

Public Notice - Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) will be held on April 13, 2021 at 6:00 pm.

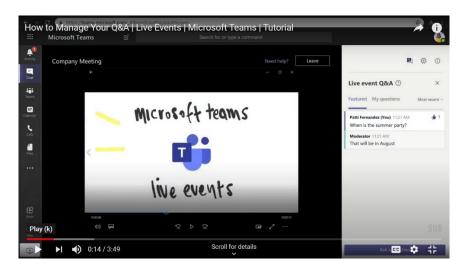
Requirements that limit the size of public gatherings due to the COVID-19 pandemic mean this meeting will proceed differently than they have in the past. The meeting will be conducted online via MS teams. We encourage members of the public to join the LIVE Event.

To participate in the meeting please click on this link:

https://jump.sd62.bc.ca/ResourcesCommitteeMeeting-April-13-2021

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.



For those who are unable to join the meetings, they will be recorded and audio will be available upon request following the meeting by emailing kross@sd62.bc.ca.

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 April 13, 2021 – 6:00 p.m.

AGENDA

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 21/22 Annual Facilities Grant Project Details Harold Cull (page 6)
 - 4.2 Strategic Plan Objectives Sue Grundy (page 8)
 - 4.3 HR Plan Update Competencies and Engagement Nora Reid (page 11)
 - 4.4 21/22 Operating Budget Development Process Harold Cull (page 13)
- 5. ADJOURNMENT
- 6. NEXT MEETING DATE: May 11, 2021



Committee Report of Resources Committee Meeting via MS Teams March 3, 2021

Present: Bob Beckett, Trustee (Committee Chair)

Wendy Hobbs, Trustee (Committee Member)

Scott Stinson, Superintendent & CEO Harold Cull, Secretary-Treasurer Paul Block, Associate Superintendent Wayne Kelly, District Principal, Academies

Laura Schwertfeger, District Principal, International Program

Mhairi Nicolson, Manager, Minor Construction

Krista Leakey, SPVPA Amanda Dowhy, SPEAC Ed Berlando, STA

Bruce Woodcock, CUPE

Stanley Joyce, IT

Regrets: Margot Swinburnson (Committee Member)

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; 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 February 3, 2021 at it's Public Board Meeting dated February 22, 2021.

3. PRESENTATIONS

3.1 Academies Presentation – Wayne Kelly

Wayne Kelly provided a presentation to the Resources Committee on the Academies Program and highlighted that we currently have 1,250 students in 18 academies across the District. Wayne also spoke about the extra grad credits students earn through cross enrolling courses as well as some of our students that have or are moving onto post-secondary to continue to pursue their academic and athletic interests. It was noted that Kidsport now supports students throughout the Westshore and Sooke. The Committee also discussed the gender balance in our academies and the opportunities that bringing in role models from the community has had on creating a better balance in this regard.

4. BUSINESS

4.1 21/22 Fees - Paul Block/Harold Cull/Laura Swertfeger

4.1.1 School Based Fees

Paul Block provided an overview of Middle, Secondary and Westshore Centre and JDFDL School fees to the Committee. The Committee supported the following motion:

<u>Recommended Motion</u>: That the Board of Education of School District 62 (Sooke) approve the proposed 21/22 school fees as presented at the March 3rd Resources Committee Meeting.

4.1.2 Transportation Based Fees

Harold Cull provided an overview of the transportation-based fees to the Committee. The Committee supported the following motion:

<u>Recommended Motion:</u> That the Board of Education of School District 62 (Sooke) approve the proposed 21/22 transportation fees as presented at the March 3rd Resources Committee Meeting.

4.1.3 Academies Fees

Paul Block provided an overview of the academy fees to the Committee. The Committee supported the following motion:

<u>Recommended Motion:</u> That the Board of Education of School District 62 (Sooke) approve the proposed 21/22 academies fees as presented at the March 3rd Resources Committee Meeting.

4.1.4 International Program Fees for 22/23

Laura Schwertfeger provided an overview of the international program fees for 22/23. The Committee supported the following motion:

<u>Recommended Motion</u>: That the Board of Education of School District 62 (Sooke) approve the proposed 22/23 international student program fees as presented at the March 3rd Resources Committee Meeting.

4.2 Minor Capital Program – Harold Cull/Mhairi Nicolson

4.2.1 21/22 Annual Facilities Grant Plan

The Annual Facilities Grant (AFG) is funding received from the MoE to fund minor capital projects. The proposed AFG spending plan for April 1, 2021 to March 31, 2012 was discussed and the Committee recommends the Board review and consider approving the plan at their March meeting. The Committee supported the following motion:

<u>Recommended Motion:</u> That the Board of Education of School District 62 (Sooke) approve the District's Annual Facility Grant (AFG) Plan as submitted to the Resources Committee on March 3, 2021.

4.2.2 Minor Capital Framework

Mhairi Nicolson provided the Committee an overview of the Minor Capital Framework that is being implemented to support the planning and execution of projects. The District is formalizing its process in order to have an AFG or minor capital project approved. This process outlines limits on identification of projects and those submitted for consideration. The Project Scope Form ensures that the projects are clearly defined from a scope, timeline and budget prior to the approval process.

4.3 21/22 Budget Development Process – Harold Cull

The budget development process for the 21/22 school year continues. Staff led the Committee through a budget presentation based on budget context, budget priorities, and input.

The Committee discussed the emerging themes flowing from the budget priority discussions and the importance of the District continuing to move forward in these areas. There was a recognition that mental health and wellness in our schools and workplaces continues to be a real issue for our District and Society in general.

4.4 Power Outages - Scott Stinson

Scott Stinson provided the District Protocol for power outages as an informational item for the Committee. Staff wanted to document our practices to ensure consistency and to clarify the process for our students, staff and parents/guardians.

5. ADJOURNMENT AND NEXT MEETING DATE: April 13, 2021



Committee Info Note Resource Committee Meeting April 13, 2021

Agenda Item: 4.1 Annual Facilities Grant Project Details

Annual Facilities Grant (AFG)

As a follow up to last month's Committee meeting, staff have created the attached project listing
highlighting the Program and school based AFG Projects supported for the 21/22 year (April to March)

Annual Programs (\$1.049 m)

- Based on discussions at the Minor Capital Committee meetings, the attached list of projects has been supported for the upcoming year based on the historical funding amounts
- The Program amounts have been tweaked slightly from the amounts reflected to the Committee in March to accommodate anticipated increases in the roofing needs of the District
- Moving forward, the Program budgets will be developed based on an assessment of capital needs through standards and multi-year planning

Requested Projects (\$.582 m)

- Attached is the list of school/department supported projects
- The Minor Capital Committee received over 180 requested projects and based their support on the following criteria:
 - Health and safety;
 - o Accessibility;
 - Outdoor learning spaces;
 - o Functional improvements; and
 - o Millwork/shelving.

School District Six Two (Sooke) Summary of Annual Facilities Grant April 1, 2021 to March 31, 2022

Programs	Location	Description	Budget
Roofing	SBO	Roofing (Sections TBD)	\$ 110,000
Roofing	Sooke Elementary	Roofing (Sections TBD)	\$ 220,000
Exterior Painting	Poirier	Exterior Painting cinder blocks	\$ 10,000
Exterior Painting	Sooke Elementary	Exterior Painting	\$ 65,000
Mechanical Upgrades	TBD	Mechanical Upgrades	\$ 75,000
Mechanical Upgrades	Various	ELM Upgrades and maintenance	\$ 75,000
Electrical Upgrades	EMCS	CAT 6 wiring upgrade	\$ 100,000
Electrical Upgrades	Saseenos	Fire Alarm upgrade	\$ 12,500
Electrical Upgrades	Sooke Elementary	Fire Alarm upgrade	\$ 12,500
Electrical Upgrades	Spencer Middle	Lighting upgrade (inner circle)	\$ 25,000
Flooring	Journey Middle	Flooring Upgrades main office, stair landings, rm. 1130	\$ 40,000
Flooring	Saseenos	Flooring Upgrades 1041, 1042, hallway and library	\$ 70,000
Flooring	Savory Elementary	Flooring Upgrades 1022, 1023, library and support rm.	\$ 35,000
Flooring	Sooke Elementary	Flooring Upgrades 1002, 1003, 1044	\$ 35,000
Drainage	Sangster	Exterior drainage upgrade	\$ 40,000
Drainage	Spencer Middle	Field Upgrade	\$ 50,000
Door Replacement	Millstream	FOB Access 2 sets of doors (gym access)	\$ 22,000
Door Replacement	Sangster	FOB Access 2 sets of doors (annex access)	\$ 22,000
Door Replacement	Sooke Elementary	Exterior door replacement (1 double and 4 single)	\$ 30,000
Programs Total			\$ 1,049,000

Location	Project Description		Budget	
Belmont	Bus loop area landscaping/ clean-up	\$	\$ 8,000	
Colwood	Pea gravel removal and site prep	\$	35,000	
Colwood	Pathway from new crosswalk to school	\$	12,000	
Crystal View	Outdoor Classroom	\$	6,000	
David Cameron	Installation of PAC funded items	\$	6,000	
EMCS	Vented cabinet and eye wash for science lab	\$	2,500	
EMCS	Venting for range in room 1167 Skills for Life	\$	3,500	
EMCS	Makers space audit/ safety plan	\$	10,000	
Facilities Office	Additional office for Facilities	\$	85,000	
Hans Helgesen	Forest access pathway	\$	15,000	
Hans Helgesen	Small portion of fencing beside parking	\$	3,000	
Happy Valley	Ground treatment for kindergarten area	\$	15,000	
Happy Valley	Nature Play	\$	10,000	
John Muir	Parking lot study - planning	\$	6,000	
John Stubbs	Safety under the bridge, clean up area	\$	8,000	
Journey	Replace broken pavers with asphalt on pathway	\$	21,500	
Lakewood	Ground treatment replacements	\$	40,000	
Millstream	Replace gymnasium ceiling and upgrade lighting	\$	78,000	
Ruth King	Garden Fencing	\$	14,000	
Ruth King	Kitchen Refresh	\$	20,000	
Ruth King	Gates for play areas (3)	\$	2,400	
Ruth King	Nature Play	\$	10,000	
Sangster	Repurpose 1017 to create sensory space	\$	5,000	
Saseenos	Nature Play	\$	10,000	
Saseenos	Hockey court	\$	12,000	
SBO	Half doors at entries to HR and Finance	\$	7,000	
SBO	Balcony and door removal with window install	\$	20,000	
Sooke Elementary	Outdoor Classroom (Under the Cedars)	\$	6,000	
Sooke Elementary	Ramp access for playground	\$	6,500	
Spencer Middle	Install vent for range in Skills for Life classroom	\$	3,500	
Various	Gender neutral washroom planning	\$	10,000	
Various	Engineered wood fibre playground top ups	\$	60,666	
Westshore Colwood	Clean and paint stairs treads for visibility	\$	2,000	
Westshore Colwood	Air quality for room 1046, dampers and CO2 sensor	\$	5,000	
Westshore Colwood	Move shed to align along fence line	\$	2,000	
Willway	Nature Play	\$	10,000	
Willway	Outdoor Classroom	\$	6,000	
Willway	Replace first aid pocket door with swing door		5,000	
Project Totals		\$ \$	581,566	
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Committee Information Note Resource Committee Meeting April 13, 2021

Agenda Item: 4.2 - Strategic Plan Objectives

Background

- Stakeholder and Community Engagement is underway to revise the SD62 Strategic Plan.
- The <u>current plan</u> started in 2018 and runs to the end of June 2021.
- The Board of Education and the District Executive Team met in December 2020 to discuss initial thoughts on what the new strategic plan could contain.
 - The Board of Education directed that engagement with the district community and stakeholders be undertaken.
- A Strategic Plan Steering Group was created to help guide the engagement. 1-2 members from the following groups were invited to attend:
 - o Canada Union of Public Employees (CUPE) 459;
 - Sooke Teachers Association (STA);
 - Sooke District Principals and Vice-Principals Association (SPVPA);
 - District Student Council (DSC);
 - Sooke Parents Education Advisory Council (SPEAC); and
 - o Board of Education Trustees (in advisory capacity only).
- Stakeholder Engagement plans were determined with a view to ensuring safe gathering of information given the current COVID-19 pandemic.
- A <u>survey</u> "Have your say in the 2021 SD62 Strategic Plan" runs between April 1-16. It is accompanied by a <u>introductory video</u> made by members of the District Student Council.

Existing Strategic Goals for Sooke School District

- The current goals of Learning, Engagement and Growth will remain in the next strategic plan but their <u>descriptors and objectives</u> may be amended on the basis of Board of Education approval of recommendations emerging from community feedback.
- The current goal descriptors are:
 - Learning To develop adaptable learners who are creative, critical and social thinkers with the capacity to be global citizens.

- o Engagement To foster a collaborative and healthy environment through effective engagement and communication.
- Growth To accommodate growth and changing demographics by creating safe and respectful environments that inspire learning.
- The current goal objectives for Learning are:
 - To enhance student engagement and success at school
 - To create and support innovative teaching and learning environments
 - To help develop programs of choice that are responsive to student and community voice
 - To develop capacity, innovation and engagement with educational and personal technology that fosters digital literacy, citizenship, rights and responsibilities
- The current goal objectives for **Engagement** are:
 - Create a healthy environment that promotes wellness
 - o Promote a greater sense of community through engagement with all stakeholders
 - Create a safe, flexible and culturally responsive environment that meets the needs of all, particularly the Aboriginal communities we work with
 - Promote a greater degree of employee satisfaction and morale
 - o Invest in widespread employee learning opportunities that respond to employee and system needs
- The current goal objectives for Growth are:
 - o To maintain and plan for the required resources and infrastructure;
 - o To provide leadership in educational stewardship and environmental practices; and
 - To maximize the capacity of existing schools and services while protecting space and sense of community.

Determining Future Strategic Goal Descriptors and Objectives for Sooke School District

- From the many upheavals the last 12 months following the long COVID-19 pandemic, stakeholders and community members may well have very different views on what is important in comparison to input obtained when the previous strategic plan was being developed.
- The Strategic Plan Engagement Survey asks stakeholders to consider the relevancy of existing [Learning/Engagement/Growth] goal descriptors on a scale of Very Relevant to Very Irrelevant.
- The survey also asks respondents to provide a written response to two questions:
 - Is there something else that the [Learning/Engagement/Growth] Goal should focus on?
 - What [Learning/Engagement/Growth] Objectives do you think should be prioritized for the next 3-5 years?

- Once the survey closes on April 16, the long-written answers generated from these questions will be themed and considered alongside results of the relevancy question to build recommendations to make to the Board of Education.
- At the Resource Committee meeting, staff would like to engage in a conversation with the Committee members to gain their input on the existing Strategic Plan <u>objectives</u>



Committee Info Note Resource Committee Meeting April 13, 2021

Agenda Item: 4.3 - HR Plan Update - Competencies and Engagement

Background

- As communicated at the Resource Meeting in August 2020, HR has developed a HR Operational Plan (attached) and has been working on implementing priority actions for the 2020-2021 school year
- In spite of COVID taking a front seat, we are pleased to report out on the progress made on two initiatives – Competencies and Employee Engagement
- Staff will provide the Committee a presentation at the meeting that will highlight the work completed to date in greater detail

Competencies

There are two actions specific to **Competencies** within the HR Operational Plan:

- ➤ **3.4:** Create a competencies framework that provides a foundation of clearly defined expectations that is aligned throughout all HR processes starting with job descriptions, job postings, interview questions and reference checks
- ▶ 3.5: Determine leadership competencies and link them to the succession planning and leadership development initiatives
- Competencies have been our first and main strategic priority as it is a foundational component to creating the alignment necessary to other HR programs and initiatives such as Recruitment, Employee Performance and Growth Plans, Learning and Development and Succession Planning
- Within the presentation, staff will share with the Committee the steps taken so far to gain input on what SD62's Staff and Leadership Competencies could be.

Employee Engagement

- There are two actions specific to Employee Engagement within the HR Operational Plan:
 - **2.10:** Conduct a regular engagement survey to collect data on employee satisfaction and communicate the results to all employees (SD62 Strategic Plan 2.4.d & 2.5.c)
 - ➤ **2.11:** Develop engagement strategies/action plans to improve results based on employee feedback and communicate progress to employees on a regular basis
- The 2nd Employee Engagement Survey was conducted in May 2020
- Since this time, HR has communicated the results and discussions are underway
- Within the presentation, staff will share what steps we are taking to gain employee feedback on the actions needed to make improvements



Committee Info Note Resource Committee Meeting April 13, 2021

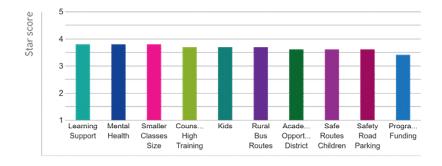
Agenda Item: 4.4 – 21/22 Operating Budget Development Process

Background

- The budget development process for the 21/22 school year continues
- Staff will lead the Committee through a budget presentation at the meeting with the following path:
 - 1) **Budget Priorities** input received from the public *Thought Exchange*
 - 2) Budget Context updated numbers based on Ministry budget instructions
 - 3) Potential Options options to address the estimated budget pressure

Budget Priorities

- Based on the emerging themes identified by staff and the District's partners (mental health and wellness, early intervention, safe and healthy learning environments and services, supplies and equipment), the public was asked if there were any other budget priorities that the District should focus on?
- A Thought Exchange was issued for the month of March with 206 participants providing 138 separate thoughts that were rated a total of 4,443 times (full results attached)
- The themes from this *Thought Exchange* can be summarized as per the following table:



Budget Context

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• The Ministry issued their budget instructions on March 12th and the per pupil funding amount for standard enrolment has increased from \$7,560/FTE to \$7,885/FTE

- The increase in this amount is to fund the collective agreement increases for our teachers and support staff
- Based on initial estimates of the potential increase of wages of 2%, staff are estimating a shortfall
 of approximately \$259,000 for next year's budget
- The only other difference in the budget estimates from the March meeting is the amount of salary differential potentially facing the District
- Using the average of the last three years, staff are predicting a pressure of \$300,000 if our District's educator salaries continue to be less than the provincial average
- Based on these two amounts, the total anticipated pressure has been estimated at \$2.339 m with \$1.566 m of that being structural and \$.773 m being non-structural pressures

Potential Options

- Staff will present some possible options that could be used to manage the structural pressure down to approximately \$.600 m and eliminate the non-structural pressure
- These options include making structural changes to address the structural pressure and the District's financial reserve to address the non-structural pressures
- Details of these potential options will be provided to the Committee at the meeting

Committee Input

- Staff will be delivering a presentation providing greater context on the budget context and the funding pressures facing the District
- The presentation will then lead into a Committee discussion centered around:

Given the budget priorities identified and that the District is still managing the impacts of the pandemic, what are some short term (remainder of this year and next year) sacrifices that can be made to address the estimated funding pressure of \$.600 m?



Exchange Summary

SD62 Communications, School District No. 62 Sooke March 5, 2021

Reflecting on the four budget priorities, are there other priorities as they relate to our strategic plan (Learning, Engagement, Growth) that SD62 should focus on for the 2021/2022 school year?



206 Participants



138 Thoughts



4,443Ratings



Please select the one role you identify most closely with for the purposes of this exchange.



%	4	Answer
12%	(23)	■ SD62 Employee
82%	(161)	Parent or Guardian of a student in SD62
1%	(2)	■ Student in SD62
2%	(5)	Member of the general community
3%	(6)	Other





Learning support Children with learning disabilities need individualized support from specialist Teachers. Lots of kids with LDs are slipping through the cracks.

Children, youth and families mental health Supports and services in place for students who require mental health services

Funding for additional learning support (tutoring) for those students who are assessed as 4.1 🍁 🍁 🏫 🏫 (34 🖁) developing in areas of assessment More spaces in reading support program, my daughter needed extra support but there were only six seats available



Ranked #1 of 133



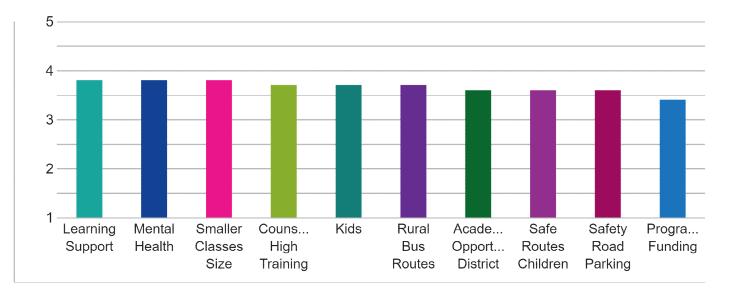
Ranked #2 of 133

Ranked #3 of 133

AI GENERATED THEMES Top Themes









Learning support Children with learning disabilities need individualized support from specialist Teachers. Lots of kids with LDs are slipping through the cracks.

developing in areas of assessment More spaces in reading support program, my daughter needed extra support but there were only six seats available

4.2

Mental health and support for children with additional needs There is not enough EA support for children with learning needs

4.0



Children, youth and families mental health Supports and services in place for students who require mental health services

Let's make mental health part of the education curriculum We focus on physical health but not mental health. It's time for a holistic approach to education.

Mental Health I wholeheartedly agree in more support for mental health, with a science based approach like Cognitive Behaviour Therapy.



Smaller classes $3.8 \bigstar \bigstar \bigstar \bigstar (45)$

Smaller Class sizes, in turn, more teachers Teachers need to be able to individually assess and provide students with work to teach each child to their level. Not teaching to the lowest level.

Smaller classes size It's important to have smaller classes to allow for more space between desks for teachers to keep kids following pandemic procedures effectively.

3.8



DIFFERENCES Support For Children [76 | 19]



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19 🖁

Side A

Increase access to Counsellors in school. The access in school does not meet the demand. It didn't before covid, and we faced waitlists for most schools. This pandemic has not eased this need.

★ 4.6 **★** 1.6

Resources for inclusive learning. Extra supports for children with diverse learning abilities. Funding for pych Ed tests, speech pathologists and more EA support.

★ 4.4 **★** 1.3

Side A/B Common (high)

Plan new schools with better on site traffic flow Consider the current traffic safety issues very carefully when designing your new schools. Consider bus/truck turning ratios and pedestrian visibility

★ 4.1 **★** 3.7

Safe and efficient bus routes. A kindergartener shouldnt have to sit on the bus for 1.5hrs each way for a 10 min ride!

★ 4.1 **★** 3.8

Side B

No thoughts

3 76



DIFFERENCES Mental Health [66 | 20]



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Side A

This year has isolated so many people including staff. More needs to be invested in checking in with staff, creating community. More SBO involvement

★ 4.2 **★** 1.2

Mental Health The district needs to invest in the well being of mental health initiatives for students and staff. Being front line workers, it's hard to feel valued

★ 4.5 **★** 2.1

Side A/B Common (high)

Plan new schools with better on site traffic flow Consider the current traffic safety issues very carefully when designing your new schools. Consider bus/truck turning ratios and pedestrian visibility

★ 4.1 **★** 3.9

Improved rural bus service Rural kids, who can't safely walk/bike due to distance or bad roads, need better, shorter routes

★ 4.0 **★** 3.6

Side B

No thoughts

& 66



DIFFERENCES Safe [57 | 27]



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Side A

Campaign to reduce volume of cars

Too many schools have parking and traffic safety issues, some kind of program or incentive to promote fewer drivers is needed



Safe routes to school So children can arrive safe at school - better bussing and transportation.

★ 4.5 **★** 2.4

Side A/B Common (high)

Mental health and support for children with additional needs There is not enough EA support for children with learning needs

★ 4.5 **★** 3.8

Increase access to Counsellors in school. The access in school does not meet the demand. It didn't before covid, and we faced waitlists for most schools. This pandemic has not eased this need.

★ 4.0 **★** 3.9

Side B

No thoughts