

Committee Report of Decisions/Discussions

Resources Committee Meeting

September 17, 2019

Attendees:

Dianna Seaton, Trustee (Committee Chair)
Wendy Hobbs, Trustee (Committee Member)
Allison Watson, Trustee (Committee Member)
Ravi Parmar, Trustee
Bob Phillips, Trustee
Maggie Clark, CUPE
Ed Berlando, STA
Amanda Dowhy, SPEAC
Krista Leakey, SPVPA

Staff:

Scott Stinson, Superintendent & CEO
Harold Cull, Secretary Treasurer
Tracey Syrota, Transportation Manager

1. Territorial Acknowledgement

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

Dianna welcomed everybody to the meeting and asked for introductions to be made of each of the attendees and staff.

2. Report from June Meeting

The report from the Committee's June 2019 meeting, that was received by the Board later that month, was attached as part of the meeting materials.

4. New Business

4a. Transportation Update and Review

Tracey Syrota, Transportation Manager gave members of the Resource Committee an update regarding the start up for the year. Last year SD62 had 4000 student riders, this year that number is 4300 with transportation still receiving applications from families. Transportation staff and drivers felt that the start-up of the school year was relatively smooth although there were some buses in overload situations (this stemmed from

students riding on incorrect routes). Those situations have been dealt with and routes will continue to be reviewed as necessary.

Tracey provided some initial thoughts on items that her team may evaluate in the future, these included:

- Potential Web-based software system-shared services model which will have an interface with a parent portal;
- GPS tracking of buses; and
- Bell time study.

Tracey also provided an update on the Transportation Safety Committee Recommendations. The Transportation team:

- 1) has installed internal and external cameras on 27 of our 41 buses;
- 2) will continue to update the bus driver's manual;
- 3) will start the Provincial School Bus Driver Training Program (module 1 of 7); and
- 4) will produce messaging surrounding 2019 National School Bus Safety Week which runs from October 21-25.

The Board's transportation principles were introduced and discussion included whether or not the Board would like to staff to review these principles.

The Resource Committee recommends the Board of Education direct staff to review the following areas of transportation and report back to the Resource Committee in November:

- a) Administration and/or ridership fees;
- b) Walk limits (urban/rural) of specific routes;
- c) Pick up and drop off areas; and
- d) Routes to bus stops (must be safe/efficient).

If supported by the Board, Harold Cull will provide an interim report in October 2019 to Resource Committee members with regards to progress and the proposed modelling of these items.

Ravi Parmar provided a briefing to the members of the BC Transit Committee. There may be an opportunity to work with BC Transit in the future to improve the service to SD 62 students.

4b. Goudy Field Use Agreement

Scott Stinson provided an update on the Goudy Field Use Agreement. When the City of Langford replaced its turf at Goudy Field and donated the used turf to SD62, it became necessary to revise the current joint use agreement. Revision of the policy has occurred, however Resource Committee members required further information on the booking procedures and Scott confirmed the current practice has been working for the school in this regard.

The Resource Committee recommends the Board of Education approve and sign the Goudy Field Use Agreement as presented to the Board at their September 24, 2019 meeting.

4c. 18/19 Year End Financial Position

Harold provided a 18/19 year-end financial position to Resource Committee members:

- The accumulated surplus as at June 30, 2019 was \$4.716 m of which \$.223 m is restricted for specific uses (school generated and supply funds) and \$1.839 m that was committed but not expensed by June 30;
- This leaves a balance of \$2.654 m or 2.34% of the operating budget as the amount of the District's financial reserve;
- Board policy allows for a total reserve amount of 2% so the District is currently \$.364 m over the allowable amount;
- The Audit Committee discussed that the Ministry's recommendation is to have a reserve of up to 4% of operating expenses so the District is well within that amount; and
- Staff recommend to retain this amount in the reserve until government's recommendations for the Funding Formula Review are known.

4d. Capital Planning Structure and Update

Staff discussed the capital planning governance structure that was provided to the Committee and Board in June. It includes:

- Board Oversight;
- Capital Steering Committee;
- Capital Project Working Groups:
 - West Langford Elementary;
 - West Langford Middle School;
 - Royal Bay Expansion; and
 - Future Projects.

Harold spoke to details regarding the West Langford Builds:

- HCMA Architects have been selected (from the District approved list of architects) to design both the middle and elementary school at West Langford;
- Staff in consultation with HCMA are planning for location of schools, fields, parking lots, bus stops;
- Each school will be a separate building with separate fields and parking lots (the bus loop will be shared);
- Site planning will continue for the next month or so at which time we hope to tender the contract for the civil work (blasting and elevations); and
- Designs for the schools will continue and we hope to tender the construction portion of the work by the spring which could lead to construction beginning in the summer of 2020.

Meeting adjourned at 8:44.