

Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on May 9, 2023, at 6:00 pm.**

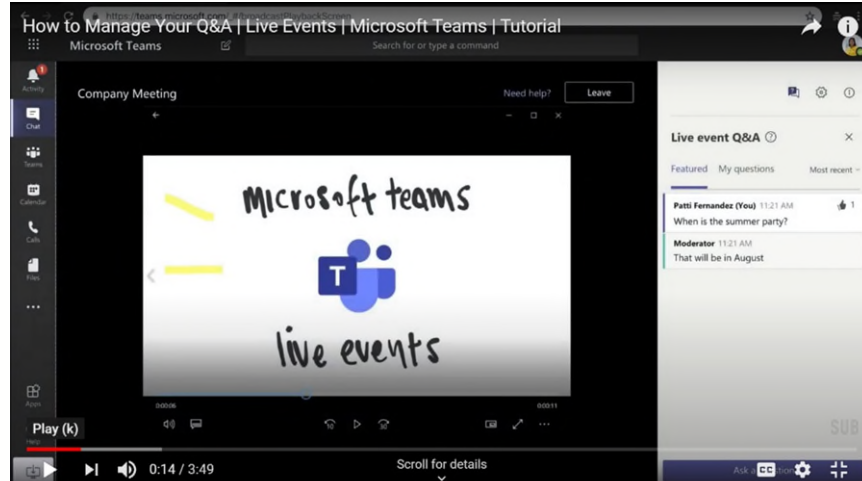
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

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
May 9, 2023 – 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 Long Range Facilities Plan (LRFP) – Windy Beadall/Pete Godau (page 5)

4.2 22/23 Quarter 3 Financial Forecast - David Lee-Bonar (page 7)

4.3 23/24 Bus Registration & Safety Committee Update – Randy Cobb (page 10)

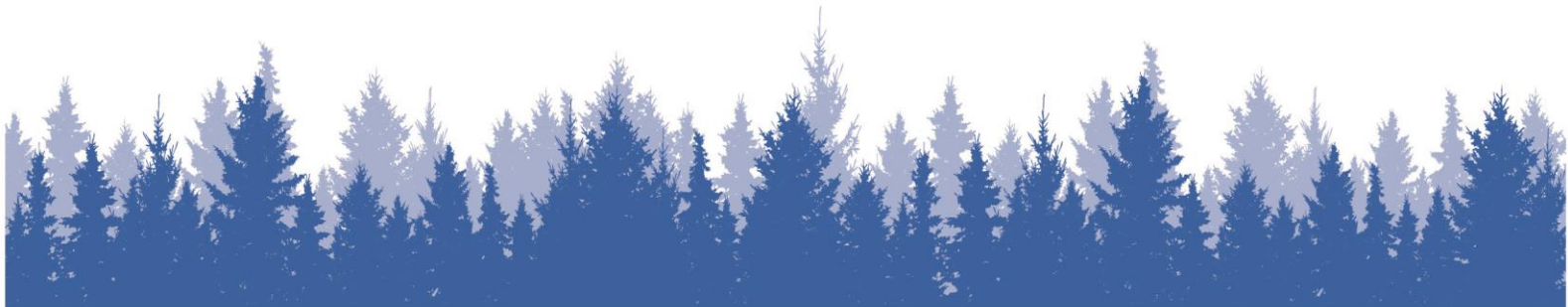
4.4 Child Care Facility Projects – Frances Krusekopf (page 16)

Recommended Motion: That the Board of Education for School District 62 (Sooke) support, in principle, the application for capital funding under the Child Care BC New Spaces Fund for specific sites yet to be determined.

4.5 Feeding Futures School Food Programs Update – Scott Stinson (page 18)

5. ADJOURNMENT

6. NEXT MEETING DATE: June 13, 2023



Committee Report of Resources Committee Meeting of April 11, 2023 via MS Teams

Present: Ebony Logins, Trustee (Committee Chair)
Amanda Dowhy, Trustee (Committee Member)
Trudy Spiller, Trustee (Committee Member)
Scott Stinson, Superintendent & CEO
Harold Cull, Secretary-Treasurer
Ed Berlando, STA
Trudy Court, CUPE
Ceilidh Deichmann, SPVPA
Pete Godau, Director of Facilities (virtual)
David Lee-Bonar, Assistant Secretary-Treasurer (virtual)

Staff: Nicole Gestwa, IT

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:08 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 March 8, 2023, at its Public Board Meeting dated March 15, 2023.

3. PRESENTATIONS

4. BUSINESS

4.1 23/24 Operating Budget Development Process – Harold Cull

The budget development process for 23/24 school year continues. Based on feedback from stakeholder groups the budget priorities continue to be to: Early Learning Supports; Diversity, Equity and Inclusion; Mental Health and Wellness; and Growth. The Resources Committee discussed these four themes, and the Executive's budget plan to address each of



these priority areas. The Committee discussed the roughly \$21 M that is being added to next year's budget and the estimated impacts this funding will have on the system.

4.2 23/24 Annual Facilities Grant (AFG) Project Details – Pete Godau

Staff provided an overview of the 23/24 Annual Facilities Grant Project Details and discussed how the AFG Program fits into the overall minor capital program. The Committee asked staff questions about some of the programs and projects being considered for the upcoming year. The Committee supports the AFG plan being part of the Capital Plan Bylaw, to be discussed and considered by the Board of Education at the April 25, 2023 Board meeting.

4.3 23/24 Capital Plan Bylaw – Harold Cull

The School District received a formal response to its 23/24 Capital Plan Submission that was approved at the June 2022 Public Board Meeting. In summary, the District received support for seismic projects at Port Renfrew Elementary School and Sooke Elementary. As well as a HVAC update for Spencer Middle School, roofing upgrade to Millstream Elementary School, an energy upgrade to John Muir Elementary, an electrical upgrade to Savory Elementary School and a playground at Dunsmuir Middle School. The Committee discussed the positive news of the capital response letter on the seismic front and support the following two motions going forward to the Board of Education for consideration.

Motion Requested: That the Board of Education of School District 62 (Sooke) allow all three readings of the Capital Plan Bylaw 2023/24-CPSD62-01 at its meeting of April 25, 2023.

Motion Requested: That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Capital Plan Bylaw 2023/24-CPSD62-01.

4.4 24/25 Capital Plan Submission – Harold Cull

The Committee began the discussion of reviewing the District's ask of government with their 24/25 Capital Plan Submission. This is the beginning of the process and staff will bring back a recommended plan for the Committee and Board of Education's consideration in May and June 2023.

5. **ADJOURNMENT AND NEXT MEETING DATE:** May 9, 2023



Committee Info Note
Resources Committee Meeting
May 9, 2023
Agenda Item: 4.1 – Long Range Facilities Plan (LRFP)

Background

- As previously discussed at the Committee level, the District is in the process of updating their Long-Range Facilities Plan (LRFP)
- The intent of the LRFP is to inform the annual Capital Plan submission of the District
- The last time the LRFP was updated was 2018
- Staff issued a Request for Proposal (RFP) for a supplier to update the LRFP as StudioHub was the successful proponent
- StudioHub's proposed engagement plan is attached for reference and Annerieke van Hoek and Kelly Isford-Saxon will provide the Committee with an update on progress to date

Prepared By: Harold Cull, Secretary-Treasurer

Phase 1: Research and Data Analysis

This is the startup phase of the project, in which the team will gather data, and set out the milestones for the project process to follow.

Scope of this phase:

- The data and information collection will include:
- available data from the client, including existing strategic plans, educational plans and programs, enrolment numbers by Barager, information on all schools including FCIs, school site plans and building plans.
 - the collection of all applicable municipal information from the 4 municipalities that the district is operating in, such as OCPs, and census data, and long-range planning of community growth, large infrastructure projects, and other plans. This information will be collected through email, virtual meetings, as well as in-person meetings with each of the Planning Departments (if they are open to this).

Once the data is collected, we will analyze the data. This work will include a review of all existing facilities, their age, FCI, capacity, utilization, potential for sites to house portables, potentials for additions, potential new school sites.

Meetings and workshops of this phase:

This phase will include an engagement workshop with the client team (core team, and SD62 senior management) to discuss your needs and aspirations for the new LRFP, and where you feel this plan can build or improve on your current plan. During this session we will aim to outline the challenges and needs that are unique to your district.

During this phase, we expect to have weekly (virtual) meetings with the client, and one in-person workshop.

Deliverables of this phase:

- The outcome of this phase will be:
- A large selection of available data, to be used and documented as reference material.
 - A startup document that outlines the vision and guiding principles for your District as a whole (this may be directly adopted from your Strategic Plan), as well as challenges and needs that would be unique to your district, that will be addressed in the LRFP.

Phase 2: Enrolment Projections

Scope of this phase:

Getting to accurate enrolment projections will be one of the critical items to bring this project to a successful outcome. There are many factors that may influence these numbers, one of the most important one being development, which is driven by market conditions. Economic downturns and drastic mortgage rate changes can change the course of development. In addition, we have seen the effects of COVID, supply chain challenges, and the displacement of refugees over the past 5 years, on local school district enrolment numbers.

Our team proposes a multi-prong approach to the enrolment projections, in order to combine multiple sources of information. This will include, but not limited to:

- Base Barager information
- Historical enrolment numbers over the past 10 years
- Review of municipal planning documents and meetings with local planning authorities
- Review of Barager yield rates, versus more recently observed yield rates
- 2021 Census data

As the Ministry of Education sees Barager as the only source of trusted enrolment information, we will start with the base Barager information, and propose systematic adaptation of these numbers, based on a review and analysis of all the information above. We would discuss the proposed adaptation closely with SD62 officials, and include a rationale in the LRFP for the adaptation.

Meetings and workshops of this phase:

This phase will include meetings with the planning departments of each of the municipalities your district operates in (Sooke, Colwood, Langford, Metchosin). We anticipate these meetings to be in-person, and that we will hopefully be able to schedule 2 meetings on one day (allowing for two full days of in person, on-site meetings). Based on the data analysis and outcomes of the meetings, we will propose how to apply local knowledge to the Barager Projections.

During this phase we will continue with the ongoing weekly virtual meetings with the SD62 contact person.

Deliverables of this phase:

The outcome of this phase will be 10 year enrolment projections, based on barager, and infused with local knowledge, to be used in the planning of future capital projects.

Phase 3: Development of the Plan + Draft Plan Submission for Feedback

Scope of this phase:

During this phase, we will develop the main plan, outlining District history, unique features, projections, portfolio of schools, and recommendations on capital projects for the next 10 years. The scope will include:

- Identification of an appropriate 10-year timeline to align new student seats with anticipated enrolment growth.
- Overview of where portables are located and how much longer portables can, or rather cannot, keep up with the enrolment growth.
- An assessment of how SD62 is using its current space.
- An assessment of where specialty programs (such as French immersion) are located.
- An assessment of how catchment boundaries are defined.

Workshops and meetings of this phase:

During this phase we will continue with the ongoing weekly virtual meetings with the SD62 contact person.

In addition, we propose to have a minimum of one in-person workshop to discuss the proposed approach to the planning of projects, and one follow up meeting (in person or virtual).

Deliverables of this phase:

At the end of this phase, the draft plan will be finalized. The draft plan will be submitted for review to SD62, and the designated SD62 contact person will collect feedback from all those reviewing (Board, senior management, etc). After review, our team will finalize the plan.

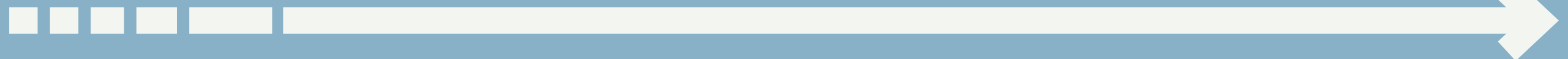
It is the intent to have a draft plan ready no later than mid-June 2023, in order for SD62 to demonstrate to the Ministry of Education that a new LRFP is in the works.

The outcome of this phase would be a draft plan, and consolidated client feedback.

Phase 4: Final Plan

At this stage, the team will finalize the plan, including all appendixes. The final plan will be presented in a format where it can be printed, as well as easily used in an online format.

We would anticipate one in-person meeting with senior admin and the Board to present the plan, in addition to virtual weekly check ins.





Committee Info Note

Resources Committee Meeting

May 9, 2023

Agenda Item 4.2: 22/23 Quarter 3 Financial Forecast

Background

- Meeting with budget managers and departments, Finance Dept staff completed the financial forecast for the current school/fiscal year with actual revenues and expenditures as at March 31st, 2023.
- Despite there being less than 3 months remaining in the fiscal, there are still several unknowns that have resulted in several assumptions in the forecast:
 - School Supply Budgets - assumed they will spend to budget.
 - Benefit Surplus (extended health and dental surplus on premiums) - forecasted to budget
 - Operating Grant May Enrolment Counts - forecasted to budget
- Due to these assumptions and other factors, the Q3 forecast may understate the actual year end contingency.
- The following is the District's best estimate of where we expect to end the year at this time.

Q3 Update

- Staff have prepared a summary of the changes since the Q2 forecast for review (**Appendix A**).
- There is a forecasted savings of \$479,059 from budget at this time which would result in a \$2.944M or 2.02% unrestricted operating surplus as at June 30, 2023.
- Staff have updated the draft multi-year financial plan with the 2022/23 Q3 forecast (**Appendix B**).

Next Steps

- Staff will continue to monitor the financials until the end of the fiscal year to confirm the actual amount of the unrestricted operating surplus
- At the June Resources Committee meeting, staff will bring a recommendation for consideration as to the amount of the unrestricted operating surplus to restrict for capital and/or space needs prior to the end of the year
- This is consistent with the approach during the budget development process of ensuring the system is fully funded for the start of the school year and to use surplus funding for capital pressures

Prepared By: David Lee-Bonar, Assistant Secretary-Treasurer

APPENDIX A

SOOKE SCHOOL DISTRICT

2022-23 Q3 FORECAST CHANGES SUMMARY

A	Q2 - FORECASTED PRESSURE FROM BUDGET	\$	(613,974)
	CHANGES SINCE Q2		
	ADDITIONAL OPERATING GRANT - FEBRUARY ENROLMENT	\$	490,714
	ADDITIONAL LABOUR SETTLEMENT FUNDING - SUPPLEMENTAL EMPLOYMENT BENEFITS	\$	122,717
	REDUCTION TO TOC SALARIES AND BENEFITS	\$	309,015
	OTHER MISCELLANEOUS	\$	170,586
B	SUBTOTAL OF CHANGES SINCE Q2	\$	1,093,032
C = A+B	Q3 - FORECASTED SAVINGS FROM BUDGET	\$	479,059
	FORECASTED UNRESTRICTED OPERATING SURPLUS AS AT JUNE 30, 2023	\$	2,943,963
	FORECASTED UNRESTRICTED OPERATING SURPLUS % OF OPERATING EXPENSES		2.02%

APPENDIX B

SD62 MULTI-YEAR FINANCIAL PLAN UPDATED FROM 2022/23 Q3 FORECAST

	Q3 Forecast 2022/2023	Budget 2023/2024	Estimated 2024/2025	Estimated 2025/2026
Revenues				
Provincial Grants				
Ministry of Education and Child Care	136,205,148	151,437,995	164,580,852	177,905,663
Other	-	-	-	-
Tuition	6,344,020	6,879,749	7,692,249	7,692,249
Other Revenue	1,137,351	945,666	945,666	945,666
Rentals and Leases	510,057	502,500	502,500	502,500
Investment Income	1,030,345	353,875	353,875	353,875
Total Operating Revenue	145,226,921	160,119,785	174,075,142	187,399,953
Salaries				
Teachers	53,945,793	60,310,293	65,188,394	69,722,296
Principals and Vice Principals	9,630,138	9,909,659	9,909,659	10,179,659
Educational Assistants	13,606,423	16,600,332	20,606,561	25,143,449
Support Staff	13,524,404	15,209,931	16,197,102	16,983,206
Other Professionals	5,372,778	5,506,595	5,506,595	5,506,595
Substitutes	6,048,314	6,173,919	6,416,101	6,646,919
Total Salaries	102,127,850	113,710,729	123,824,412	134,182,124
Employee Benefits	25,791,970	29,188,926	31,849,962	34,588,400
Employee Benefit Rate (as a % of Total Salaries)	25.25%	25.67%	25.72%	25.78%
Services and Supplies				
Services	7,643,556	7,343,233	7,923,293	7,994,013
Professional Development and Travel	1,057,586	1,063,697	1,063,697	1,063,697
Rentals and Leases	466,630	311,891	311,891	311,891
Dues and Fees	160,528	153,156	153,156	153,156
Insurance	529,649	522,651	522,651	522,651
Supplies	5,867,676	5,790,202	5,930,390	5,936,979
Utilities	1,843,782	1,815,844	1,815,844	1,815,844
Bad Debt	8,512	25,800	25,800	25,800
Total Services and Supplies	17,577,919	17,026,474	17,746,722	17,824,031
Total Operating Expense	145,497,739	159,926,129	173,421,095	186,594,556
Net Revenue (Expense)	(270,818)	193,656	654,047	805,398
Interfund Transfers				
Tangible Capital Assets Purchased and Work in Progress	(2,011,346)	-	(3,300,000)	(5,200,000)
Local Capital	(350,000)	(350,000)	(300,000)	-
Total Interfund Transfers	(2,361,346)	(350,000)	(3,600,000)	(5,200,000)
Total Operating Surplus (Deficit), for the year	(2,632,164)	(156,344)	(2,945,953)	(4,394,602)
Operating Surplus, beginning of year	5,576,128	2,943,964	2,787,620	(158,333)
Total Operating Surplus (Deficit), for the year	(2,632,164)	(156,344)	(2,945,953)	(4,394,602)
Operating Surplus, end of year	2,943,964	2,787,620	(158,333)	(4,552,935)
Operating Surplus, end of year				
Restricted for future capital cost-sharing	-	-	-	-
Internally Restricted Operating Surplus	-	-	-	-
Unrestricted Operating Surplus (Contingency)	2,943,964	2,787,620	(158,333)	(4,552,935)
Total Operating Surplus, end of year	2,943,964	2,787,620	(158,333)	(4,552,935)
Contingency as % of Operating Expense	2.02%	1.74%	-0.09%	-2.44%



Committee Info Note

Resources Committee Meeting

May 9, 2023

Agenda Item: 4.3 – 23/24 Bus Registration & Safety Committee Update

Bus Registration Update

- As per Board policy, bus registration for the 23/24 school year was paused on April 30th for staff to begin the development of routes
- This process has been in place for several years, and with increased communication from the district the number of on time registrations is improving
- We currently have 3751 riders registered for next year compared to 3094 riders registered at the same time last year (an increase of 21%)
- Below is a simple table outlining the key pieces of relevant transportation data:

School Year	# of riders @Apr 30 (for the next year)	# of riders @ May 1 (current year)	# of Standard Routes	# of Forced Transferred Routes	# of Accessible Routes	Total Routes
22/23	3094	4269	35		4	39
23/24	3751	TBD	35	2	4	41
Change	+657	TBD	Nil	2	Nil	2

- With the current number of riders and routes we have an average of roughly 120 riders per route
- For several routes, we can meet the 30/30 wait time targets for elementary schools but are challenged with these targets at middle and secondary
- This is a result of adding loops to routes in order to accommodate the amount of riders with the existing number of routes
- In order to meet policy, staff recommend limiting the number of riders to 3450 for the 23/24 school year
- The alternative is to increase the wait time targets for middle and secondary schools to 45/45 which would increase the number of allowable riders to 4000

- The two additional runs are recommended to address the number of forced transfer students forecasted due to growth in total students
- The two additional runs may also help with the 269 current riders over capacity and the 300 students that never received a route in 22/23 due to full buses

Safety Committee Update

- As part of the 22/23 Operational Plan, the Transportation Safety Committee was reconvened and met on April 21st to review the recommendations from the Committee back in 2019
- The summary of the recommendations and an update on their status is attached as part of this meeting's package
- As you can see from the report, several of the recommendations have been implemented and the Committee discussed the following additional issues:
 - Driver training for managing student behaviour;
 - Enhancing the crossing guard program; and
 - Digital rider tracking system.
- The Committee also discussed, based on the existing and new recommendations, how to spend the safety fee money collected to date (~\$165,000)
- Based on the discussion, the proposed spending plan is:

Expenditure Type	Proposed Budget
Rider Tracking System (set up costs)	\$75,000
Driver Training Program	\$20,000
Crossing Guard Training Program	\$20,000
Safety Awareness Program	\$15,000
School Drop off / Pick Up Enhancements	\$10,000
To be allocated/Contingency	\$25,000
Total	\$165,000

- Staff will be able to provide greater detail on the proposed expenditures at the meeting

Prepared By: Randy Cobb, Manager, Transportation & Harold Cull, Secretary-Treasurer

TRANSPORTATION SAFETY COMMITTEE MEETING REPORT

Recommendations from April 5, 2019 and **Updated on April 21, 2023**

Committee Members:

Kerry Zado - driver
Cameron Gordon-Findlay - driver
Tess Vally - PVP
Mark Johnston – PVP
Randy Cobb - Transportation
Sue Grundy – SBO
Harold Cull - SBO

Introduction:

As part of the 22/23 Operational Plan, Transportation Safety was identified as an area to advance the District's work in and to pick up from the initial set of recommendations created in 2019. A group of drivers, Principals and management staff (as noted above) gathered to follow up on the items detailed by the previous Committee in 2019 and to look forward on further safety measures that could be implemented. The intent is to utilize the safety fees collected in the 21/22 and 22/23 school years totalling approximately \$165,000.

2019 Themes:

The working group in 2019 met and created the following safety theme areas in which recommendations were then identified:

- 1) Seatbelts on buses
- 2) Loading and unloading at schools
- 3) Loading and unloading on the road
- 4) Bus enhancements
- 5) Enforcement of policies and procedures
- 6) Procedures
- 7) Awareness of safety related issues

2019 Recommendations:

1) Seat belts on buses

Recommendation:

As this issue was/is being addressed at the federal and provincial levels, the Committee recommended to wait for direction/advice from the federal safety authorities prior to implementing any changes.

2023 Update: this approach was confirmed and the District will await the federal regulations to be updated prior to taking any action.

2) Loading/unloading at Schools

Recommendations:

To ensure student and staff safety as well as better flow of traffic, review signage, directional markings, and consistent bus supervision in the morning and afternoon at each bus loop, to better direct students, vehicles, and pedestrians

2023 Update: signage has been updated and it was determined that the Manager, Transportation will schedule school visits to discuss transportation safety issues at the local level. The Committee discussed creating “No Walk Zones” in drop off / pick up areas to increase safety and grant opportunities will be sought to increase the safety funding envelope.

3) Loading and unloading on the road

Recommendations:

- Update the school bus driver’s manual – have an annual review of it to ensure compliance
- Create a safety awareness campaign for student, staff and public consumption

2023 Update: the provincial Drivers’ manual is kept up to date and shared with all Transportation staff. The District has created a Driver Trainer position to support new and existing drivers. We expect the Trainer to be able to sign off on driver licensing requirements shortly which will help with recruitment.

A safety awareness campaign is required and staff will approach the Communications Department for support in the creation of the content of the campaign.

4) Bus Enhancements

Recommendations:

- All new bus purchases should come with stop arm cameras, back-up cameras and interior cameras – **now part of standard package**
- Staff will apply stickers – **being considered**
- Staff will look at costing and feasibility of improving lights – **done**
- All buses to have intercoms - **done**

5) Development of Procedures

Recommendations:

- Updated procedures will be brought back to this group for review (both sets)
- Procedures will be provided and reviewed with school administrators
- Review bus supervision times in conjunction with pick-up and drop off

2023 Update: the procedures are part of the provincial Drivers' manual. As part of the safety awareness campaign, beginning and mid year school assemblies with transportation students was discussed.

6) Compliance of Policies and Procedures

Recommendations:

- Organize presentation at schools, at the beginning of the school year, to review bus ridership expectations
- Ask Superintendent to discuss transportation safety issues with RCMP

2023 Update: as noted above, as part of the safety awareness campaign, beginning and mid year school assemblies with transportation students was discussed and will be scheduled in the 23/24 school year.

7) Awareness of safety related issues

Recommendations:

- To develop and run safety campaigns at schools and for the public

2023 Update: will look for support on the creation of this campaign from the Digital Communications Coordinator once the position is filled.

New 2023 Recommendations:

The Committee discussed the following additional areas for consideration:

- Driver training for managing student behaviour;
- Enhancing the crossing guard program; and
- Digital rider tracking system.

Training Recommendation – the District will look at providing drivers with additional training on managing student behaviour on buses. Similar to classroom support, the IES Department will be contacted to determine if there are any existing sessions that would be appropriate for drivers to attend or if sessions need to be developed for this purpose.

Crossing Guard Recommendation – the Committee discussed creating a more robust training/orientation program for crossing guards to ensure consistent procedures. The notion of using the Driver Trainer position to support a standard driver training program as well as crossing guard program was discussed. It was felt that simple, yet effective, programs could be developed and enhanced over the upcoming years.

Rider Tracking System – the District is in the process of confirming the use of the existing transportation operation system and once confirmed, staff will look at the options of a tracking system that will support overall safety. The hope that a tracking system could be implemented sometime in the 23/24 school year.

A proposed budget for the existing funding of \$165,000 was developed:

Expenditure Type	Proposed Budget
Rider Tracking System (set up costs)	\$75,000
Driver Training Program	\$20,000
Crossing Guard Training Program	\$20,000
Safety Awareness Program	\$15,000
School Drop off / Pick Up Enhancements	\$10,000
To be allocated/Contingency	\$25,000
Total	\$165,000

Committee Info Note

Resources Committee Meeting

May 9, 2023

Agenda Item: 4.4 – Child Care Facility Projects

Background:

The Ministry of Education is currently accepting grant applications for the ChildCareBC New Spaces Fund. This program is intended to “maximize the number of quality, inclusive community-based child care [facilities] in areas with the greatest need.”

More details about this grant opportunity can be found at [ChildCareBC New Spaces Fund - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/education-training/child-care/child-care-bc-new-spaces-fund)

Current Context:

Several Vancouver Island school districts have successfully pursued the above-mentioned granting opportunity and have built multiple childcare facilities for infant/toddler, preschoolers and before/after care for school-aged children. Most have worked with third party non-profit providers to run these programs.

To date, SD62 has partnered with Hulitan to support a ChildCare centre on the Colwood School grounds financed through the ChildCareBC New Spaces Fund. Construction of this project started in April 2023.

Conversations with elementary school Principals, in addition to community partners, in winter 2022/23 confirmed a need for childcare in all neighbourhoods of our School District. While continued growth in student enrolment creates space challenges, five potential childcare sites have been identified.

Based on the availability of space on the school grounds, suggested sites are:

- Hans Helgesen Elementary
- École Poirier Elementary
- Ruth King Elementary
- Willway Elementary

Additionally, there is interest and need for a childcare centre at Pacheedaht Nation where having a facility on nation-land, near family homes, would be valued and practical.

Recommendation:

That staff identify one or two sites and prepare a grant application to the ChildCareBC New Spaces Fund as soon as possible.

Recommended Motion: That the Board of Education for School District 62 (Sooke) support, in principle, the application for capital funding under the ChildCareBC New Spaces Fund for specific sites yet to be determined.

Committee Input:

- Staff will be delivering a presentation providing greater context on the proposed sites
- Prior to going to the Board with the proposed plan, staff would like the Committee's feedback on:

Does the proposed plan make sense to the Committee and are there other factors staff could consider when we identify the initial sites?

Prepared By: Frances Krusekopf, District Educator Lead for Early Learning & Child Care

Board Info Note

Resources Committee Meeting

May 9, 2023

Agenda Item: 4.5 – Feeding Futures School Food Programs Update

Background:

- New funding has been provided by government for a 3 year period, beginning in the 2023/2024 school year.
- The purpose of the fund is “to address the immediate need of feeding students and build on the progress made with the Student and Family Affordability Fund to help reduce the challenges of rising food costs for families who need it most”.
- Overall allocation (provincial): \$71.5m per year
- SD62 amount: \$1,565,710 per year
- New Capital Grant: School Food Infrastructure Program. Applications to a maximum of \$100,000.
- Criteria for expenditure:
 - Food
 - Must be towards the delivery of food programs to feed students who need it most (e.g., maintain current programs, increase number of students served, increase nutrition of food).
 - Spending may support Culinary Arts programs if the food produced by the program is provided to students in need.
 - Program delivery may include the procurement of third-party food service providers, or expansion of existing contracts.
 - Districts are encouraged to use nutritious and B.C. grown/produced food where possible. o Program delivery should be stigma-free, flexible, and respect student privacy.
 - Staff
 - Flexibility to hire up to one School Food Coordinator FTE if needed or offset existing costs to a School Food Coordinator.
 - Functions of role may include coordination and/or delivery of the program (e.g., prepare food, build community connections, seek local partnerships and procurement opportunities, work with local First Nations and Indigenous partners
 - Other (for foundational year only)
 - Small appliances or equipment to prepare, store, cook and transport food from a school with a kitchen to another school (e.g., kitchen utensils, insulated containers, microwaves).
 - Continuity of SFAF supports that improve student food security (e.g., grocery store gift cards, food for weekends and school closures).

Current Context:

- Staff have developed a tentative expenditure plan to consult on. A summary is shown below, a more detailed outline is attached to this information note.
 - CURRENT SUPPORTS:
 - Truffles Food Program (RK, Journey, Spencer, WS): \$204,500
 - Pacheedaht Support : \$6000

- Garden Educator : \$29,000
- EXTENDING CURRENT SUPPORTS:
 - Increase schools involved in “Setting The Table”: \$400,000
 - Extra staffing to serve increased meals: \$45,000
 - Extra delivery costs to serve increased # of schools: \$150,000
 - Hire District lead (VP or P) to oversee: \$170,000
 - School-based grants for garden promotion: \$200,000
- NEW (PROPOSED) INITIATIVES:
 - In-House Prgrm (JM, Sooke, Journey, EMCS, HH, WS, RK, Savory): \$155,000
 - School-based grants, eg emergency lunch, breakfast, food cards: \$70,000
 - Backpack Buddies: \$10,000
- TOTAL (PROPOSED) EXPENDITURE: \$1,468,710
 - Plus Contingency Fund: \$97,000

For Discussion:

- We are seeking additional feedback through the Resources Committee to ensure we are meeting the intent of the funding and the needs of the school district:
 - Are there other aspects of the plan that should be considered?
 - Have we missed anything?

Submitted with Respect,

Scott Stinson,
Superintendent/CEO

Feeding Futures Plan - DRAFT for consultation

Goal: Supporting students in SD62 by providing nutritious meals in a universal manner to ensure that hunger is not a barrier to learning

Considerations in the creation of the plan:

- Universal, non-stigmatizing
- Meets criteria of Ministry funding agreement
- Encourages autonomy and choice by allowing families to opt in or not
- Encourages independence and sustainability by providing opportunities for families to contribute what they can
- Builds on the success of Setting the Table pilot project and strengthens current relationships

Current Supports in SD62 – Community Link funds

<input type="checkbox"/> Truffles Lunch program serving: Ruth King, Sooke, Journey, Spencer and Westshore (WS only until Jan 2023) with 124 lunches	
Staffing	24800.00
SD61 services	2700.00
Lunches	177000.00
<input type="checkbox"/> Pacheedaht Nation support	
Breakfast/lunch program at Port Renfrew Elementary	2500.00
EMCS Cafeteria - Pacheedaht Nation students lunch	3500.00
<input type="checkbox"/> Garden Educator support for secondary school gardens, WEX course in summer	
15h/week year round	27000.00
Supplies	2000.00
* Coverage of overspending in Comm Link for Truffles inflation costs	30000.00

Total from Community Link/SFAF	269500.00
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New 2022/23 Pilot Project – Setting The Table – SFAF Affordability Funds

In-house program serving: John Muir, Sooke, Journey, EMCS, Hans Helgesen, Westshore, Ruth King and Savory (100 breakfasts, 100 lunches, 3 bi-weekly food markets and weekly food rescue delivery to EMCS)	155000.00
School-based grants providing emergency lunch and breakfast items to students, emergency grocery gift cards to families	70000.00
Backpack Buddies – some free, some funded through SFAF (Vanessa to find #)	10000.00
Total from Student and Family Affordability Fund	235000.00

Proposed Additions to Current Plan 2023/26 (3 year fund)

<ul style="list-style-type: none"> • Increased # of schools involved in Setting the Table 400 more meals 	400000.00
<ul style="list-style-type: none"> • Possibility of increasing #meals/school with extra staffing required (current strain)\$3000/school x 15 schools 	45000.00
<ul style="list-style-type: none"> • Possibility of increasing # of schools with extra delivery costs required (Matthew to get these costs for next Wed.) – consider a van/delivery driver owned by district for van, salary 	150000.00
<p>Year 1: Increase by 400 meals (10 more schools). Offer "pay what you can" to increase #'s at schools that are already participating to help with costs Year 2: /3: Increase by 8 more schools. RBSS and Belmont already have cafeteria programs so don't need meals, but could benefit from Food Rescue support</p>	
<ul style="list-style-type: none"> • Hire 1.0 District VP role reporting to Healthy Schools portfolio to oversee project, complete reporting and manage budget 	168275.00
<ul style="list-style-type: none"> • School-based grants for garden promotion – creation, design, maintenance dependent on grant application 	200000.00
New Proposed Funding from Feeding Futures Plans	963275.00
Total Funding Required for Overall Project	1467775.00
Grant Available	1565710.00
Contingency Fund	97935.00