list. Staff have used the quarterly report process to detail the amount and type of resources used on each project/program for the Committee and Board's review.

School District Six Two (Sooke)
Summary of Annual Facilities Grant and Minor Capital Program Page 20 of 37
April 1, 2022 to March 31, 2023

AFG	21/22 Budget	21/22 Revised Plan	22/23 Budget
Programs			
Roofing	250,000	275,000	25,000
Exterior Painting	75,000	45,000	
Mechanical Upgrades	150,000	110,000	75,000
Flooring	150,000	90,000	80,000
Electrical Upgrades	150,000	210,000	80,000
Drainage	75,000	65,000	
Door Replacements	40,000	110,000	35,000
<i>Parking Lots and Hard Surfaces (22/23)</i>			100,000
<i>Non-structural Seismic (22/23)</i>			25,000
Subtotal - Programs	890,000	905,000	420,000
Projects			
Health and Safety (school requested)	200,000	310,000	50,000
Facilities Upgrades (school requests)	150,000	110,000	500,000
Facilities Upgrades (facilities requests)	150,000	130,000	500,000
Emergent contingency	240,566	200,000	227,000
Subtotal - Projects	740,566	750,000	1,277,000
Total - AFG	1,630,566	1,655,000	1,697,000

MoE & District Funded Projects	Budget	21/22 Revised Plan	Budget
EMCS Theatre Seating	35,000	20,000	
Major Capital (WLEMS Millwork)	300,000	195,000	
Space Invaders	20,000	0	
Hans Helgesen Envelope	30,000	20,000	
David Cameron Boiler Upgrade	10,000	10,000	
Specialized Capital Funding not used for Grants	140,000	150,000	
<i>Spencer Mechanical Upgrade Phase 2 SEP (22/23)</i>			1,000,000
<i>John Muir Window Replacement CNCP (22/23)</i>			350,000
Total - Moe & District Funded Projects	535,000	395,000	1,350,000

Grants			
Annual Playground Program (PEP)	125,000	165,000	
Colwood Outdoor Leaning	6,100	6,100	
RBSS Welders	80,000	70,000	
Total - Grants	211,100	241,100	0

PAC			
School PAC Funds Elementary	200,000	20,000	
District Gaming Funds	300,000	10,000	
Total - PAC	500,000	30,000	0

Total Minor Capital Program	1,246,100	666,100	1,350,000
Total AFG and Minor Capital Program	2,876,666	2,321,100	3,047,000



Annual Facility Grant

Date came into force or revised

Issued May 31, 2002

Revised May 6, 2021

Status

Current Policy

Policy statement

The Annual Facility Grant is intended for annual facility projects required to maintain facility assets through their anticipated economic life and to prevent premature deterioration of these assets.

Rationale or purpose of policy

The Annual Facility Grant was originally introduced as the 'Facilities Shareable Capital Allowance' in the 1988/89 school year. In recognition of the need for routine maintenance of school facilities, especially regarding roofs, this allowance was provided as part of school boards' operating budgets as a supplementary funding source for projects regularly required to extend the life of existing facilities.

Previously, these types of minor projects were funded only through the Ministry's capital envelope, and therefore subject to competing priorities for available provincial funding for the purpose of maintaining property eligible for capital funding support.

Authority

Section 1 (1) of the [School Act \(PDF\)](#) provides definitions of annual facility grant, annual facility expenditure, and annual facility project.

Section 115.1 of the [School Act \(PDF\)](#) provides the Minister with the authority to make annual facility grants to school boards.

Section 141 (1) of the [School Act \(PDF\)](#) provides school boards with the authority to spend money on annual facility projects.

Policy in full

The amount of a board of education's annual facility grant will be calculated by the Ministry of Education using a formula based on student enrolment and average age of facilities, with an adjustment made for unique geographic factors.

A board of education may expend its annual facility grant for the purpose of:

- upgrading or replacing existing facility components throughout the expected economic life of an existing capital asset;
- enhancing the service potential of an existing capital asset or a component of an existing capital asset by correcting deficiencies in design or construction, and unsafe conditions;
- significantly lowering the associated operating costs of an existing capital asset; or
- extending the life of an existing capital asset or a component of an existing capital asset beyond its original life expectancy.

A board of education is responsible for managing its annual facility grant funds to enable any emergent health and safety expenditures to be addressed within a fiscal year.

There are 9 main categories of eligible AFG expenditures:

- **Accessibility upgrades** (improvements related to access for persons with mobility issues or physical disabilities);
- **Asbestos Abatement** (mitigation and/or remediation of asbestos affected areas);
- **Electrical upgrades** (improvements or replacements of power supply and distribution systems, fire protection systems, and technological infrastructure upgrades to accommodate computer and telecommunications networks);
- **Exterior Wall System upgrades** (improvements to protect the fabric of the building, including exterior painting, window and door replacement, building envelope repair and replacement, structural and non-structural seismic mitigation);
- **HVAC upgrades** (improvements, replacements or provision of heating, ventilation, and air conditioning systems);
- **Interior Construction upgrades** (improvements of school facilities related to flooring, wall partitions, non-structural upgrades, and the provision of educational programming);
- **Plumbing upgrades** (improvements, replacements or provision of washroom and plumbing systems, and safe drinking water);
- **Roofing upgrades** (scheduled roof replacements and major roof repairs);
- **Site upgrades** (site improvements including positive site drainage; repairs to sidewalks, parking lots, site access/egress, paved work areas, paved play areas, and play fields; repairs, upgrading or replacement of playground equipment; perimeter safety fencing; contaminated soil remediation; underground storage tanks removal; sewer or water services; underground irrigation systems; traffic safety).

Expenditures for annual facility projects may include any associated consultant fees.

Examples of ineligible use of annual facility grants include:

- building expansions resulting in increases to gross facility area or nominal capacity
- building acquisitions
- site acquisitions

- acquisition of equipment, furnishings, personal computers and peripherals, servers, or vehicles and their accessories.

Procedures related to policy

The Annual Facility Grant (AFG) is a grant paid to Boards of Education. This grant should be placed in the annual facility grant special purpose fund.

Each board of education is encouraged to develop a long-term maintenance plan that articulates a board of education's strategy with regard to maintaining or improving the condition of facilities within its inventory of capital assets. Each board should coordinate its AFG expenditures with its regular operations and maintenance activities, local capital expenditures and any major capital replacement or rejuvenation projects.

To comply with Treasury Board direction, each school district must annually provide the Ministry with an AFG project and spending plan prior to the allocation of AFG funding. Specifically, each school district's plan will include a list of AFG projects and expenditures expected to be undertaken during the fiscal year (April 1st to March 31st).

Each school district will be granted a single Certificate of Approval (COA) for the capital allocation needed to complete the planned AFG projects. In accordance with Provincial Treasury policy, draws against the COA cannot occur until capital project expenditures have been made.

At the end of each school year, boards of education must report on actual AFG expenditures as part of their audited financial statements. The Ministry may request further details with respect to annual facility projects and annual facility expenditures for a given school year.

Contact Information

If you have any questions about this policy, please contact the Capital Management Branch in the Resource Management Division.

Email:

Education.FundingDepartment@gov.bc.ca

Board Info Note

Resources Committee Meeting

March 8, 2022

Agenda Item: 4.3 – Program Review Recommendations Info Note

Background

- Since the beginning of this school year Leadership Team staff have been engaged in detailed and comprehensive review of district operations.
- Led by Associate Superintendent Paul Block and Executive Director of Information Technology, Farzaan Nusserwanji, six “Technical Working Groups” or TWGs were created to review the areas of:
 - **Core Education:** Elementary, middle, secondary regular instruction; school-based PVP; Library; Curriculum, French Programs; Career Programs.
 - **Student Support:** Inclusive Education; Counselling; Safe and Healthy Schools; Occupational Health and Safety; Indigenous Education; English Language Learning (ELL/ESD).
 - **Special Programs:** International Program; Alternative Education; Distance (Online) Learning; Academies; District-based PVP.
 - **HR Services:** Staffing processes – CUPE, STA, Excluded and PVP; Recruiting; Onboarding; Employee Relations; Training; Contracts and Collective Agreements.
 - **Business Services:** Payroll; Budget; Accounts Payable; Facilities (major capital, minor capital, maintenance); Custodial; Transportation.
 - **Digital Services:** Service Desk; School Supports and Operations; Communications; Data; Project Management; Records; Security.
- Each TWG reviewed a large data set of baseline information across all groups, as well as data sources specific to each TWGs mandate.
- The intent of the work was to provide Alignment (across district initiatives), Coherence (coordination of initiatives), Efficacy (efficiency and effectiveness) and Risk Management (to reduce operational risk to the district).

Current Context:

- Overall the TWGs recommended 137 initiatives that could be undertaken by the district to assist with Alignment, Coherence, Efficacy and Risk Management.
- The 137 recommendations were further sorted into five “buckets”, as follows: 1) no cost (internal to the department) 38 recommendations, 2) no cost (across multiple departments) 10 recommendations, 3) require further analysis 30 recommendations, 4) requires one-time funding 18 recommendations and 5) multi-year initiatives 41 recommendations.
- Of the 41 current recommendations, three have emerged as areas of focus that will allow the district to move forward on some of its strategic priorities.

Recommendation

- The three multi-year recommendations from Program Review to include in budget discussions are:
 - Recruitment and Onboarding (HR Services)
 - Focused on supporting the work of HR to recruit, “onboard” and retain quality staff at all levels across all operations of the district.
 - An additional staff member in HR to specifically focus on recruiting and onboarding new employees. This position would work in partnership with other departments including communications, to assist in marketing the district for prospective new hires.
 - Automation of services including onboarding process to streamline the hiring process.
 - Increased training opportunities for new staff to ensure that there is a clear understanding of their role, future/career development and job specific training.
 - Costs:
 - One-time: \$125,000 – Software Purchases
 - Structural: \$125,000 – Salary/benefits for a Recruitment/Onboarding Coordinator
\$25,000 – Software annual expenses
 - Alternative Education/Online Learning (Special Projects)
 - This recommendation is a combination of two recommendations, one related to Distance Learning/Online Learning Hubs and the second related to Alternative Education Programs.
 - Online Learning Hubs:
 - Examining the changes to Ministry of Education funding directions and the alignment of online learning to regional hubs has resulted in a recommendation to review our current programming options in greater detail.
 - This deeper look would involve current lease arrangements for non-district sites, collaborative planning with neighbourhood secondary schools regarding school-based online learning options and alternative options for adult education through online learning.
 - Alternative Education:
 - Re-evaluate the functionality of type 3 alternative programming at Westshore-Langford and the possible relocation to Westshore-Colwood.
 - A component of this would be the creation of a new school identity for Westshore Centre for Training and Learning (Officially BYTE Alternative) to Westshore Secondary School.
 - Costs:
 - One-time: \$25,000 – release time for program changes to implement in 23/24
 - Literacy Supports K-12 (Core Education)
 - Increased early intervention support for a broader group of students at the elementary level, coupled with increased in-service and support at the middle and secondary level to support students struggling with literacy skills.

- Through a combination of additional funding and reallocation of existing resources a focus on early literacy theory, assessment and responsive instruction would be developed in support of a robust classroom literacy program.
- Costs:
 - Structural: \$75,000 – Training and in-service costs
- The total structural budget pressure would be \$250,000 beginning in the 2022/2023 school year.
- These recommendations and budget pressures would form part of the overall budget discussion to be undertaken by the Board of Education.

Committee Info Note

Resource Committee Meeting

March 8, 2021

Agenda Item: 4.4 22/23 Budget Development Process

Background

- The budget development process for the 22/23 school year continues
- Staff will lead the Committee through a budget presentation at the meeting with the following path:
 - 1) Principles & Assumptions – Committee supported and Board approved
 - 2) Priorities – summary of themes heard to date
 - 3) Context – increased certainty as enrolment amounts have been estimated
 - 4) Plan – what should our approach be to address the estimated pressures?

Approved Budget Principles for 22/23

- The following are the principles approved by the Board for the 22/23 Budget Development process:
 - 1) Budget decisions will be based on the existing Strategic Plan goals;
 - 2) Input from the District partners and Leadership Team will help shape 22/23 funding levels; and
 - 3) The annual budget process will be informed by the multi-year budget estimates on a 3-year rolling cycle.

Approved Budget Assertions for 22/23

- The following are the assertions approved by the Board for the 22/23 Budget Development process:
 - 1) The District will open the 22/23 school year with the same health and safety protocols as were in place for the 21/22 school year;
 - 2) No additional pandemic funding will be provided by the federal or provincial governments;
 - 3) The provincial funding formula will remain the same and be based on per FTE funding; and
 - 4) Domestic enrolment will continue to grow, and international enrolment will reach the pre-pandemic levels.

- Through the budget discussions with the Leadership Team (February 3rd) and our partner groups (February 23rd), the following budget priority themes continue to be at the forefront:
 - 1) Mental health/wellness of students and staff
 - 2) Early education opportunities
 - 3) Safe and clean learning/working spaces
 - 4) Adequate resources, supplies and equipment
- Additional specifics, among others, have been provided through the above noted meetings:
 - More LS/IS time
 - Co-teaching model
 - JIIC funding
 - Pay equity and more support hours in and out of our classrooms
 - Training days instead of layoff on 3 Non-Instruct Days
 - Learning assistance and integrated support
- The District is still in the process of gathering input on budget priorities from our students (March 16th) and public (through a Thought Exchange)
- Any additional input/changes to this list will be added into the budget process

Budget Context

- As presented at the February 22nd Board meeting, the District is estimating a standard K-12 enrolment amount of 12,006 with the rest of the enrolment estimates by category on the attached summary for the 22/23 school year
- The District continues to estimate an initial budget pressure of \$1.892 m as summarized by:

Net Revenue Impact

Estimated Revenue Increase	\$.951 m
Estimated Expenditure Increase	<u>(\$2.843 m)</u>
Estimated Pressure	<u>(\$1.892 m)</u>

- Staff will provide details of the revenue and expenditure amounts at the meeting

- Staff have created an initial list of options for the Board to consider that will reduce the budget pressure of \$1.892 m down to zero
- These options include:

- 1) **Delay Program Review projects** – would include delaying the implementation of projects identified during the Program Review process. **Total Program Review ask for 22/23 is \$.485 m.**
- 2) **Reduce Program Review projects** – would include reducing the scope and budget asks of the projects identified during the budget development process.
- 3) **Look @ historical dept/school budget surpluses** – staff would identify school/department budgets that historically are not fully spent at year end for possible reallocation of funding. **An analysis would be needed but staff estimate upwards of \$.250 m could be identified.**
- 4) **Risk manage increased enrolment (above 345)** – anticipate that the District will receive additional student enrolment over and above 345 Fes (2.96%). Each additional FTE results in \$2,500 of net revenue to the District. **Average historical growth is closer to 4% or an additional 120 FTEs.**
- 5) **Assess a X% cut across all budgets** – assess an across the Board reduction to all school/department budgets to help balance the budget. **A 2% cut across the entire operating budget would yield approximately \$2.600 m.**
- 6) **District Reserve & address remaining structural pressures in 23/24** – utilize the excess financial reserve (amount of 2% per the Board policy) to address pressures in 22/23 with a detailed review of specific budget areas for the 23/24 budget to structurally address the pressure. **Q2 forecasted excess is \$1.100 m and could grow by the end of the fiscal year to an estimated \$1.600 m.**
 - Staff would like to engage the Committee in a discussion to determine the best approach to take to address the estimated \$1.892 m pressure of the District
 - In preparation for the Committee meeting, staff ask that Committee members begin to identify which options (or other options) that they feel the District should pursue to balance the budget for the current year
 - Given the amount of pressure will fluctuate as we wait for budget instructions from the Ministry, members should consider the **% of the pressure** to be addressed by each option noted above

Description	E	G	I = G-E
	FTE	FTE	FTE
	AMENDED BUDGET 2021-22	PRELIMINARY BUDGET 2022-23	BUDGET INCR / (DECR) FROM AMEND
TOTAL Standard (Regular) Schools	11,661.0625	12,006.0000	344.9375
Continuing Education	2.0000	2.0000	-
Alternate Schools	201.0000	201.0000	-
Distributed Learning	92.2500	85.0000	(7.2500)
Home Schooling	20.0000	20.0000	-
Course Challenges	2.0000	2.0000	-
TOTAL ENROLMENT-BASED FUNDING	11,978.3125	12,316.0000	337.6875
Level 1 Special Needs	13.0000	12.0000	(1.0000)
Level 2 Special Needs	555.0000	620.0000	65.0000
Level 3 Special Needs	321.0000	365.0000	44.0000
English Language Learning	792.0000	792.0000	-
Indigenous Education	1,221.0000	1,243.0000	22.0000
Adult Education	14.4375	14.4375	-
Supplement for Equity of Opportunity			
TOTAL SUPPLEMENT FOR UNIQUE STUDENT NEEDS	2,916.4375	3,046.4375	130.0000
Supplement for Salary Differential			
Supplement for Unique Geographic Factors			
Curriculum and Learning Support Fund			
Subtotal - September	14,894.7500	15,362.4375	467.6875
Summer Learning Grade 1-7	-	-	-
Summer Learning Grade 8-9	-	-	-
Summer Learning Grade 10-12	-	-	-
Grade 8-9 Cross-Enrolment	-	-	-
Subtotal - July	-	-	-
School-Age FTE - Continuing Education	2.0000	5.0000	3.0000
Adult FTE - Continuing Education	5.0000	1.0000	(4.0000)
K-Gr 9 School-Age FTE - Distributed Learning	-	-	-
Gr 10-12 School-Age FTE - Dist. Learning	150.0000	110.0000	(40.0000)
Adult FTE - Distributed Learning	20.0000	10.0000	(10.0000)
Level 1 Special Needs	-	-	-
Level 2 Special Needs	-	22.0000	22.0000
Level 3 Special Needs	-	44.0000	44.0000
Newcomer Refugees	-	-	-
ELL Supplement - Newcomer Refugees	-	-	-
Subtotal - February	177.0000	192.0000	15.0000
School-Age FTE - Continuing Education	15.0000	15.0000	-
Adult FTE - Continuing Education	1.0000	1.0000	-
K-Gr 9 School-Age FTE - Distributed Learning	-	-	-
Gr 10-12 School-Age FTE - Dist. Learning	15.0000	15.0000	-
Adult FTE - Distributed Learning	-	10.0000	10.0000
Subtotal - May	31.0000	41.0000	10.0000
GRAND TOTAL	15,102.7500	15,595.4375	492.6875

Committee Info Note

Resources Committee Meeting

March 8, 2022

Agenda Item 4.5: Transportation Policy & Regulation Update

Background

- At their February 22, 2022 meeting, the Board of Education passed the following motion:

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations F-100 "Transportation" with feedback to be referred back to the Education-Policy Committee.

- To facilitate this process, staff have developed the attached Information Bulletin advising the public that the policy and regulation are out for feedback and that a Thought Exchange question has been developed to help capture feedback
- Given the importance of the policy and regulation, staff wanted to make sure a fulsome stakeholder input process was developed
- The feedback process was kicked off on March 3rd and will end on April 4th allowing staff to present the feedback directly to the Education-Policy Committee on April 5th as contemplated in the motion noted above
- The significant changes being proposed are:
 - 1) Eligible Riders to include in-catchment only (English and French Immersion);
 - 2) Start the Registration Period on March 1st instead of February 1st;
 - 3) Make posting of routes by June 30th dependent on timing of registrations; and
 - 4) Allow the Board to consider fees during the annual budget development process
- As noted in agenda item 4.1.2, staff are not recommending that the Board consider charging transportation rider fees for the 22/23 school year
- Staff would like to provide the Committee and our partner groups another opportunity to discuss the proposed changes and this feedback will be provided to the Education-Policy Committee for their review and consideration at their April 5th meeting

- To focus the Committee's discussion, the following question has been created: Page 32 of 37

- 1) Does the Committee and partner groups feel the priority for transportation services should be focused on:
 - Programs of Choice (academies, Nature K, etc.) or
 - Distance from school and/or age of students?

INFORMATION BULLETIN

For Immediate Release
March 1, 2022

SD62 Board of Education Seeks Feedback on Student Transportation

LANGFORD, BC – The SD62 Board of Education is seeking public input on 2 proposed changes to the [Sooke School District Transportation School Board Policy and Regulation F-100](#). All members of the Sooke School District community are encouraged to review the draft documents and provide input.

The first recommended change is that student transportation will only accommodate those who live within their school's catchment area. Currently, student transportation is offered to in-catchment students as well as those living out-of-catchment but attending an academy or other program of their choice with the remaining out of catchment students being accommodated when space is available. The second proposed change is the ability for the Board to consider ridership fees during the annual budget process. The only fee currently collected is a \$25.00 safety fee per student rider.

The Sooke School District has opted to offer student transportation and will continue to do so, however, it is important to note that the School Act does not require school districts to provide school bus transportation services. Therefore, it is the responsibility of each family to determine the best transportation option to and from school to meet their needs.

The draft policy and regulation will be considered for adoption at the Board meeting on April 26, 2022. The feedback period remains open until April 4, 2022. The current and draft policy and regulation and feedback tool can be found on the [Sooke School District website](#).

For more information, contact:

Kristen McGillivray (250) 686-3750
Manager of Strategic Communications
Sooke School District 62



Welcome



Share thoughts



Rate thoughts



View results



Complete



SHARE THOUGHTS

Kristina Ross asks

Given the limited amount of buses and drivers that the District has available, should the Board focus on providing transportation services to in-catchment students only or support out of catchment students as well?

Share your first thought

150 characters remaining

Say why it's important

150 characters remaining

School District #62 (Sooke)

TRANSPORTATION	No.: F-100
	Effective: Sep. 22/81 Revised: Feb. 22/83; Oct. 22/83; May 23/89; Oct. 23/90; Jul. 6/05; Jan. 26/21 Reviewed: Dec. 1/20; Dec. 15/20; Jan. 26/21

SCHOOL BOARD POLICY

The Board of Education of School District 62 (Sooke) will establish an efficient and effective school transportation system to provide for the transportation of students to and from their nearest catchment school.

The *School Act* does not require school districts to provide a school bus transportation services and therefore it is the responsibility of each family to determine the best transportation option to and from school to meet their needs.

School District 62 (Sooke) will provide transportation services for students to their catchment schools under the following guiding principles:

1. Transportation services will be provided on a priority basis based on the age of the student and the distance from the student's catchment school.

~~Transportation services will be provided to schools outside of a student's catchment, but within their existing zone of schools, when the student is attending an educational program of choice or an academy that is not offered at their catchment school.~~

2. The District will charge all riders a safety fee to directly increase the safety of students and staff using the District's transportation system.
3. Transportation will be provided in a manner that ensures student safety and efficiency while balancing service costs with the costs of providing direct educational services to the students of the District.

Policy References:
Fee Waiver Policy

School District #62 (Sooke)

TRANSPORTATION	No.: F-100
	Effective: Sept. 22/81 Revised: Feb. 22/83; Oct. 22/83; May 23/89; Oct. 23/90; Jul. 5/05; Jan. 26/21 Reviewed: Dec. 1/20; Dec. 15/20; Jan. 26/21

ADMINISTRATIVE REGULATIONS1. Registration Process

The District will utilize a defined period registration process that will open ~~February~~ **March 1** of each year. On April 30 of each year, the registration process will pause and District staff will use registered rider information at that time to develop bus routes for the following year.

All riders registering after May 1 of each year will be placed on an existing route pending available room and on a "first come, first served" basis.

The District will **strive to** post the routes for the following year and will communicate the route information (stops and times) to families by June 30. **The ability to post the routes prior to June 30 is dependent on the amount of registrations received by April 30.**

Registration will remain open for the remainder of the school year in which the service is being provided.

Additional routes will only be created if the Secretary-Treasurer requests and receives additional funding from the Board of Education to add additional routes.

2. Transportation Fees

The District will ~~not~~ **consider** charge charging students a fee for transportation services (ridership fee) **during the District's annual budget development process.**

The District will charge an annual Safety Fee to be used to improve the safety for students and staff engaged in District transportation services. This fee, set annually by the Board of Education, will not exceed \$25/rider.

The District will charge a late registration fee to be set annually by the Board and not to exceed \$100/family for any registration request received after September 1. Exceptions will be provided to families moving into or within the District after the late registration date.

As with all District fees, a fee waiver process will be available to families if any fee causes undue financial hardship.

3. Eligible Riders

Eligible riders are considered to be those students travelling to their catchment school ~~or students attending an educational program of choice or academy program not offered at their catchment school.~~ Educational programs of choice are defined as French Immersion; and Trades Awareness and Skills Knowledge.

Accessible busing will be provided to those students requiring this service.

4. Student Walk Limits

The Ministry of Education's guidelines for student walk limits are as follows:

Primary students: 4 km to or from school

Intermediate & Graduation students: 4.8 km to or from school

These limits are measured by the shortest possible road distance.

The walk limits from home also apply where a student is required to walk to a designated bus stop.

The District will not follow these Student Walk Limit guidelines and instead will work with the school and local authorities to identify and/or create safe routes to school. The intent of these safe routes is to increase the number of those walking and wheeling to and from school which will support the health and wellness of our students.

Where safe routes to a school have been identified, bus transportation services will not be offered by the District.

5. Route and Schedule Changes

Where proposed changes would affect school arrival and departure times, the Secretary-Treasurer shall consult with the principal(s) involved and with the Superintendent of Schools before approval is given. Addition or deletion of routes requires the approval of the Secretary-Treasurer.

To the extent possible, routes will be designed to have students arrive at school no earlier than 30 minutes before the school's first bell and depart from schools no later than 30 minutes after the school's final bell.

Route schedules will be sent to schools and registered riders by June 30 of the preceding year. It is in the best interests of the District and the riders that passenger lists be kept as current as possible.