

## Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on October 8, 2024, at 6:00 pm.**

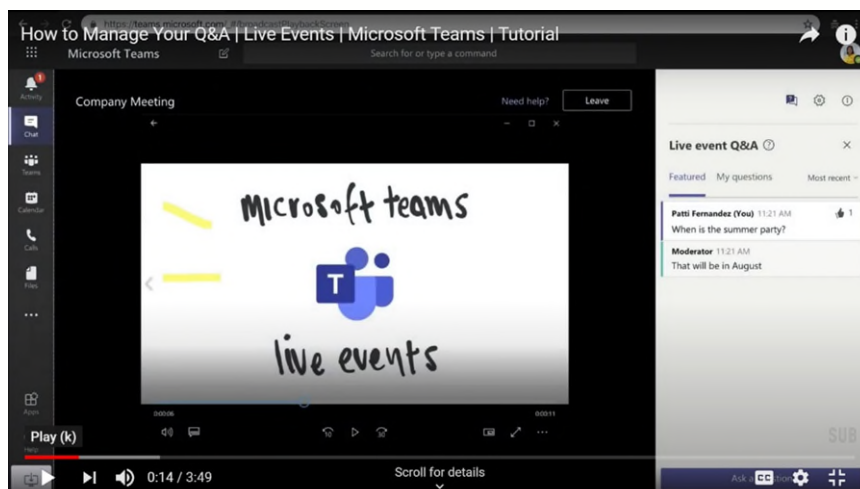
**Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.**

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](mailto:info@sd62.bc.ca).



**RESOURCES COMMITTEE**  
**School Board Office**  
**October 8, 2024 – 6:00 p.m.**

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**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 Catchment Changes for SCIA'NEW STEŁIT'KEL - Mark Kaercher (page 5)
  - 4.2 Childcare Update – Frances Krusekopf (page 7)
  - 4.3 Updated Enrolment Estimates & Financial Impacts – Monica Braniff/Harold Cull (page 14)
5. **ADJOURNMENT**
6. **NEXT MEETING DATE:** November 12, 2024



## Committee Report of Resources Committee Meeting of September 17, 2024

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**Present:** Christine Lervold, Trustee (Committee Chair)  
 Ebony Logins, Trustee (Committee Member)  
 Trudy Spiller, Trustee  
 Trudy Court, CUPE  
 Tom Davis, SPEAC  
 Ceilidh Deichmann, SPVPA  
 Ed Berlando, STA  
 Paul Block, Superintendent  
 Harold Cull, Secretary Treasurer  
 Monica Braniff, Deputy Superintendent  
 Mhairi Bennett, Director, Facilities  
 Ben Macklin, Manager, Capital Planning  
 Randy Cobb, Transportation Manager  
 Nicole Gestwa, Digital Solutions

### 1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

*The meeting was called to order at 6:00 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).*

The Chair welcomed the partner groups and staff back to the Committee and another school year and thanked the staff that worked over the summer to prepare the schools for the return of our students. The Chair also provided a brief overview of the Committee meeting from June and the motions that were approved by the Board.

### 2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated June 11, 2024, at its Public Board Meeting dated June 25, 2024.

### 3. PRESENTATIONS



#### 4. BUSINESS

##### 4.1 Minor Capital Plan Submission – Mhairi Bennett

Staff provided a summary of the proposed Minor Capital submission that is due to the Ministry by September 30th. The Committee asked several questions of the projects and supported the plan, as presented, going to the Board for their consideration per the following motion:

**Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the 25/26 Minor Capital Plan submission as presented to the Resources Committee on September 17, 2024.**

##### 4.2 Transportation Update – Randy Cobb

Staff presented a table of key transportation data points of the 24/25 school year and some of the issues that have arisen at the beginning of the school year. The Committee discussed a few of these issues specifically around bell schedules and partnering with BC Transit to improve the transportation services to the students of our District. Staff are also presenting to SPEAC on September 18<sup>th</sup> when many of these issues will be discussed with our parent group.

##### 4.3 North Langford Secondary School Planning Update – Ben Macklin

The Project Definition Report (PDR) process for the North Langford Secondary School site was discussed, along with potential variations in processes. Consultants have been engaged to help develop the PDR for Ministry's consideration. The consultation process, including with the First Nations that we serve, was also discussed. The initial draft of the PDR is expected to be completed by the end of September and the final PDR submitted by November 30, 2024.

##### 4.4 Initial Enrolment Update – Monica Braniff

Staff reported that enrolment is expected to modestly exceed projections. K-12 regular FTE was projected to be 13,065 and is currently estimated at 13,250. A breakdown of enrolment by elementary, middle and secondary was provided for the K-12 Standard Enrolment amount for September.

#### 5. ADJOURNMENT AND NEXT MEETING DATE: October 8, 2024





## Committee Info Note

### Resources Committee Meeting

#### October 8, 2024

### Agenda Item: 4.1 – Catchment Changes from **SĆIANEW STEŁITKEL**

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#### Background

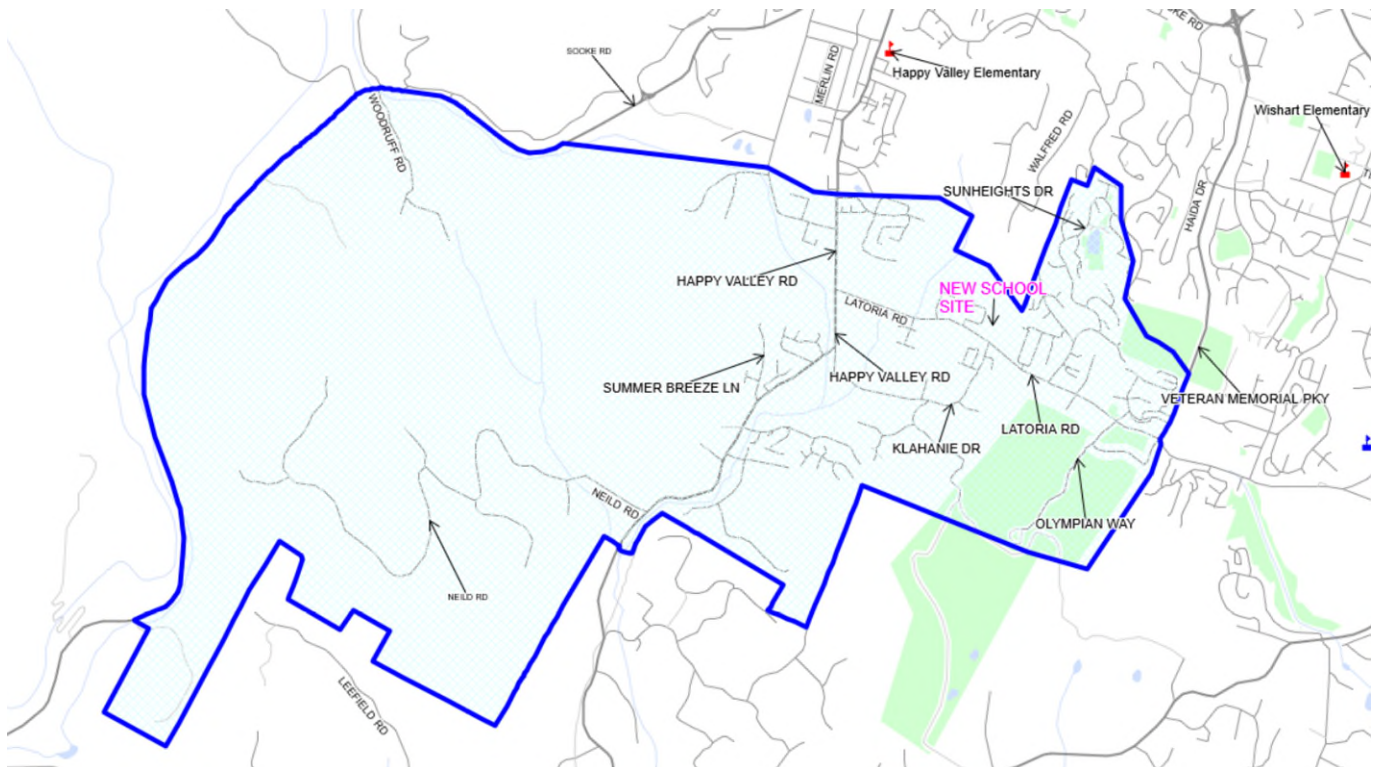
This is a reminder and further communication to the Info Note on November 14, 2023 about **SĆIANEW STEŁITKEL** catchment coming into effect for September 2025. Catchment refers to your designated neighborhood school based on your home address. This catchment/boundary change was presented in an open house format and email sent to families who live in the impacted area for input (22/23 school year).

#### **The following list of principles are considered in the catchment boundary changes:**

- Board Policy [DRAFT POLICY \(sd62.bc.ca\)](https://sd62.bc.ca)
- Proximity to feeder schools
- Maximizing existing space in all schools
- Long-term sustainability
- Minimize the crossing of major roadways, and leverage safe and active routes to school
- Equity of opportunity and clear K-12 pathways and access to Programs of Choice
- Minimize disruptions to students
- Grandparent students in their current schools when possible
- Provide stability and transparent process with opportunities for robust public engagement
- Use of natural boundaries

#### **Communication Process:**

- Notify PVP (October) > staff of impacted schools
- Notify PACs of impacted schools (October)
- Resource Committee (October)
- Email specific families impacted and outline process and next steps for school change (End of November Beginning of December)



This catchment area for **SCIA NEW STELIŦKEL ELEMENTARY SCHOOL** will flow to Dunsmuir Middle School and then to Ecole Royal Bay Secondary.

### **September 2025**

All Students will attend their new boundary catchment school. Under the Guiding Principles students can request to be grand parented into their current school, if space permits.

**Prepared By:** Mark Kaercher, District Principal Capital Planning



## Committee Info Note

### Resources Committee Meeting

#### October 8, 2024

#### Agenda Item: 4.2 – Childcare Update

#### Background

- In February 2022, the Ministry of Education expanded to become the Ministry of Education and Childcare
- In Fall 2022, school districts were offered the opportunity to participate in an Early Learning and Child Care (ELCC) Leads Project. “The Province is working to support boards of education in exploring the possibility of creating child care spaces on school grounds as part of an integrated early learning and child care (ELCC) system. The District ELCC Leads Project supports this through the development of a District ELCC Leads staff position” (MoECC Contract # C25-1065). In SD62, the District Principal – Early Learning & Childcare is the ELCC Lead.
- The MoECC’s *Early Learning and Child Care Overview – SD 62 Sooke – May 2024*; local childcare needs assessment data; and conversations with school-based principals/vice principals in July 2024 all confirmed the need for more before and after school care at most of our elementary schools.

#### Current State

The following table details childcare programs currently operating in SD62 schools:

Childcare Provider	School(s)	Type of Program
Board-operated	Ruth King, Millstream	After School Care (RK) Before & After School Care (Millstream)
Third-Party Providers	Lakewood, Crystal View, Millstream, Hans Helgesen, Happy Valley, Colwood, Wishart, David Cameron, Willway	Before & After School Care
Third-Party Providers	PEXSISEN, Belmont	3–5-year-old care & Before & After School Care (Beacon) 0–5-year-old care (View Royal)

## **Relevant Policy**

### [Use of School Facilities For Child Care Programs | Sooke School District \(sd62.bc.ca\)](#)

Note: As stated in the policy ...

“Childcare programs, if operated by the Board, will be operated for a fee no greater than the **direct costs** the Board incurs in providing the child care program.

Fees for the use of Board property by licensees other than the Board will not exceed the **direct and indirect costs** the Board incurs in making Board property available for the child care program.”

## **Childcare Plan for 2025/26**

- In October 2024, thirteen (13) Requests for Expressions of Interest & Qualifications (REIQ) for childcare providers will be posted to BC Bid. All current third-party childcare providers are aware and will be invited to bid. Additionally, two new sites at Hans Helgesen and S’cianew Stelitkel will be added as REIQs. This REIQ process will ensure that we are aligned with our recently revised childcare policy. Newly awarded contracts will begin in 2025/26 apart from Hans Helgesen’s New Spaces Childcare Facility. Lease rates for shared space before and after school programs will be \$825 per licensed program space per month. Lease rates for dedicated childcare spaces will be \$13.00 per square metre per month.
- Three (3) major capital childcare grants were submitted in June 2024 and six (6) minor capital childcare grants were submitted in September 2024. We expect to receive feedback on these grant applications by March 2025.

## **Future State**

The following table details additional childcare programs that will operate in SD62 schools beginning in 2025/26.

<b>Childcare Provider</b>	<b>School(s)</b>	<b>Type of Program</b>
Board-operated	Sangster, John Stubbs, Savory, Poirier	Before & After School Care
Third-Party (non-profit)	Hans Helgesen (anticipated in fall 2026)	0 – 5-year-olds and Before & After School Care
Third-Party (non-profit or profit)	S’cianew Stelitkel	0 – 5-year-olds and Before & After School Care

- For the above-named board-operated programs, a feasible business model was developed for a 24-space childcare program, run by two CUPE staff, at each school site. A new exempt childcare manager position will oversee the six (6) board-operated programs, and the coordination associated with enrolling in and reporting regularly to the childcare fee reduction initiative.



## Expansion of Board-operated Childcare Programs:

Pros	Cons
Better able to ensure quality of care	Cannot include indirect costs in fees
Expansion of CUPE hours	Lost lease revenue
Positively impact retention of CUPE staff	
Offer affordable childcare to SD62 families	

**Additional Considerations**

- As Seamless Day pilot funding ends in June 2025, we need to explore options for a continued Seamless Day childcare program this fall and winter.
- As childcare needs were unclear, we need to survey the parent/caregiver community at John Muir, Sooke and Saseenos Elementary Schools to clarify needs for future planning.

**Prepared By:** Frances Krusekopf, District Principal - Early Learning & Child Care

# Childcare Related Sections of the School Act

## **Boards may provide child care programs**

**85.2** (1) A board may provide a child care program on board property to students enrolled with the board if both of the following apply:

- (a) the board is a licensee;
- (b) the child care program is provided only on school days before or after school hours.

(2) If a board provides a child care program referred to in subsection (1), the board may charge fees to a student to whom the child care program is provided if the fees are not more than the direct costs incurred and to be incurred by the board in providing that child care program.

## **Child care programs provided by others**

**85.3** (1) A board may permit a licensee to use board property for the purpose of providing a child care program.

(2) If a board permits a licensee to use board property for the purpose of providing a child care program, the board must ensure that any revenue obtained by the board from that use is not more than the direct and indirect costs incurred and to be incurred by the board in making the board property available to the licensee for that use.

## **Use of board property for child care programs**

**85.4** If a child care program is provided on board property by the board or by a licensee other than the board, the board must ensure

- (a) that the child care program is provided in accordance with the board's policy established under section 85.1 (2) and any orders of the minister, and
- (b) that the provision of the child care program does not disrupt or otherwise interfere with educational activities.

**School District #62 (Sooke)**

<b>USE OF SCHOOL FACILITIES FOR CHILD CARE PROGRAMS</b>	No.: F-302
	Effective: Jan. 26/16 Revised: Feb. 27/24 Reviewed: Dec. 1/15; Dec. 8/15; Jan. 26/16; June 1/21; June 22/21; Sept. 28/21; Jan. 11/24; Jan. 23/24; Feb. 27/24

**SCHOOL BOARD POLICY**

The District recognizes the importance of access to affordable, quality child care on school grounds because positive opportunities for children ages birth to five years impact the success of students from Kindergarten to Grade 12.

Consistent with Section 85.1 to 85.4 of the *School Act* and Ministerial Order 326/20 – the Child Care Order, the Board will promote the use of Board property for the provision of child care programs, between the hours of 7:00 a.m. and 6:00 p.m. on business days, by either the Board or third-party licensees. Use shall be subject to the details outlined below.

**Procedures****1. Assessment of Community Need for Child Care:**

- 1.1 The Board will, on an ongoing basis, assess community need for child care programs on Board property, through a process of engagement with employee groups, parents and caregivers, Indigenous community representatives, Indigenous rightsholders, Indigenous service providers, municipalities, community partners, and existing child care operators. The process for engagement will be reviewed on an ongoing basis.
- 1.2 If child care programs are to be provided on Board property, the Board will consider, on an ongoing basis, whether those programs are best provided by licensees other than the Board, the Board or a combination of both.

**2. Hours of Operation:**

- 2.1 The hours of operation will be between 7:00 a.m. and 6:00 p.m., Monday to Friday, throughout the school year.
- 2.2 If the child care services will operate outside of the school calendar, the Superintendent of Schools or designate, will review feasibility with the Director of Facilities and school-based administrators prior to approval.

**3. Program Fees:**

- 3.1 Child care programs, if operated by the Board, will be operated for a fee no greater than the direct costs the Board incurs in providing the child care program.
- 3.2 Fees for the use of Board property by licensees other than the Board will not exceed the direct and indirect costs the Board incurs in making Board property available for the child care program.
- 3.3 "Direct and indirect costs" could include, but are not limited to:
  - 3.3.1 Utilities;
  - 3.3.2 Maintenance and repair;
  - 3.3.3 A reasonable allowance for the cost of providing custodial services;

- 3.3.4 A reasonable allowance for the time that school district administrators and other staff spend on matters relating to the use of Board property by licensed child care providers.
- 3.4 If child care programs are operated by a licensee other than the Board, the Board will require the licensee to agree to comply with this Policy.

#### **4.0 Application Process & Licensee Contracts:**

- 4.1 In selecting licensees other than the Board to operate a child care program, the Board will give special consideration to the candidates' proposals to: (a) provide inclusive child care; (b) foster Indigenous reconciliation in child care; (c) maintain a program philosophy and management concept that aligns with our child care Policy and our Strategic Plan; (d) implement the goals of the B.C Early Learning Framework, and (e) opt into the Provincial Fee Reduction Initiative.
- 4.2 If the Board decides to operate a child care program, the Board will ensure that it is operated in a manner that:
  - 4.2.1 fosters Indigenous reconciliation in child care. In particular, the child care program will be operated consistently with the following principles of the British Columbia *Declaration on the Rights of Indigenous Peoples Act*:
    - 4.2.1.1 Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and
    - 4.2.1.2 Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education, and
  - 4.2.2 is inclusive and consistent with the principles of non-discrimination set out in the British Columbia *Human Rights Code*.
- 4.3 Any contract with a licensee other than the Board, to provide a child care program on Board property, must be in writing and subject to regular review. The contract must contain:
  - 4.3.1 a description of the direct and indirect costs for which the licensee is responsible;
  - 4.3.2 an agreement by the licensee to comply with this Policy and all other applicable policies;
  - 4.3.3 a provision describing how the agreement can be terminated by the Board or the licensee;
  - 4.3.4 an allocation of responsibility to ensure adequate insurance is in place to protect the interests of the Board;
  - 4.3.5 a statement that the agreement can only be amended in writing, signed by the Board and the licensee;
  - 4.3.6 a requirement for the licensee to maintain appropriate standards of performance;
  - 4.3.7 a requirement that the licensee must at all times maintain the required license to operate a child care facility, and
  - 4.3.8 an understanding that the licensee will work in co-operation with the District's Early Years' staff on ongoing professional development.
- 4.4 Prior to entering into or renewing a contract with a licensee, other than the Board, to provide a child care program on Board property, the Board will consider:
  - 4.4.1 whether it is preferable for the Board to become a licensee and operate a child care program directly;
  - 4.4.2 the availability of school district staff to provide before and after school care;
  - 4.4.3 whether, with respect to a licensee seeking renewal or extension of a contract, the licensee has performed its obligations under this Policy and its contract with

the Board, in respect of providing an inclusive child care program and one that promotes Indigenous reconciliation in child care.

**References:**

*School Act:*

- Section 85.1 – Policies respecting child care programs
- Section 85.2 – Boards may provide child care programs
- Section 85.3 – Child care programs provided by others
- Section 85.4 – Use of Board property for child care programs

Ministerial Order 326/20 – the Child Care Order

## Committee Info Note

### Resources Committee Meeting

#### October 8, 2024

### Agenda Item: 4.3 – Updated Enrolment Estimates & Financial Impacts

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#### Background

- Staff are in the process of finalizing the actual enrolment for September 2024 through the 1701 process
- The Committee may remember that the annual budget is based on an estimate of enrolment that is created in February
- Once the school year starts in September, actual enrolment is confirmed through the 1701 process and the budget amounts are then adjusted to reflect the actual enrolment numbers

#### Enrolment Estimates

- At a summary level, the **amounts as at Sept 30 (to be finalized)** vs. budget amounts are reflected as:

Description	FUNDING LEVEL 2024-25	A	B	C = B-A
		FTE PRELIMINARY BUDGET 2024-25	FTE SEP 30TH SNAPSHOT 2024-25	FTE BUDGET INCR / (DECR) FROM PRELIM
<b>TOTAL Standard (Regular) Schools</b>	\$ (8,915)	<b>13,065.0000</b>	<b>13,301.0625</b>	<b>236.0625</b>
Continuing Education	\$ (8,915)	32.0000	34.2500	2.2500
Alternate Schools	\$ (8,915)	209.0000	233.3750	24.3750
Online Learning	\$ (7,200)	162.5000	112.5625	(49.9375)
Home Schooling	\$ (250)	35.0000	40.0000	5.0000
Course Challenges	\$ (279)	5.0000	5.0000	-
<b>TOTAL Non-Standard Enrolment</b>		<b>443.5000</b>	<b>425.1875</b>	<b>(18.3125)</b>
<b>TOTAL</b>		<b>13,508.5000</b>	<b>13,726.2500</b>	<b>217.7500</b>
English Language Learning	\$ (1,795)	1,650.0000	1,478.0000	(172.0000)
Level 1 Special Needs	\$ (50,730)	12.0000	11.0000	(1.0000)
Level 2 Special Needs	\$ (24,070)	835.0000	865.0000	30.0000
Level 3 Special Needs	\$ (12,160)	540.0000	586.0000	46.0000
<b>Total Special Needs</b>		<b>1,387.0000</b>	<b>1,462.0000</b>	<b>75.0000</b>
Indigenous Education	\$ (1,770)	1,275.0000	1,289.0000	14.0000

- As noted above, the enrolment numbers are still fluid and will be finalized shortly
- The Standard (Regular) numbers are relatively static with any potential change happening in the non-standard enrolment

### Financial Impacts

- Based on the September 30th enrolment snapshot above, the District is looking at increased funding as follows:

	\$	\$	\$
	PRELIMINARY	SEP 30TH	BUDGET
	BUDGET	SNAPSHOT	INCR / (DECR)
Description	2024-25	2024-25	FROM PRELIM
<b>TOTAL Standard (Regular) Schools</b>	<b>\$ 116,474,475</b>	<b>\$ 118,578,973</b>	<b>\$ 2,104,498</b>
Continuing Education	\$ 285,280	\$ 305,339	\$ 20,059
Alternate Schools	\$ 1,863,235	\$ 2,080,538	\$ 217,303
Online Learning	\$ 1,170,000	\$ 810,450	\$ (359,550)
Home Schooling	\$ 8,750	\$ 10,000	\$ 1,250
Course Challenges	\$ 1,395	\$ 1,395	\$ -
<b>TOTAL Non-Standard Enrolment</b>	<b>\$ 3,328,660</b>	<b>\$ 3,207,722</b>	<b>\$ (120,938)</b>
<b>TOTAL</b>	<b>\$ 119,803,135</b>	<b>\$ 121,786,695</b>	<b>\$ 1,983,560</b>
English Language Learning	\$ 2,961,750	\$ 2,653,010	\$ (308,740)
Level 1 Special Needs	\$ 608,760	\$ 558,030	\$ (50,730)
Level 2 Special Needs	\$ 20,098,450	\$ 20,820,550	\$ 722,100
Level 3 Special Needs	\$ 6,566,400	\$ 7,125,760	\$ 559,360
<b>Total Special Needs</b>	<b>\$ 27,273,610</b>	<b>\$ 28,504,340</b>	<b>\$ 1,230,730</b>
Indigenous Education	\$ 2,256,750	\$ 2,281,530	\$ 24,780
<b>TOTAL</b>			<b>\$ 2,930,330</b>

- It should be noted that Standard (Regular) FTE growth from last year is 551 FTEs or 4.3%
- There is direct staffing impacts required due to the enrolment growth and these costs and retained staffing amounts include enrolling and non-enrolling teachers and other ratio driven staff
- Once the 1701 process has been completed and the numbers confirmed, staff will work to determine the staffing impacts and will bring back to the Board, through Committee, the amended budget for review and consideration

**Prepared By:** Harold Cull, Secretary-Treasurer

# SUMMARY OF ENROLMENT AND BUDGET IMPACTS FOR THE 24/25 SCHOOL YEAR Page 16 of 16

Description	FUNDING LEVEL 2024-25	A	B	C = B-A	D	E	F = E-D
		PRELIMINARY BUDGET 2024-25	FTE SEP 30TH SNAPSHOT 2024-25	FTE BUDGET INCR / (DECR) FROM PRELIM	\$ PRELIMINARY BUDGET 2024-25	\$ SEP 30TH SNAPSHOT 2024-25	\$ BUDGET INCR / (DECR) FROM PRELIM
<b>TOTAL Standard (Regular) Schools</b>	\$ (8,915)	<b>13,065.0000</b>	<b>13,301.0625</b>	<b>236.0625</b>	<b>\$ 116,474,475</b>	<b>\$ 118,578,973</b>	<b>\$ 2,104,498</b>
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Course Challenges	\$ (279)	5.0000	5.0000	-	\$ 1,395	\$ 1,395	\$ -
<b>TOTAL Non-Standard Enrolment</b>		<b>443.5000</b>	<b>425.1875</b>	<b>(18.3125)</b>	<b>\$ 3,328,660</b>	<b>\$ 3,207,722</b>	<b>\$ (120,938)</b>
<b>TOTAL</b>		<b>13,508.5000</b>	<b>13,726.2500</b>	<b>217.7500</b>	<b>\$ 119,803,135</b>	<b>\$ 121,786,695</b>	<b>\$ 1,983,560</b>
English Language Learning	\$ (1,795)	1,650.0000	1,478.0000	(172.0000)	\$ 2,961,750	\$ 2,653,010	\$ (308,740)
Level 1 Special Needs	\$ (50,730)	12.0000	11.0000	(1.0000)	\$ 608,760	\$ 558,030	\$ (50,730)
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<b>TOTAL</b>							<b>\$ 2,930,330</b>