



**BOARD OF EDUCATION
PUBLIC MEETING
School Board Office
3143 Jacklin Road
February 25, 2020 – 7:00 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, Nuw-chah-nulth.
(words gifted by the three nations SD62 works with)*

2. AGENDA

2.1 Call for amendments and additional items

Motion Requested: That the Board of Education adopt the public meeting agenda of February 25, 2020, as presented (or as amended).

3. MINUTES

3.1 Call for amendments to minutes

Motion Requested: That the minutes of the January 28, 2020 meeting be adopted as presented (or as amended).

4. INFORMATIONAL ITEMS AND ANNOUNCEMENTS

5. EDUCATIONAL PRESENTATIONS

6. CORRESPONDENCE & DELEGATIONS

6.1 Correspondence

a. Letter of Support from Board Chair – High Speed Fibre Optic PR

6.2 Standing Delegations (STA, CUPE, PVP, SPEAC, CPF, Students) – 5 minutes each

7. FINANCE, FACILITIES AND SERVICES

7.1 Report on the Resources Committee – Meeting of February 11, 2020

Motion Requested: That the Board of Education of School District 62 (Sooke) approve in principle the expenditure of \$600,000 for the Spencer and Savory sewer hook ups out of the 19/20 fiscal year, and if necessary, any residual amount to be paid out of the District's financial reserve.

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the 2019/20 Amended Budget Bylaw, specifying a total of \$149,587,570, as presented at the

February 11, 2020 Resources Committee meeting.

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the proposed 20/21 district and school fees as presented at the February 11, 2020 Resource Committee meeting.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee meeting of February 11, 2020.

7.2 Report on the Audit Committee – Meeting of February 18, 2020

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the 2020-2022 Internal Audit Plan as presented and amended at the February 18, 2020 Audit Committee meeting.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Audit Committee meeting of February 18, 2020.

7.3 Provincial Budget and 20/21 Development Process

7.4 Capital Bylaw No. 2019/20 – CPSD62-02– Harold Cull

Motion Requested: That the Board of Education of School District 62 (Sooke) approve all three readings of the Capital Bylaw No. 2019/20 – CPSD62-02 at its meeting of February 25, 2020.

Motion Requested: That the Board of Education of School District 62 (Sooke) give first, second and third readings to Capital Plan Bylaw 2019/20-CPSD62-02.

8. EDUCATION PROGRAM

- 8.1 Education-Policy Committee – No report

9. STUDENTS

10. FOUNDATIONS & GOVERNANCE

- 10.1 Report on the Aboriginal Education Council –Meeting of February 19, 2020
- 10.2 BCSTA Provincial Council Update – Trustee Watson

11. ADMINISTRATION

- 11.1 Superintendent Report – Scott Stinson

12. PERSONNEL

13. UPCOMING EVENTS

- 13.1 Living in Colour Conference – March 12, 2020, Journey Middle School

14. FUTURE ITEMS

15. QUESTION PERIOD

16. ADJOURNMENT

MINUTES
BOARD OF EDUCATION
PUBLIC MEETING
School Board Office
3143 Jacklin Road
January 28, 2020 – 7:00 p.m.

TRUSTEES: Ravi Parmar, Board Chair Bob Beckett, Vice-Chair
 Dianna Seaton Wendy Hobbs
 Bob Phillips Margot Swinburnson
 Allison Watson

STAFF: Scott Stinson, Superintendent
 Harold Cull, Secretary-Treasurer
 Stephanie Hedley-Smith, Associate Superintendent
 Dave Strange, Associate Superintendent
 Paul Block, Associate Superintendent
 Dan Haley, Executive Director, Human Resources

REGRETS: Ravi Parmar, Board Chair
 Wendy Hobbs

SECRETARY: Kristina Ross

1. CALL TO ORDER

The meeting was called to order at 7:05 p.m. by the Vice-Chair. Bob Beckett acknowledged the traditional territories of the First Nations.

2. AGENDA

2.1 Call for amendments and additional items

10. MOVED Margot Swinburnson/Dianna Seaton
 That the Board of Education of School District 62 (Sooke) adopt the agenda of
 January 28, 2020 as presented.
 CARRIED

3. MINUTES

3.1 Call for amendments to minutes

11. MOVED Margot Swinburnson/Allison Watson
 That the Board of Education of School District 62 (Sooke) adopt the minutes of the
 December 10, 2019 meeting as presented.
 CARRIED

4. INFORMATIONAL ITEMS AND ANNOUNCEMENTS

4.1 Letter of Resignation of SPEAC President – Melanie Armstrong

Vice-Chair Beckett thanked Melanie Armstrong for her years of service and her commitment to the District.

5. EDUCATIONAL PRESENTATIONS

5.1 Student Trip to Seattle, Washington – March 24-26, 2020 – International Program – Nancy Blundell

12. MOVED Dianna Seaton/Margot Swinburnson

That the Board of Education of School District 62 (Sooke) approve the International Program School trip to Seattle from March 24-26, 2020, subject to the oversight and direction of the Superintendent's office.

CARRIED

5.2 Inclusive Education Services Presentation – Christine McGregor/Dave Strange

Christine McGregor provided an overview of the Inclusive Education Services department and the support they provide to students.

6. CORRESPONDENCE & DELEGATIONS

6.1 Correspondence

a. Letter from Minister Rob Fleming re: Premier's Awards for Excellence in Education:

13. MOVED Dianna Seaton/Allison Watson

That the Board of Education of School District 62 (Sooke) receive the Letter from Minister Rob Fleming re: Premier's Awards for Excellence in Education.

CARRIED

b. Letter from Minister Rob Fleming re: 2019 highlights:

14. MOVED Dianna Seaton/Allison Watson

That the Board of Education of School District 62 (Sooke) receive the Letter from Minister Rob Fleming re: 2019 highlights.

CARRIED

6.2 Standing Delegations (STA, CUPE, PVP, SPEAC, CPF, Students) – 5 minutes each

STA

No delegation.

CUPE – Bruce Woodcock

CUPE updated the Board of Education on their work on the Healthy Schools, Healthy People Program, the PRO-D Day Committee, and its members training for succession planning.

PVP – Frances Krusekopf

Frances Krusekopf updated the Board of Education on events happening in SD 62, including: the start of the second semester; Royal Bay Secondary School Expansion; Grade 6 Playground Design Challenge; One Mind, One Spirit garden beds being planted at two elementary school sites, and, in celebration of the 25th Anniversary of Lakewood Elementary School, a time capsule opening.

SPEAC – Amanda Dowhy

Amanda Dowhy updated the Board of Education on SPEAC activities. SPEAC has invited Harold Cull, the Secretary-Treasurer, to speak at its February 19, 2020 meeting at Spencer Middle School. Of note, SPEAC is hosting its Parent Education Conference on February 29, 2020, and its Emergency Preparedness Meeting on March 30, 2020.

Canadian Parents for French – Amanda Culver

Amanda Culver updated the Board of Education on Canadian Parents for French activities. The next meeting will be held on April 1, 2020 at John Stubbs Memorial School.

Students

No delegation.

7. FINANCE, FACILITIES AND SERVICES**7.1 Report on the Resources Committee – Meeting of January 27, 2020**

Highlights from the Resources Committee meeting of January 27, 2020 were summarized.

15. MOVED Allison Watson/Bob Phillips
That the Board of Education of School District #62 (Sooke) approve the proposed 20/21 budget development process as outlined at the January 27, 2020 Resource Committee meeting.
CARRIED
16. MOVED Allison Watson/Margot Swinburnson
That the Board of Education of School District #62 (Sooke) allow all three readings of the 2019/20 Amended Budget Bylaw at its meeting of February 25, 2020.
CARRIED UNANIMOUSLY
17. MOVED Allison Watson/Margot Swinburnson
That the Board of Education of School District #62 (Sooke) direct staff to work towards updating Policy and Regulation F-201 Energy Management and to develop an Energy Sustainability Plan in order for the District to meet the CleanBC Standards set for 2030 and beyond.
CARRIED
18. MOVED Allison Watson/Dianna Seaton
That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee meeting of January 27, 2020.
CARRIED

7.2 Public Open House re: Catchment Review and West Langford Schools, March 12, 2020, 6:30 p.m. Belmont Secondary School – Scott Stinson

Scott Stinson indicated that a Public Open House will be held on March 12, 2020 at 6:30 p.m. at Belmont Secondary School to introduce potential names and the design of the new West Langford Schools. In addition, the District will begin its public consultation on catchment review.

8. EDUCATION PROGRAM**8.1 Report on the Aboriginal Education Council Meeting of December 18, 2019**

Trustee Seaton provided an update to members of the Board of Education of School District 62 (Sooke).

8.2 Report on the Education Policy Committee – Meeting of January 7, 2020

Highlights from the Education Policy Committee meeting of January 7, 2020 were summarized.

19. MOVED Bob Phillips/Margot Swinburnson
That the Board of Education of School District 62 (Sooke) adopt new Regulations C-426 “Provision of Menstrual Products”.
CARRIED
20. MOVED Bob Phillips/Dianna Seaton
That the Board of Education of School District 62 (Sooke) rescind Policy D-120 “Communication with the Public”.
CARRIED
21. MOVED Bob Phillips/Dianna Seaton
That the Board of Education of School District 62 (Sooke) adopt the bi-lingual logo for the purposes of communication and marketing.
CARRIED
22. MOVED Bob Phillips/Margot Swinburnson
That the Board of Education of School District 62 (Sooke) approve the proposed Eco Academy at EMCS, effective September 2020.
CARRIED
23. MOVED Bob Phillips/Margot Swinburnson
Given that the required notice of motion has been served, that the Board of Education of School District 62 (Sooke) adopt the Policy and Regulations C-112 “Ordinarily Resident”.
CARRIED
24. MOVED Bob Phillips/Dianna Seaton
Given that the required notice of motion has been served, that the Board of Education of School District 62 (Sooke) adopt the Policy and Regulations D-330.1 “Access to Information”.
CARRIED
25. MOVED Bob Phillips/Margot Swinburnson
Given that the required notice of motion has been served, that the Board of Education of School District 62 (Sooke) adopt the Policy and Regulations A-355 “Complaints Regarding Individual Trustees”.
CARRIED
26. MOVED Bob Phillips/Dianna Seaton
That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee meeting of January 7, 2020.
CARRIED

9. STUDENTS

9.1 2020/21 Enrolment Projection Update – Paul Block

Paul Block provided the Board of Education of School District 62 (Sooke) an update regarding the 2020/21 Enrolment Projections. Final projections will be provided to the Ministry of Education mid-February 2020.

10. FOUNDATIONS & GOVERNANCE

10.1 Possible AGM Motions – Allison Watson

27. MOVED Allison Watson/Bob Phillips
That the Board of Education of School District 62 (Sooke) support the BCSTA substantive motion “Formation of a Climate Emergency Working Group” to be brought forward to BCSTA AGM.
CARRIED

11. ADMINISTRATION

11.1 Superintendent’s Report – Paul Block

Paul Block spoke to the following topics relating to the three goals outlined in the Strategic Plan.

Learning: SD 62 teachers are embracing the use of proficiency scale and incorporating formative assessment practices; the start of second semester in our secondary schools and the transition to graduation; and the transition between elementary to middle, middle to secondary.

Engagement: Acknowledgement of SD 62 partnerships with STA, CUPE and SPVPA; the District’s collective work towards Truth and Reconciliation, and Equity in Action.

Growth: Enrolment projections are underway, currently there has been 788 kindergarten registrations (French Immersion 159, Nature Kindergarten 38, Regular Kindergarten 591) for the 20/21 school year.

12. PERSONNEL

No personnel matters were discussed.

13. UPCOMING EVENTS

13.1 BCPSEA AGM 26 – January 30-31, 2020

13.2 BCSTA 2020 – February 21-22, 2020

14. FUTURE ITEMS

15. QUESTION PERIOD

A question regarding Coronavirus was raised by WestShore Voice News, and if the District had provided its staff and students any information on the topic. David Strange indicated the Leadership Team had been provided the Ministry of Education statement, and as more information becomes available from District health partners it will be shared as appropriate.

16. ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

Certified Correct:

Chairperson of the Board

Secretary-Treasurer



SCHOOL DISTRICT NO. 62 (SOOKE)
3143 JACKLIN ROAD,
VICTORIA, BRITISH COLUMBIA • V9B 5R1
TELEPHONE: 250-474-9800 FAX: 474-9825
WEBSITE: WWW.SD62.BC.CA

February 6, 2020

RE: HIGH SPEED FIBRE OPTIC FOR PORT RENFREW

To Whom It May Concern:

On behalf of the Board of Education for School District #62 (Sooke) I am pleased to write this letter in support of the application for infrastructure funding to bring high-speed fibre optic connectivity to Port Renfrew. The Sooke School District is vast, encompassing five municipalities including the Juan de Fuca Electoral Area which includes Port Renfrew, a small remote community on the southwest coast of Vancouver Island.

Our school district services students and families in the Port Renfrew area including those living on the traditional territories of the Pacheedaht nation and its reserve land. Port Renfrew is an isolated community that would significantly benefit from the addition of high-speed internet connectivity. Port Renfrew Elementary School is a gathering space and true learning hub for the community, with programming such as Strong Start for toddlers, classes for students in Kindergarten to grade 5 and adult learning programs.

Without proper access to high speed internet, students in Port Renfrew are missing out. The inability to access the same information as students in more urban areas of our province, including within our own school district, leaves these students at a disadvantage. In order to deliver an enhanced quality of learning, as every B.C. student deserves, our educators need access to online tools and services. The addition of high-speed fibre optic internet service would lead to a significant enhancement in the educational services provided to students in the community, allowing them every opportunity to reach their potential.

In addition to improving access to education, the addition of high-speed fibre optic connectivity to the area would increase safety for those travelling Highway 14 between Sooke and Port Renfrew. The district buses students in grades 6 to 12 to schools in Sooke, a 2.5 hour drive away. Improved connectivity would hopefully lead to the addition of Wi-Fi hotspots along the route and eventually full cell phone coverage. This would increase safety on that route for everyone who travels it, including our students riding the school bus, their families and district staff.

Regional District Director, Mr. Mike Hicks, has been advocating for this service for several years and the prospect of it finally happening is an exciting development for us. High speed fibre optic connectivity would be a game changer for the community of Port Renfrew. The Sooke School District is in full support of this initiative moving forward and the benefits it would provide our students, their families and the communities of Port Renfrew and the Pacheedaht Nation.

Should you require additional information, please do not hesitate to contact me.

Ravi Parmar,
Chair, Board of Education,
School District #62 (Sooke)



Committee Report of Decisions/Discussions Resources Committee Meeting February 11, 2020

Attendees:

Bob Beckett, Trustee (Committee Chair)
 Wendy Hobbs, Trustee (Committee Member)
 Allison Watson, Trustee (Committee Member)
 Ravi Parmar, Trustee
 Jennifer Anderson, STA
 Ed Berlando, STA
 Amber Leonard, CUPE
 Bruce Woodcock, CUPE
 Amanda Dowhy, SPEAC
 Krista Leakey, SPVPA

Staff:

Scott Stinson, Superintendent & CEO
 Harold Cull, Secretary Treasurer

1 Territorial Acknowledgement

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

4.1 19/20 Financial Forecast

- Staff presented the quarter 2 financial forecast for the 19/20 fiscal year
- The District is forecasting to end the year (June 30, 2020) with a small excess of \$8,192
- This forecast was summarized in a few formats:
 - By function (revenue and instruction/administration/ops. & mntce./transportation)
 - By expenditure type (salaries/benefits/services and supplies)
 - By pressures (revenue and expenses)
- Staff also indicated that historically the Q2 forecast is understated and there may be a higher than projected excess at the end of the year
- As a result, staff will be preparing a list of possible expenditure options to utilize with any potential excess that materializes
- At the top of that list is the requirement to hook up to sewers at Spencer and Savory

- As a result of previous capital projects at those locations, the District is required to hook up the sewers
- An extension has been granted (initial deadline was December 31/19) and the estimated costs for both projects are estimated to be \$600,000
- Staff requested the Committee consider recommending to the Board to approve in principle the expenditure for these projects out of the 19/20 fiscal year and if necessary, any residual amount from financial reserve of the District
- Staff also advised the Committee that the current financial reserve is \$2.654 m or roughly 2.3% of the operating budget (reserve policy states the District is to retain 2% as a reserve although it is expected that government will be announcing a specific % for District to hold in reserve as a result of the upcoming funding formula changes)
- The Committee was reminded that the Board has approved up to \$325,000 of electric bus purchases as well from the financial reserve
- The Committee supports the Board considering the following motion:

Proposed Motion: That the Board of Education of School District #62 (Sooke) approve in principle the expenditure of \$600,000 for the Spencer and Savory sewer hook ups out of the 19/20 fiscal year, and if necessary, any residual amount to be paid out of the District's financial reserve.

4.2 19/20 Amended Budget Bylaw

- The Committee was provided a summary of the changes from the District's initial budget to the proposed amended budget that is required to be passed by bylaw, prior to the end of February
- The Amended Budget Bylaw will be increasing by \$6.528 m as outlined by staff at the meeting
- The budget is being amended based on the District's actual September enrolment and identified variances from the quarterly forecasting process
- The Committee supports the Board considering the following motion:

Proposed Motion: That the Board of Education of School District #62 (Sooke) approve the 2019/20 Amended Budget Bylaw, specifying a total of \$149,587,570, as presented at the February 11, 2020 Resources Committee meeting.

4.3 20/21 Budget Development Process

- Staff made a presentation (attached to these minutes) to the Committee outlining the work completed to date on the development of the 20/21 budget
- Staff indicated that, as of the date of the meeting, the District is forecasting an additional 316 FTEs for next school year

- Based on the current funding model, it is anticipated this increased enrolment will result in \$2.377 m in incremental grant funding
- The discussion then was based on the draft Operational Plan being prepared to guide the work of the District in Year 3 of the Strategic Plan
- Once the Operational Plan is confirmed, staff will then use that document to build the discretionary portion of the budget for the Board's review and consideration

4.4 District and School Fees

- Staff presented the proposed District, school and academy fees for the upcoming school year
- The discussion was focused on the variances between the current year's fees and the proposed fees for 20/21
- Staff agreed to bring that comparison to the February 25th Board meeting
- There were a number of questions with the academy fees and staff agreed to bring the fees and proposed budgets back to the March 4th Resources Meeting through an Academy presentation prior to having the Board considering passing the academy fees at their March meeting

- The Committee supports the Board considering the following motion:

Recommended Motion: That the Board of Education of School District #62 (Sooke) approve the proposed 20/21 district and school fees as presented at the February 11th Resource Committee meeting

4.5 Old Business Update

- **School Traffic Crossings on Highway 14** – staff indicated a meeting on February 14th was being held between the Ministry of Transportation, the District of Sooke and school district.
- **Energy Management Policy** – staff were meeting on February 13th to begin work on re-drafting the Energy Management policy and regulation through the creation of an Energy Sustainability Plan
- **Transportation Review** – staff advised that work is still underway as many of the posted routes have been changed and are now being confirmed. This work is required prior to entering the routes into the new transportation software which will allow for the necessary modeling



RESOURCES COMMITTEE
School Board Office
3143 Jacklin Road
February 11, 2020 – 7:00 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**
- 3. PRESENTATIONS (10 min.)**
- 4. NEW BUSINESS**
 - 4.1 19/20 Financial Forecast
 - 4.2 19/20 Amended Budget Bylaw
 - 4.3 20/21 Budget Development Process
 - 4.4 20/21 District/School Fees
 - 4.5 Old Business Update:
 - 4.5.1 School Traffic Crossing Hwy 14
 - 4.5.2 Energy Management Policy
 - 4.5.3 Transportation Review
- 5. ADJOURNMENT**
- 6. NEXT MEETING DATE:** March 4, 2020



Committee Report of Decisions/Discussions Resources Committee Meeting January 27, 2020

Attendees:

Bob Beckett, Trustee (Committee Chair)
Allison Watson, Trustee (Committee Member)
Ed Berlando, STA
Amanda Dowhy, SPEAC
Krista Leakey, SPVPA
Bruce Woodcock, CUPE
Dmitriys Djabkins, CUPE

Staff:

Harold Cull, Secretary Treasurer

Absent:

Wendy Hobbs (Committee Member)

1 Territorial Acknowledgement

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

4.1 20/21 Budget Development Process

- Staff presented the proposed Budget Development Process for the District to consider for the 20/21 school and fiscal year
- The process is expected to run similar to last year where the roles of the Board, Resources Committee, Leadership Team and Executive are clearly defined
- It was recommended that staff look at live streamlining the public budget meeting
- The Committee supports the Board considering the following motion:

Proposed Motion: That the Board of Education of School District #62 (Sooke) approve the proposed 20/21 budget development process as outlined at the January 27, 2020 Resources Committee meeting

4.2 19/20 Amended Budget

- The Committee was provided an update on the amended budget process the District is required to follow
- Based on the actual September enrolment, the Board must pass the Amended Budget Bylaw by the end of February
- Staff provided a summary look at the actual September enrolment and will provide the details of the proposed changes from the initial budget passed by the Board at the February Resources Committee meeting
- As the Board is being requested to pass all 3 readings of the Amended Budget Bylaw at the February meeting, a motion is required, and must pass unanimously, to have all 3 readings done at once
- The Committee supports the Board considering the following motion:

Proposed Motion: That the Board of Education of School District #62 (Sooke) allow all three readings of the 2019/20 Amended Budget Bylaw at its meeting of February 25, 2020

4.3 Energy Management Policy

- The Committee discussed the proposed approach to be taken to meet Clean BC's required targets for 2030
- Part of this approach includes updating the District's energy management policy and Regulation (F-201) and to develop an Energy Sustainability Plan (ESP) to clearly define the necessary steps to be taken to meet these targets
- The Committee supports the Board considering the following motion:

Proposed Motion: That the Board of Education of School District #62 (Sooke) direct staff to work towards updating policy and regulation F-201 and to develop an Energy Sustainability Plan in order for the District to meet the CleanBC standards set for 2030 and beyond

4.4 School Traffic Crossings Hwy 14

- The Committee discussed the need to meet with the highways ministry and the District of Sooke to discuss the traffic challenges with Highway 14 in front of the District's schools
- Staff were asked to bring back a visual of each crossing for the Committee to review and discuss possible safety options
- Staff were also asked to provide an update once the meeting with MoTI/Sooke is held

Committee Info Note
Resources Committee Meeting
February 11, 2020
Agenda Item: 4.1 – 19/20 Forecast Update

- Attached are the summary documents outlining the estimated year-end financial position of the District based on the quarter 2 forecasting process
- Summaries based on expenditures by **function** and **STOB** (standard object of expenditure) have been provided for the Committee's review
- The actual financial information (revenues and expenditures) as at December 31st (Q2) have been used in the preparation of this forecast
- The District is estimated to end the fiscal year on budget (slight excess of \$8,192)
- Staff are cognizant that the Q2 forecast has the potential to understate the actual expenditures that will be realized by the end of the fiscal year (June 30)
- As a result of the potential for the forecast to be understated, staff are preparing a list of potential year end expenditures that could be made if a larger excess materializes
- These expenditures would be used to lessen the expenditure burden on the 20/21 budget
- Staff will continue to manage the budget and will present the Q3 forecast to the Committee in early May

School District Six Two

Summary of Q2 Forecast by Financial Statement Function

	BUDGET	DEC 31 YTD	Q2 FORECAST	VARIANCE
Revenues				
Provincial Grants				-
Ministry of Education	106,364,727	43,201,629	106,789,109	(424,382)
Municipal Grants Spent on Sites				-
Tuition	6,970,260	4,953,657	6,956,614	13,646
Other Revenue	895,195	179,051	883,787	11,408
Rentals and Leases	388,500	178,532	447,357	(58,857)
Investment Income	353,875	231,403	411,403	(57,528)
Amortization of Deferred Capital Revenue				-
Amortization of Deferred Capital Revenue - for long term lease				-
Total Revenue	114,972,557	48,744,273	115,488,270	(515,713)
Expenses				
Instruction	97,891,268	45,960,476	98,491,785	(600,518)
District Administration	4,951,475	2,244,224	4,778,046	173,429
Operations and Maintenance	10,646,086	4,936,493	10,829,126	(183,040)
Transportation and Housing	2,619,805	1,216,913	2,757,236	(137,431)
Total Expense	116,108,634	54,358,106	116,856,194	(747,560)
Net Revenue (Expense)	(1,136,077)	(5,613,833)	(1,367,924)	231,847
Budgeted Prior Year Surplus Appropriation	2,061,497			
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	(925,420)	(430,565)	(685,381)	(240,039)
Surplus (Deficit), for the year	-	(6,044,398)	(2,053,305)	(8,192)

School District Six Two

Summary of Q2 Forecast by Financial Statement Expenditure Type Page 07 of 83

	BUDGET	DEC 31 YTD	Q2 FORECAST	VARIANCE
SALARIES				
TEACHERS	43,821,569	21,719,498	44,023,117	(201,548)
PVP	7,591,659	3,718,709	7,579,639	12,020
EA	8,719,485	3,469,664	9,081,601	(362,116)
SUPPORT STAFF	11,793,322	5,413,066	12,080,627	(287,305)
OTHER PROF	3,897,096	1,772,292	3,823,973	73,123
SUBSTITUTES	3,820,202	2,103,580	4,488,056	(667,854)
TOTAL SALARIES	79,643,333	38,196,807	81,077,012	(1,433,680)
EMPLOYEE BENEFITS	20,796,833	9,566,469	20,048,956	747,877
SERVICES AND SUPPLIES				
SERVICES	6,222,772	3,329,337	6,652,952	(430,180)
STUDENT TRANSPORTATION				-
PROFESSIONAL DEVELOPMENT AND TRAVEL	1,642,837	495,737	1,287,617	355,221
RENTALS AND LEASES	268,349	158,254	319,596	(51,247)
DUES AND FEES	197,842	127,328	244,432	(46,590)
INSURANCE	339,580	292,554	385,779	(46,199)
SUPPLIES	5,172,244	1,645,629	5,157,492	14,752
UTILITIES	1,774,044	540,814	1,657,180	116,864
BAD DEBT	50,800	5,177	25,177	25,623
TOTAL SERVICES AND SUPPLIES	15,668,468	6,594,829	15,730,225	(61,757)
TOTAL OPERATING EXPENSE	116,108,634	54,358,106	116,856,194	(747,560)
TANGIBLE CAPITAL ASSETS PURCHASED	925,420	430,565	685,381	240,039

2019-20 Q2 OPERATING FORECAST SUMMARY

	AMOUNT	
	\$	
SAVINGS		
TEACHER SAL/BEN	230,115	CEF (\$430K), BUDGETED TEACHER BENEFIT RATE 1.2% (25.7%) HIGHER THAN FORECAST (2
PVP SAL/BEN	367,520	3 TEACHERS IN ACTING VP POSITIONS
OTHER PROVINCIAL GRANTS	287,964	ANTICIPATED GRANT FOR CUPE COLLECTIVE AGREEMENT INCREASE
FY19 ENHANCEMENTS	187,864	PORTABLES (\$168K)
WESTSHORE LANGFORD	184,822	SAL/BEN (\$134K) FROM REDUCED # OF POSITIONS & GENERAL SUPPLIES (\$35K)
DISTRICT LEGAL	40,000	
FINANCE DEPT	140,111	PURCHASING/OFFICE MANAGER POSITION (\$125K)
SBO BUSINESS ADMINISTRATION	27,861	BAD DEBT (\$25K) AND SUPPLIES (\$20K)
UTILITIES	116,864	
NEW SCHOOL DIVISIONS	97,000	ONLY \$2K ALLOCATED (SASEENOS) AGAINST \$99K STRUCTURAL BUDGET
RENTAL REVENUE	58,857	
INTEREST REVENUE	57,528	
TOTAL SAVINGS	1,796,507	
PRESSURES		
TOC SAL/BEN	(298,030)	YTD USAGE SIGNIFICANTLY HIGHER THAN PRIOR YEAR
LUNCHTIME SUPERVISORS AND REPLACEMENT	(90,364)	
SCHOOL CLERICAL AND REPLACEMENT	(94,125)	
LIBRARY ASSISTANTS	(63,513)	
EDUCATIONAL ADMINISTRATION	(39,438)	EVALUATION SERVICES (\$15K) AND THOUGHT EXCHANGE SOFTWARE (\$24K)
ELL	(37,695)	EA POSITION NOT BUDGETED FOR
INTERNATIONAL	(119,554)	\$30K SHORTFALL IN REVENUES AND \$90K PRESSURE IN MSP EXPENSES
SEL / CSH	(35,450)	FOCUS GROUP (\$20K)
STUDENT SUPPORT SERVICES - incl FEB ENROL	(416,512)	CUPE 2% CA INCREASE (APPROX \$200K)
HR DEPT	(9,562)	OSH (\$30K), STAFFING (\$17K), EFAP LIFEWORKS (\$10K)
FACILITIES	(236,750)	MAINTENANCE SERVICES (\$150k), WESTSHORE LEASE (\$30K), AND SUPPLIES
TRANSPORTATION	(137,431)	REPLACEMENT SAL/BEN (\$55K) AND BUS FUEL (\$25K)
MISCELLANEOUS REVENUE	(83,520)	DOMESTIC FEES (\$35K)
MISCELLANEOUS OTHER PRESSURES	(126,370)	
TOTAL PRESSURES	(1,788,314)	
NET SAVINGS / (PRESSURE)	8,192	NOTE 1

SIGNIFICANT RISKS:

- CEF
- MORNEAU BENEFIT SURPLUS
- SSS
- UTILITIES
- TOC SAL/BEN
- TEACHER SAL/BEN
- FEB & MAY ENROLMENT

NOTES

1 For many budgets assumed will spend to budget but likely will not. For some budgets this will result in further savings, and for others, further pressures.

Info Note

Resources Committee

February 11, 2020

Agenda Item: 4.2 – 19/20 Amended Budget Bylaw

- Pursuant to Section 156 of the *School Act* (Accounting Practices), Boards of Education are required to prepare and submit budgets to the Minister, in the form, with the information, and at the time required by the Minister.
- The Minister is requiring Amended Annual Budgets to be prepared, adopted by bylaw and submitted by February 29, 2020.
- This Amended Annual Budget is the Board of Education’s own financial plan for the 2019/20 school year.
- The total budget bylaw amount, which includes expenses and asset purchases from all funds, is presented at the end of Statement 2.
- The Amended Annual Budget Bylaw amount of \$149,587,570 is an increase of \$6,527,887 from the Annual Budget bylaw amount of \$143,059,683 approved by the Board on May 28, 2019.
- The \$6,527,887 increase is due to the following:

	Amended	Annual	Incr / (Decr)
	\$	\$	\$
Budget Bylaw Amount			
Operating - Total Expense	116,108,634	114,548,820	1,559,814
Operating - Tangible Capital Assets Purchased	925,420	0	925,420
Special Purpose Funds - Total Expense	22,079,374	19,158,634	2,920,740
Capital Fund - Total Expense	9,389,545	9,352,229	37,316
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,084,597	0	1,084,597
Total Budget Bylaw Amount	149,587,570	143,059,683	6,527,887

- The \$1,084,597 Tangible Capital Assets Purchased from Local Capital increase is due to the purchases of portables from the remaining Local Capital Fund accumulated surplus.
- The \$37,316 Capital Fund Expense increase is due to an adjustment of the Annual Facilities Grant (AFG) expenditures more in line with historical usage.
- The \$2,920,740 Special Purpose Fund Expense increase is largely (\$2.3 million) due to the Classroom Enhancement Fund allocations having been finalized. The Annual Budget only included the notional

CEF Staffing allocation for 2019/20 released by the Ministry back in March 2019. The Amended Budget now includes the finalized CEF Staffing and Overhead allocations for 2019/20. Page 20 of 83

- The \$1,559,814 Operating Fund Expense increase, \$925,420 Operating Fund TCA Purchased increase, and \$2,654,118 Operating Fund Budgeted Accumulated Surplus at the end of year (noted in Schedule 1), total \$5,139,352.
- The \$5,139,352 change is due to \$4,715,615 in carry forward amounts from 2018-19 and \$423,737 increase in Revenues.

Schedule 2		OPERATING FUND		
		Amended	Annual	Incr / (Decr)
		\$	\$	\$
Revenues				
Provincial Grants				
	Ministry of Education	106,364,727	106,120,530	244,197
	Tuition	6,970,260	6,996,209	(25,949)
	Other Revenue	895,195	841,051	54,144
	Rentals and Leases	388,500	388,500	0
	Investment Income	353,875	202,530	151,345
	Total Revenue	114,972,557	114,548,820	423,737
Expenses				
	Instruction	97,891,267	96,549,035	1,342,232
	District Administration	4,951,476	4,895,314	56,162
	Operations and Maintenance	10,646,086	10,484,666	161,420
	Transportation and Housing	2,619,805	2,619,805	0
	Total Expense	116,108,634	114,548,820	1,559,814
	Net Revenue (Expense)	(1,136,077)	0	(1,136,077)
	Budgeted Prior Year Surplus Appropriation	2,061,497		2,061,497
	Net Transfers (to) from other funds			
	Tangible Capital Assets Purchased	(925,420)		(925,420)
	Surplus (Deficit), for the year	0	0	0

- The \$925,420 Tangible Capital Assets projects are a continuation of the projects that were started in 2018/19 and, as noted in the 2018/19 Financial Statements, restricted for this purpose from the \$4,715,615 Operating Fund Accumulated Surplus.
- The \$1,559,814 increase in Operating Fund Expenses is due to the \$1.1M 2018/19 carry forward amounts that weren't restricted for Tangible Capital Asset projects or financial reserve and a \$423,737 increase in Operating Fund Revenues.
- The reallocation within the expenditure function groups better reflect the latest financial plan.

Recommended Motion: That the Board of Education of School District #62 (Sooke) approve the Amended Annual Budget Bylaw of the Board for the fiscal year 2019/2020 as presented.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 62 (SOOKE) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2019/2020 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 62 (Sooke) Amended Annual Budget Bylaw for fiscal year 2019/2020.
3. The attached Statement 2 showing the estimated revenue and expense for the 2019/2020 fiscal year and the total budget bylaw amount of \$149,587,570 for the 2019/2020 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2019/2020.

READ A FIRST TIME THE 25th DAY OF FEBRUARY, 2020;

READ A SECOND TIME THE 25th DAY OF FEBRUARY, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF FEBRUARY, 2020;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 62 (Sooke) Amended Annual Budget Bylaw 2019/2020, adopted by the Board the 25th DAY OF FEBRUARY, 2020.

Secretary Treasurer

Amended Annual Budget

School District No. 62 (Sooke)

June 30, 2020

School District No. 62 (Sooke)

June 30, 2020

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

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1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
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4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2019/2020.

READ A FIRST TIME THE 25th DAY OF FEBRUARY, 2020;

READ A SECOND TIME THE 25th DAY OF FEBRUARY, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF FEBRUARY, 2020;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 62 (Sooke) Amended Annual Budget Bylaw 2019/2020, adopted by the Board the 25th DAY OF FEBRUARY, 2020.

Secretary Treasurer

School District No. 62 (Sooke)
 Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	11,248,625	11,360,688
Adult	58,813	57,000
Total Ministry Operating Grant Funded FTE's	11,307,438	11,417,688
Revenues		
	\$	\$
Provincial Grants		
Ministry of Education	139,882,030	122,268,149
Municipal Grants Spent on Sites	582,000	
Tuition	6,970,260	6,996,209
Other Revenue	5,666,841	5,120,651
Rentals and Leases	388,500	388,500
Investment Income	386,992	232,530
Amortization of Deferred Capital Revenue	7,369,239	7,389,098
Amortization of Deferred Capital Revenue - for lease	61,477	61,477
Total Revenue	161,307,339	142,456,614
Expenses		
Instruction	119,633,827	115,370,855
District Administration	4,951,476	4,895,314
Operations and Maintenance	19,922,284	19,710,702
Transportation and Housing	3,069,966	3,082,812
Total Expense	147,577,553	143,059,683
Net Revenue (Expense)	13,729,786	(603,069)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,061,497	
Budgeted Surplus (Deficit), for the year	15,791,283	(603,069)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	15,791,283	(603,069)
Budgeted Surplus (Deficit), for the year	15,791,283	(603,069)

School District No. 62 (Sooke)
 Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	116,108,634	114,548,820
Operating - Tangible Capital Assets Purchased	925,420	
Special Purpose Funds - Total Expense	22,079,374	19,158,634
Capital Fund - Total Expense	9,389,545	9,352,229
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,084,597	
Total Budget Bylaw Amount	149,587,570	143,059,683

Approved by the Board

Signature of the Chairperson of the Board of Education Date Signed

Signature of the Superintendent Date Signed

Signature of the Secretary Treasurer Date Signed

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Surplus (Deficit) for the year	13,729,786	(603,069)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(925,420)	
From Local Capital	(1,084,597)	
Total Acquisition of Tangible Capital Assets	(2,010,017)	-
Amortization of Tangible Capital Assets	8,141,113	8,367,752
Total Effect of change in Tangible Capital Assets	6,131,096	8,367,752
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	19,860,882	7,764,683

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2020

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	4,715,615	642,839	103,650,315	109,008,769
Changes for the year				
Net Revenue (Expense) for the year	(1,136,077)		14,865,863	13,729,786
Interfund Transfers				
Tangible Capital Assets Purchased	(925,420)		925,420	-
Net Changes for the year	<u>(2,061,497)</u>	<u>-</u>	<u>15,791,283</u>	13,729,786
Budgeted Accumulated Surplus (Deficit), end of year	<u>2,654,118</u>	<u>642,839</u>	<u>119,441,598</u>	<u>122,738,555</u>

School District No. 62 (Sooke)
 Amended Annual Budget - Operating Revenue and Expense
 Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	106,364,727	106,120,530
Tuition	6,970,260	6,996,209
Other Revenue	895,195	841,051
Rentals and Leases	388,500	388,500
Investment Income	353,875	202,530
Total Revenue	114,972,557	114,548,820
Expenses		
Instruction	97,891,267	96,549,035
District Administration	4,951,476	4,895,314
Operations and Maintenance	10,646,086	10,484,666
Transportation and Housing	2,619,805	2,619,805
Total Expense	116,108,634	114,548,820
Net Revenue (Expense)	(1,136,077)	-
Budgeted Prior Year Surplus Appropriation	2,061,497	
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(925,420)	
Total Net Transfers	(925,420)	-
Budgeted Surplus (Deficit), for the year	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	104,464,657	104,216,626
ISC/LEA Recovery	(323,885)	(370,051)
Other Ministry of Education Grants		
Pay Equity	931,052	931,052
Funding for Graduated Adults	40,000	40,000
Transportation Supplement	358,365	358,365
Economic Stability Dividend		50,000
Carbon Tax Grant	45,000	45,000
Employer Health Tax Grant	837,538	837,538
FSA and Monitored Marking	12,000	12,000
Total Provincial Grants - Ministry of Education	106,364,727	106,120,530
Tuition		
Continuing Education	110,000	110,000
International and Out of Province Students	6,860,260	6,886,209
Total Tuition	6,970,260	6,996,209
Other Revenues		
Funding from First Nations	323,885	370,051
Miscellaneous		
Grants for Crossing Guards	80,000	80,000
Rebates	91,000	91,000
SGF Discretionary	261,360	200,000
Miscellaneous	138,950	100,000
Total Other Revenue	895,195	841,051
Rentals and Leases	388,500	388,500
Investment Income	353,875	202,530
Total Operating Revenue	114,972,557	114,548,820

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Salaries		
Teachers	43,821,569	44,272,507
Principals and Vice Principals	7,591,659	7,436,644
Educational Assistants	8,719,485	7,605,103
Support Staff	11,793,322	11,760,835
Other Professionals	3,897,096	3,644,396
Substitutes	3,820,202	3,858,742
Total Salaries	79,643,333	78,578,227
Employee Benefits	20,796,833	20,883,636
Total Salaries and Benefits	100,440,166	99,461,863
Services and Supplies		
Services	6,222,772	5,623,207
Professional Development and Travel	1,642,837	1,427,020
Rentals and Leases	268,349	368,074
Dues and Fees	197,842	189,733
Insurance	339,580	324,480
Supplies	5,172,244	5,329,599
Utilities	1,774,044	1,774,044
Bad Debt	50,800	50,800
Total Services and Supplies	15,668,468	15,086,957
Total Operating Expense	116,108,634	114,548,820

School District No. 62 (Sooke)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2020

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	35,599,186	96,553	136,347	1,779,234	335,143	2,399,489	40,345,952
1.03 Career Programs	207,245			162,056		21,495	390,796
1.07 Library Services	1,282,077			189,433		5,537	1,477,047
1.08 Counselling	1,802,677						1,802,677
1.10 Special Education	2,575,208	253,617	8,221,138	89,000	890,966	804,000	12,833,929
1.30 English Language Learning	886,615						886,615
1.31 Indigenous Education	600,500	136,000	362,000	89,350	30,000	17,000	1,234,850
1.41 School Administration		6,850,489		2,256,280		184,436	9,291,205
1.61 Continuing Education				22,000			22,000
1.62 International and Out of Province Students	858,192	255,000		356,040			1,469,232
Total Function 1	43,811,700	7,591,659	8,719,485	4,943,393	1,256,109	3,431,957	69,754,303
4 District Administration							
4.11 Educational Administration					769,305		769,305
4.40 School District Governance					111,500		111,500
4.41 Business Administration	9,869			465,051	1,431,025	103,082	2,009,027
Total Function 4	9,869	-	-	465,051	2,311,830	103,082	2,889,832
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				112,650	136,511		249,161
5.50 Maintenance Operations				4,249,498	97,037	210,769	4,557,304
5.52 Maintenance of Grounds				505,361			505,361
5.56 Utilities							-
Total Function 5	-	-	-	4,867,509	233,548	210,769	5,311,826
7 Transportation and Housing							
7.41 Transportation and Housing Administration				109,850	95,609	586	206,045
7.70 Student Transportation				1,407,519		73,808	1,481,327
Total Function 7	-	-	-	1,517,369	95,609	74,394	1,687,372
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	43,821,569	7,591,659	8,719,485	11,793,322	3,897,096	3,820,202	79,643,333

School District No. 62 (Sooke)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2020

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	40,345,952	10,859,730	51,205,682	4,763,460	55,969,142	55,503,144
1.03 Career Programs	390,796	107,912	498,708	301,978	800,686	797,638
1.07 Library Services	1,477,047	401,569	1,878,616	64,854	1,943,470	1,945,298
1.08 Counselling	1,802,677	468,696	2,271,373	7,487	2,278,860	2,278,860
1.10 Special Education	12,833,929	3,145,740	15,979,669	558,385	16,538,054	15,942,205
1.30 English Language Learning	886,615	230,520	1,117,135	30,000	1,147,135	1,147,135
1.31 Indigenous Education	1,234,850	325,090	1,559,940	187,310	1,747,250	1,700,850
1.41 School Administration	9,291,205	2,383,509	11,674,714	770,910	12,445,624	12,232,552
1.61 Continuing Education	22,000	1,522	23,522	31,612	55,134	55,134
1.62 International and Out of Province Students	1,469,232	366,130	1,835,362	3,130,550	4,965,912	4,946,219
Total Function 1	69,754,303	18,290,418	88,044,721	9,846,546	97,891,267	96,549,035
4 District Administration						
4.11 Educational Administration	769,305	168,806	938,111	57,681	995,792	969,349
4.40 School District Governance	111,500	3,500	115,000	147,088	262,088	262,088
4.41 Business Administration	2,009,027	480,539	2,489,566	1,204,030	3,693,596	3,663,877
Total Function 4	2,889,832	652,845	3,542,677	1,408,799	4,951,476	4,895,314
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	249,161	63,300	312,461	341,972	654,433	654,490
5.50 Maintenance Operations	4,557,304	1,261,562	5,818,866	1,271,486	7,090,352	6,928,875
5.52 Maintenance of Grounds	505,361	126,090	631,451	166,731	798,182	798,182
5.56 Utilities	-	-	-	2,103,119	2,103,119	2,103,119
Total Function 5	5,311,826	1,450,952	6,762,778	3,883,308	10,646,086	10,484,666
7 Transportation and Housing						
7.41 Transportation and Housing Administration	206,045	51,549	257,594	21,268	278,862	278,862
7.70 Student Transportation	1,481,327	351,069	1,832,396	508,547	2,340,943	2,340,943
Total Function 7	1,687,372	402,618	2,089,990	529,815	2,619,805	2,619,805
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	79,643,333	20,796,833	100,440,166	15,668,468	116,108,634	114,548,820

School District No. 62 (Sooke)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2020

	<u>2020 Amended Annual Budget</u>	<u>2020 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	17,279,462	14,879,034
Other Revenue	4,771,646	4,279,600
Investment Income	28,266	
Total Revenue	<u>22,079,374</u>	<u>19,158,634</u>
Expenses		
Instruction	21,742,560	18,821,820
Operations and Maintenance	336,814	336,814
Total Expense	<u>22,079,374</u>	<u>19,158,634</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2020

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Rural Education Enhancement Fund
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-	-	18,266	644,538	48,614	2,896	-	84,222	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	336,814	391,077			192,000	44,100	182,420	755,222	242,000
Other				3,200,000				20,000	
Investment Income			10,000						
	336,814	391,077	10,000	3,200,000	192,000	44,100	182,420	775,222	242,000
Less: Allocated to Revenue	336,814	391,077	28,266	3,844,538	240,614	46,996	182,420	859,444	242,000
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	336,814	391,077			240,614	46,996	182,420	839,444	242,000
Other Revenue				3,844,538				20,000	
Investment Income			28,266						
	336,814	391,077	28,266	3,844,538	240,614	46,996	182,420	859,444	242,000
Expenses									
Salaries									
Teachers							36,000		80,000
Principals and Vice Principals								33,000	
Educational Assistants		305,529							20,000
Support Staff				10,000	185,000			103,500	52,000
Other Professionals								157,000	
Substitutes				20,000		19,329		15,000	12,000
	-	305,529	-	30,000	185,000	19,329	36,000	308,500	164,000
Employee Benefits		85,548		12,000	38,000	1,980	9,000	73,350	33,500
Services and Supplies	336,814		28,266	3,802,538	17,614	25,687	137,420	477,594	44,500
	336,814	391,077	28,266	3,844,538	240,614	46,996	182,420	859,444	242,000
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2020

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Mental Health in Schools	Changing Results for Young Children	Quality Teaching	Nature K	ACE-IT	Academies	Ab Ed Commercial Fishing
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	239,756			130	5,200	-	245,759	11,975
Add: Restricted Grants									
Provincial Grants - Ministry of Education	1,604,033	13,086,808	26,500	36,000					
Other							30,000	730,000	
Investment Income									
	1,604,033	13,086,808	26,500	36,000	-	-	30,000	730,000	-
Less: Allocated to Revenue	1,604,033	13,326,564	26,500	36,000	130	5,200	30,000	730,000	11,975
Deferred Revenue, end of year	-	-	-	-	-	-	-	245,759	-
Revenues									
Provincial Grants - Ministry of Education	1,604,033	13,326,564	26,500	36,000					
Other Revenue					130	5,200	30,000	730,000	11,975
Investment Income									
	1,604,033	13,326,564	26,500	36,000	130	5,200	30,000	730,000	11,975
Expenses									
Salaries									
Teachers	27,500	10,618,776					25,000	55,000	
Principals and Vice Principals								50,000	
Educational Assistants	170,000								
Support Staff	220,000							50,000	
Other Professionals	80,000								
Substitutes	759,000		10,000	10,000				7,600	
	1,256,500	10,618,776	10,000	10,000	-	-	25,000	162,600	-
Employee Benefits	297,300	2,707,788	1,000	1,000			5,000	35,000	
Services and Supplies	50,233		15,500	25,000	130	5,200		532,400	11,975
	1,604,033	13,326,564	26,500	36,000	130	5,200	30,000	730,000	11,975
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

	Art Starts	Donations	Theatres	United Way	GISP	TOTAL
	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	2,731	6,526	62,772	174	7,000	1,380,559
Add: Restricted Grants						
Provincial Grants - Ministry of Education						16,896,974
Other	7,600	20,000	30,000			4,037,600
Investment Income						10,000
	7,600	20,000	30,000	-	-	20,944,574
Less: Allocated to Revenue	10,331	26,526	92,772	174	7,000	22,079,374
Deferred Revenue, end of year	-	-	-	-	-	245,759
Revenues						
Provincial Grants - Ministry of Education					7,000	17,279,462
Other Revenue	10,331	26,526	92,772	174		4,771,646
Investment Income						28,266
	10,331	26,526	92,772	174	7,000	22,079,374
Expenses						
Salaries						
Teachers						10,842,276
Principals and Vice Principals						83,000
Educational Assistants						495,529
Support Staff						620,500
Other Professionals						237,000
Substitutes						852,929
	-	-	-	-	-	13,131,234
Employee Benefits						3,300,466
Services and Supplies	10,331	26,526	92,772	174	7,000	5,647,674
	10,331	26,526	92,772	174	7,000	22,079,374
Net Revenue (Expense)	-	-	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2020

	2020 Amended Annual Budget			2020 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education	16,237,841		16,237,841	1,268,585
Municipal Grants Spent on Sites	582,000		582,000	
Investment Income		4,851	4,851	30,000
Amortization of Deferred Capital Revenue	7,369,239		7,369,239	7,389,098
Amortization of Deferred Capital Revenue - for lease	61,477		61,477	61,477
Total Revenue	24,250,557	4,851	24,255,408	8,749,160
Expenses				
Operations and Maintenance	1,248,432		1,248,432	984,477
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,690,952		7,690,952	7,904,745
Transportation and Housing	450,161		450,161	463,007
Total Expense	9,389,545	-	9,389,545	9,352,229
Net Revenue (Expense)	14,861,012	4,851	14,865,863	(603,069)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	925,420		925,420	
Total Net Transfers	925,420	-	925,420	-
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,084,597	(1,084,597)	-	
Total Other Adjustments to Fund Balances	1,084,597	(1,084,597)	-	
Budgeted Surplus (Deficit), for the year	16,871,029	(1,079,746)	15,791,283	(603,069)

Committee Info Note
Resources Committee Meeting
February 11, 2020
Agenda Item: 4.3 – 20/21 Budget Development Process

- Staff will provide a presentation updating the Committee on the recent budget development actions and related materials will be provided to the Committee on February 10

Committee Info Note
Resources Committee Meeting
February 11, 2020
Agenda Item: 4.4 – District & School Fees

- Attached are the district and school fees for the Committee's review prior to go to the Board for approval
- Staff will speak to the proposed fees at the meeting

Recommended Motion: That the Board of Education of School District #62 (Sooke) approve the proposed 20/21 district and school fees as presented at the February 11th Resource Committee meeting.

**DRAFT****2020– 21 SCHOOL FEES - Middle Schools**

STANDARD FEES	COST	Notes
Text Books	\$50	Flat fee for all texts which are damaged beyond use or lost
Lost Novel	\$10	Flat fee for all novels.
Locks	\$10	Dunsmuir, Spencer and John Stubbs only
OPTIONAL FEES	COST	Notes
Athletic Participation	\$40	One fee (\$40) allows students to participate on as many teams as they wish. Additional costs for travel, accommodation and meals may be required.
Yearbook	\$40	optional
Food Safe	\$55	If offered
Applied Design, Skills & Technology / Exploratory		As needed throughout year (see examples below)
Band Instrument Rental	\$150	Less depending on instrument.
Band Uniform Rental & Cleaning	\$25	optional
<i>Please note: a 2.5% fee will be added to any electronic payments (debit or credit card)</i>		
Other fees may be charged prior to a course for value-added products which students chose to purchase as an option, or for projects taken home. Cost lists will be provided:		
<u>Examples:</u>		
<ul style="list-style-type: none"> • Wood Tech (a) projects taken home (b) specialty wood • Sewing/Fashion/Design (a) projects taken home (b) specialty materials • Art/Theatre Arts (a) projects taken home (b) specialty materials • Cooking (a) specialty ingredients (b) food taken home 		
Other fees may occur in association with Optional Curricular Events such as:		
<u>Examples:</u>		
<ul style="list-style-type: none"> • Dance outfits for performances • Travel, accommodations, meals and registrations • Exploratory Program (busing, projects to take home) 		
No student will be denied educational opportunities if they do not have the ability to pay. Please contact your assigned principal, vice-principal or counsellor to request for fees to be waived due to financial hardship.		

DRAFT

2020 – 21 SCHOOL FEES - Secondary Schools

STANDARD FEES	COST	Notes
Band Instrument Rental	\$150.00	Dependent on instrument.
Band Uniform & Cleaning	\$25.00	Dependent on individual band program needs (reflects maximum fee charge).
Text Books	\$10.00 - \$100.00	Replacement fee will range for all texts/novels which are damaged beyond use or lost.
Workbooks – LOST/DAMAGED	\$ 5.00 - \$25.00	Workbooks are consumable and are not required – can be used free in the classroom if not written in. They are used primarily in math and science classes.
Athletic Participation	\$50.00	One fee allows students to participate on as many teams as they wish to try out for. Additional costs for travel, accommodation and meals may be required.
Yearbook/Annual	\$55.00	Optional - Prices will fluctuate based on production costs.
Food Safe Training	\$55.00	Fee applies only if offered.
Student Activity Fee	\$20.00	Includes school-wide events, student locks, school appointments online & locker app.
Active Living	\$50.00	Various activities outside the building.
Outdoor Ed./Enviro Science	\$150.00	Grades 11/12
Outdoor Education	\$100.00	Grades 9/10
P.E. 11/12 Recreation	\$75.00	Various activities outside the building that incur travel & amenity costs.
Life Saving 10-12	\$100.00	Hosted at the Y.M.C.A (Belmont only).
ADST – Wood	\$35.00	Optional for personal projects/take home.
ADST – Metal	\$35.00	Optional for personal projects/take home.
ADST – Auto	\$20.00	Optional for personal consumables.
ADST – Electronics	\$35.00	Optional for personal projects/take home.
ADST – Cosmetology	\$80.00	Optional for personal use & to keep: Mannequin, nail polish, make-up.
Food Studies	\$20.00	Optional for personal projects/take home.
Environmental Science	\$150.00	Various activities outside the building.
Metal TASK Program (EMCS)	\$150.00	Materials for personal projects/take home.

Please note: a 2.5% fee will be added to any electronic payments (debit or credit card)

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

Examples:

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

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

Examples:

- Grad Ceremony, Prom, Winter Formal, School Dances & Student Conferences.
- Dance outfits for performances.
- Travel, accommodations, meals and registrations.
- Technical Education Program (busing, projects to take home).

No student will be denied educational opportunities if they do not have the ability to pay.

Please contact your assigned administrator or counsellor to request for fees to be waived due to financial hardship.



DRAFT
2020 – 2021 SCHOOL FEES
WESTSHORE CENTRE FOR LEARNING AND JdFDL

ITEM	AMOUNT	NOTES
Textbook Deposit	Up to \$100	To be paid by all students entering Westshore Centre's Continuing Education School or Juan de Fuca Distributed Learning when they have a course or courses that require a textbook deposit. Refundable upon withdrawal from the school if all textbooks have been returned.
Workbooks (consumable items that students write in and keep)	Up to \$25	Used by some math and science courses.
Textbooks	\$20 - \$100	Actual cost of textbook will be charged if lost or damaged. Charge will be deducted from the textbook deposit or an additional charge may be levied.
Texas Instruments Mathematics Graphing Calculators	\$185	To be paid by students registered in some Math 11/12 courses at Westshore Centre's Continuing Education School or Juan de Fuca Distributed Learning IF they choose to use a school owned graphing calculator. Refundable upon return of the calculator in the same/similar condition as when it was issued.

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

Committee Info Note
Resources Committee Meeting
February 11, 2020
Agenda Item: 4.5 – Old Business Update

- An update will be provided at the meeting on Old Business from previous meetings

School District #62 (Sooke)
Summary of District and School Fees - 19/20 vs. 20/21

SECONDARY SCHOOL FEES		
	19/20	PROPOSED 20/21
Band Instrument Rental	\$ 150.00	\$ 150.00
Band Uniform & Cleaning	\$ 25.00	\$ 25.00
Text Books	\$10.00 -100.00	\$10.00 -100.00
Workbooks – LOST/DAMAGED	\$5.00 -25.00	\$5.00 -25.00
Athletic Participation	\$ 50.00	\$ 50.00
Yearbook/Annual	\$ 55.00	\$ 55.00
Food Safe Training	\$ 55.00	\$ 55.00
Student Activity Fee	\$ 20.00	\$ 20.00
Active Living	\$ 50.00	\$ 50.00
Outdoor Ed./Enviro Science (Grade 11/12)	\$ 150.00	\$ 150.00
Outdoor Education (Grade 9/10)		\$ 100.00
P.E. 11/12 Recreation	\$ 100.00	\$ 75.00
Life Saving 10-12		\$ 100.00
ADST – Wood	\$ 35.00	\$ 35.00
ADST – Metal	\$ 35.00	\$ 35.00
ADST – Auto	\$ 20.00	\$ 20.00
ADST – Electronics	\$ 35.00	\$ 35.00
ADST – Cosmetology	\$ 80.00	\$ 80.00
Food Studies	\$ 20.00	\$ 20.00
Marine Biology	\$ 50.00	
Environmental Science		\$ 150.00
Metal TASK Program (EMCS)		\$ 150.00
MIDDLE SCHOOL FEES		
	19/20	PROPOSED 20/21
Text Books	\$ 50.00	\$ 50.00
Lost Novel	\$ 10.00	\$ 10.00
Locks	\$ 8.00	\$ 10.00
OPTIONAL FEES		
	19/20	PROPOSED 20/21
Athletic Participation	\$ 40.00	\$ 40.00
Yearbook	\$ 40.00	\$ 40.00
Food Safe	\$ 55.00	\$ 55.00
Applied Design, Skills & Technology / Exploratory	As needed throughout the year	As needed throughout the year
Student Agenda	\$ 8.00	
Band Instrument Rental	\$ 150.00	\$ 150.00
Band Uniform Rental & Cleaning	\$ 25.00	\$ 25.00
WESTSHORE CENTRE		
	19/20	PROPOSED 20/21
Textbook Deposit	up to \$100.00	up to \$100.00
Workbooks	up to \$25	up to \$25
Textbooks	\$20-100	\$20-100
Texas Instruments Mathematics Graphing Calculators	\$ 185.00	\$ 185.00

Committee Report of Decisions/Discussions

Audit Committee Meeting

February 18, 2020

Attendees:

Wendy Hobbs, Trustee (Committee Chair)
Bob Phillips, Trustee (Committee Member)
Joan Axford, External Community Rep (Committee Member) – by phone
Scott Stinson, Superintendent & CEO
Harold Cull, Secretary Treasurer

Guests:

Lenora Lee, Partner, KPMG
Adam Taylor, Partner, MNP
Alan Cosgrave, Partner, MNP
David Lee Bonar, Manager, Financial Planning & Analysis

4.1 19/20 2nd Quarter Financial Forecast

- Staff presented the quarter 2 financial forecast for the 19/20 fiscal year
- The District is forecasting to end the year (June 30, 2020) with a small excess of \$8,192
- This forecast was summarized in a few formats:
 - By function (revenue and instruction/administration/ops. & mntce./transportation)
 - By expenditure type (salaries/benefits/services and supplies)
 - By pressures (revenue and expenses)
- Staff also indicated that historically the Q2 forecast is understated and there may be a higher than projected excess at the end of the year
- As a result, staff will be preparing a list of possible expenditure options to utilize with any potential excess that materializes
- At the top of that list is the requirement to hook up to sewers at Spencer and Savory
- As a result of previous capital projects at those locations, the District is required to hook up the sewers
- An extension has been granted (initial deadline was December 31/19) and the estimated costs for both projects are estimated to be \$600,000

- The Committee asked about the projected excess of \$355,221 in the Pro D/travel line and staff were able to confirm that the budget for Comprehensive School Health was placed on this line but actual expenditures are mainly flowing through salaries, benefits and services
- This will be corrected in the 20/21 budget

4.2 Draft Internal Audit Plan

- Adam and Alan from MNP provided a presentation on the internal audit function and walked the Committee through the draft internal audit plan for 2020 to 2022
- Items of note:
 - MNP feels there is sufficient time and resources to complete the Organizational Capacity review by the end of the current fiscal year
 - The Committee suggested MNP review the Axford Report on comparable districts as part of the Organizational Capacity review
 - The audit scope for the Student Enrolment Program should be amended to include the District's international and academy programs
 - Clarity is required on the Governance review to ensure the appropriate Codes of Conduct are looked at
 - The process of reviewing the plan was to prioritize the work of the internal audit function over the next 3 years with the understanding that these priorities may change
- The Committee supports the Board considering the following motion:

Proposed Motion: That the Board of Education of School District #62 (Sooke) approve the 2020-2022 Internal Audit Plan as presented and amended at the February 18, 2020 Audit Committee meeting

4.3 In-camera meeting with the Internal Auditors

- Staff were excused from the meeting and the Committee met in-camera with internal auditors from MNP

4.4 In-camera meeting with the External Auditors

- Staff were excused from the meeting and the Committee met in-camera with external auditor from KPMG

Next Meeting: April 21, 2020 @ 6:00 pm



AUDIT COMMITTEE
School Board Office – Conference Room
3143 Jacklin Road
February 18, 2020 – 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. MINUTES

3. PRESENTATIONS

4. NEW BUSINESS

- 4.1 19/20 2nd Quarter Financial Forecast
- 4.2 Draft Internal Audit Plan
- 4.3 In camera meeting with Internal Auditors – Trustees and Joan Axford only
- 4.4 In camera meeting with External Auditors – Trustees and Joan Axford only

5. AJOURNMENT

6. NEXT MEETING DATE: April 21, 2020



Committee Report of Decisions/Discussions Audit Committee Meeting November 19, 2019

Attendees:

Wendy Hobbs, Trustee (Committee Chair)
Bob Phillips, Trustee (Committee Member)
Joan Axford, external community member

Staff:

Scott Stinson, Superintendent & CEO
Harold Cull, Secretary Treasurer
David Lee-Bonar, Manager, Financial Planning & Analysis

1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:30 p.m. and the Committee Chair acknowledged the traditional territories that the Committee was meeting on.

2. MINUTES

2.1 Call for amendments to minutes

As the minutes of the last meeting had already been presented and accepted by the Board, the Committee did not review them again at the meeting.

3. PRESENTATIONS

No presentations were made to the Committee at the meeting.

4. NEW BUSINESS

4.1 Appointment of the External Auditor – Harold Cull/David Lee-Bonar

Harold summarized the purpose of this agenda item was to review the submissions to the District's Request for Proposals (RFP) for external auditing services. The RFP was open from September 18th to October 24th. David lead the Committee through the discussion of assessing each of the RFP submissions.

There were a total of 2 submissions received and per the RFP were assessed using the following criteria weighting:

- 1) Capability of Proponent & Audit Team – 45%
- 2) Proposed Audit Strategy – 35%
- 3) Fee – 20%

Based on the proposals applied against the assessment criteria noted above, staff recommended and the Committee supported the appointment of KPMG as the external auditor for the next three years (19/20 through 22/23). As the appointment of the auditor rests with the Board, the Committee recommendation will be presented to the Board at their November 26th meeting for their review and consideration.

4.2 Appointment of the Internal Auditor – Harold Cull/David Lee-Bonar

Harold summarized the purpose of this agenda item was to review the submissions to the District's Request for Proposals (RFP) for internal auditing services. The RFP was open from September 18th to October 24th. David lead the Committee through the discussion of assessing each of the RFP submissions.

There were a total of 4 submissions received and per the RFP were assessed using the following criteria weighting:

- 1) Internal Audit Experience in the Education Sector – 30%
- 2) Corporate Overview – 10%
- 3) Price – 30%
- 4) Audit Team Qualification – 30%

Based on the proposals applied against the assessment criteria noted above, staff recommended and the Committee supported the appointment of MNP as the internal auditor for the next three years (19/20 through 22/23) pending the completion of reference checks to be made by staff. As the appointment of the auditor rests with the Board, the Committee recommendation will be presented to the Board at their November 26th meeting for their review and consideration.

5. AJOURNMENT

The meeting was adjourned at 8:00 p.m.

6. NEXT MEETING DATE: February 18, 2020 starting at 6:00 at the School Board Office.

Committee Info Note
Audit Committee Meeting
February 18, 2020
Agenda Item: 4.1 – 19/20 Forecast Update

- Attached are the summary documents outlining the estimated year-end financial position of the District based on the quarter 2 forecasting process
- Summaries based on expenditures by **function** and **STOB** (standard object of expenditure) have been provided for the Committee's review
- The actual financial information (revenues and expenditures) as at December 31st (Q2) have been used in the preparation of this forecast
- The District is estimated to end the fiscal year on budget (slight excess of \$8,192)
- Staff are cognizant that the Q2 forecast has the potential to understate the actual expenditures that will be realized by the end of the fiscal year (June 30)
- As a result of the potential for the forecast to be understated, staff are preparing a list of potential year end expenditures that could be made if a larger excess materializes
- These expenditures would be used to lessen the expenditure burden on the 20/21 budget
- Staff will continue to manage the budget and will present the Q3 forecast in early May

School District Six Two

Summary of Q2 Forecast by Financial Statement Function

	BUDGET	DEC 31 YTD	Q2 FORECAST	VARIANCE
Revenues				
Provincial Grants				-
Ministry of Education	106,364,727	43,201,629	106,789,109	(424,382)
Municipal Grants Spent on Sites				-
Tuition	6,970,260	4,953,657	6,956,614	13,646
Other Revenue	895,195	179,051	883,787	11,408
Rentals and Leases	388,500	178,532	447,357	(58,857)
Investment Income	353,875	231,403	411,403	(57,528)
Amortization of Deferred Capital Revenue				-
Amortization of Deferred Capital Revenue - for long term lease				-
Total Revenue	114,972,557	48,744,273	115,488,270	(515,713)
Expenses				
Instruction	97,891,268	45,960,476	98,491,785	(600,518)
District Administration	4,951,475	2,244,224	4,778,046	173,429
Operations and Maintenance	10,646,086	4,936,493	10,829,126	(183,040)
Transportation and Housing	2,619,805	1,216,913	2,757,236	(137,431)
Total Expense	116,108,634	54,358,106	116,856,194	(747,560)
Net Revenue (Expense)	(1,136,077)	(5,613,833)	(1,367,924)	231,847
Budgeted Prior Year Surplus Appropriation	2,061,497			
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	(925,420)	(430,565)	(685,381)	(240,039)
Surplus (Deficit), for the year	-	(6,044,398)	(2,053,305)	(8,192)

School District Six Two

Summary of Q2 Forecast by Financial Statement Expenditure Type Page 10 of 83

	BUDGET	DEC 31 YTD	Q2 FORECAST	VARIANCE
SALARIES				
TEACHERS	43,821,569	21,719,498	44,023,117	(201,548)
PVP	7,591,659	3,718,709	7,579,639	12,020
EA	8,719,485	3,469,664	9,081,601	(362,116)
SUPPORT STAFF	11,793,322	5,413,066	12,080,627	(287,305)
OTHER PROF	3,897,096	1,772,292	3,823,973	73,123
SUBSTITUTES	3,820,202	2,103,580	4,488,056	(667,854)
TOTAL SALARIES	79,643,333	38,196,807	81,077,012	(1,433,680)
EMPLOYEE BENEFITS				
	20,796,833	9,566,469	20,048,956	747,877
SERVICES AND SUPPLIES				
SERVICES	6,222,772	3,329,337	6,652,952	(430,180)
STUDENT TRANSPORTATION				-
PROFESSIONAL DEVELOPMENT AND TRAVEL	1,642,837	495,737	1,287,617	355,221
RENTALS AND LEASES	268,349	158,254	319,596	(51,247)
DUES AND FEES	197,842	127,328	244,432	(46,590)
INSURANCE	339,580	292,554	385,779	(46,199)
SUPPLIES	5,172,244	1,645,629	5,157,492	14,752
UTILITIES	1,774,044	540,814	1,657,180	116,864
BAD DEBT	50,800	5,177	25,177	25,623
TOTAL SERVICES AND SUPPLIES	15,668,468	6,594,829	15,730,225	(61,757)
TOTAL OPERATING EXPENSE	116,108,634	54,358,106	116,856,194	(747,560)
TANGIBLE CAPITAL ASSETS PURCHASED	925,420	430,565	685,381	240,039

2019-20 Q2 OPERATING FORECAST SUMMARY

	AMOUNT	
	\$	
SAVINGS		
TEACHER SAL/BEN	230,115	CEF (\$430K), BUDGETED TEACHER BENEFIT RATE 1.2% (25.7%) HIGHER THAN FORECAST (2
PVP SAL/BEN	367,520	3 TEACHERS IN ACTING VP POSITIONS
OTHER PROVINCIAL GRANTS	287,964	ANTICIPATED GRANT FOR CUPE COLLECTIVE AGREEMENT INCREASE
FY19 ENHANCEMENTS	187,864	PORTABLES (\$168K)
WESTSHORE LANGFORD	184,822	SAL/BEN (\$134K) FROM REDUCED # OF POSITIONS & GENERAL SUPPLIES (\$35K)
DISTRICT LEGAL	40,000	
FINANCE DEPT	140,111	PURCHASING/OFFICE MANAGER POSITION (\$125K)
SBO BUSINESS ADMINISTRATION	27,861	BAD DEBT (\$25K) AND SUPPLIES (\$20K)
UTILITIES	116,864	
NEW SCHOOL DIVISIONS	97,000	ONLY \$2K ALLOCATED (SASEENOS) AGAINST \$99K STRUCTURAL BUDGET
RENTAL REVENUE	58,857	
INTEREST REVENUE	57,528	
TOTAL SAVINGS	1,796,507	
PRESSURES		
TOC SAL/BEN	(298,030)	YTD USAGE SIGNIFICANTLY HIGHER THAN PRIOR YEAR
LUNCHTIME SUPERVISORS AND REPLACEMENT	(90,364)	
SCHOOL CLERICAL AND REPLACEMENT	(94,125)	
LIBRARY ASSISTANTS	(63,513)	
EDUCATIONAL ADMINISTRATION	(39,438)	EVALUATION SERVICES (\$15K) AND THOUGHT EXCHANGE SOFTWARE (\$24K)
ELL	(37,695)	EA POSITION NOT BUDGETED FOR
INTERNATIONAL	(119,554)	\$30K SHORTFALL IN REVENUES AND \$90K PRESSURE IN MSP EXPENSES
SEL / CSH	(35,450)	FOCUS GROUP (\$20K)
STUDENT SUPPORT SERVICES - incl FEB ENROL	(416,512)	CUPE 2% CA INCREASE (APPROX \$200K)
HR DEPT	(9,562)	OSH (\$30K), STAFFING (\$17K), EFAP LIFEWORKS (\$10K)
FACILITIES	(236,750)	MAINTENANCE SERVICES (\$150k), WESTSHORE LEASE (\$30K), AND SUPPLIES
TRANSPORTATION	(137,431)	REPLACEMENT SAL/BEN (\$55K) AND BUS FUEL (\$25K)
MISCELLANEOUS REVENUE	(83,520)	DOMESTIC FEES (\$35K)
MISCELLANEOUS OTHER PRESSURES	(126,370)	
TOTAL PRESSURES	(1,788,314)	
NET SAVINGS / (PRESSURE)	8,192	NOTE 1

SIGNIFICANT RISKS:

- CEF
- MORNEAU BENEFIT SURPLUS
- SSS
- UTILITIES
- TOC SAL/BEN
- TEACHER SAL/BEN
- FEB & MAY ENROLMENT

NOTES

1 For many budgets assumed will spend to budget but likely will not. For some budgets this will result in further savings, and for others, further pressures.

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February xx, 2020

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INTRODUCTION

This document sets out the proposed 2020-2022 Internal Audit Plan (“Audit Plan”) for School District 62 (Sooke) (“SD 62”). We are seeking the Audit Committee’s approval of this Plan.

As part of our risk assessment work in developing this Audit Plan, we have considered management’s enterprise-wide risk assessment in combination with SD 62’s audit universe. The audit universe represents the potential range of internal audit projects and is comprised of a number of auditable topics. We obtained insights into the risks, opportunities, controls and challenges (strategic, operational, compliance) that exist at SD 62 through review of supporting documents such as SD 62’s strategic plan and risk register and by conducting interviews with key stakeholders. By assessing and prioritizing across these items through a consistent approach and using sound experience and judgement, we developed a proposed three-year Audit Plan (**Appendix C**) from the audit universe.

Vision and Key Themes

Our vision for Internal Audit is to align ourselves with the success and goals of SD 62 by providing value to it. In order to demonstrate our value, the 2020 - 2022 audit plan is linked to the following SD 62 strategic objectives:

1. Learning

Goal: To develop adaptable learners who are creative, critical and social thinkers with the capacity to be global citizens.

2. Engagement

Goal: To foster a collaborative and healthy environment through effective engagement and communication.

3. Growth

Goal: To accommodate growth and changing demographics by creating safe and respectful environments that inspire learning.

Approach to developing S62’s Audit Universe and Three-Year Rolling Plan

The following steps were undertaken to identify the audit universe and develop the draft three-year Audit Plan.

Identify Audit Universe	
Description	This phase used the SD 62 enterprise-wide risk assessment (i.e. risk register) as a key input to identify areas where internal audit projects or procedures may be deployed to better understand, test or remediate areas of High or Medium risk.
Tasks	Outcomes
<ul style="list-style-type: none"> Reviewed SD 62’s risk register to identify High and Medium risk areas and to identify areas that are candidates for internal audit activity. Refer to Appendix B. Compiled inventory of potential internal audit responses to these items identified through the above steps. 	<ul style="list-style-type: none"> Clear mapping of High and Medium risk areas and potential internal audit responses. Validated audit universe based on risk register, SD 62’s strategy, and management’s plans and timelines.
Deliverables	
<ul style="list-style-type: none"> Audit universe mapped to SD 62’s strategic risks. See Appendix C. 	

Develop Multi-Year Internal Audit Plan and Refine First Year Internal Audit Plan	
Description	The objective of this phase is to create risk-based, prioritized multi-year and first year Audit Plans.
Tasks	Outcomes
<ul style="list-style-type: none"> Using the output from previous phase, created a draft three-year rolling Audit Plan. Extracted the first-year Audit Plan from the three-year rolling plan 	<ul style="list-style-type: none"> Defined multi-year year rolling Audit Plan that is risk-based and aligned to SD 62’s strategy and

<p>based on risk rating, priority, timelines, etc.</p> <ul style="list-style-type: none"> Validated both Audit Plans with management and refined as necessary. Presented both Audit Plans to the Audit Committee for review and approval. 	<p>management's plans.</p> <ul style="list-style-type: none"> Flexibility to revise Audit Plans as risks arise or are updated and/or strategic/operational priorities change. Detailed first year Audit Plans with timelines, staffing and budgetary allocations.
Deliverables	
<ul style="list-style-type: none"> A rolling multi-year Audit Plan (Appendix C) that is based on risks and aligned to strategic priorities and management's plans, schedule and budget, and ready for approval. Detailed first year Audit Plan (Appendix A) that is ready for approval by the Audit Committee, and actionable by Internal Audit. 	

APPENDIX A: PROPOSED 2020 AUDIT PLAN

The following tables describe audit topics for 2020 including audit entity accountability and key considerations for the audit. Throughout the year, we monitor industry and emerging risks, and report to the Audit Committee with an opinion as to whether the Audit Plan should change to address these emerging risks. The fees below do not include applicable taxes or out-of-pocket expenses.

Audit Topic	Audit Area	Description	2020 Budget
Auditable Areas			\$28,000
Organizational Capacity Assessment	Operations	<p>Assess SD 62's Organizational capacity and ability to execute on strategic objectives. The audit will review key strategic priorities for the School District and the supporting resource and execution plan for appropriateness and feasibility. Areas assessed include:</p> <ul style="list-style-type: none"> • Leadership & Governance • Structure and Systems • Human Resources • Financial Management • Program Management 	\$24,000
Audit Follow-up			\$-
Audit finding Follow-Up	Institute of Internal Auditors Requirement	Follow up on implementation of management action plans in response to audit recommendations; reporting on status of key audit issues to Audit Committee. Follow up audits are required as part of professional internal audit standards to ensure management responses to findings and recommendations are being addressed.	N/A Year 1
IA Operations and Reporting			\$2,000
Audit Committee	Internal Audit Operations	Preparation of periodic reports on Internal Audit activity for the Audit Committee including a summary of results, progress to Audit Plan, risk profile changes and other information as required. Attendance at Audit Committee meetings.	\$2,000
Risk Management & Oversight	Internal Audit Operations	Coordination of administrative requirements of the internal audit function, and attendance of regular and ad hoc meetings as requested by management.	No Charge
Total Fees	Estimated 2020 Internal Audit fees subject to further scoping and planning		\$29,000

APPENDIX B: SD 62 RISK REGISTER – KEY RISKS

While audit topics are selected on a risk basis and cost basis, it is important to remember that a certain level of residual risk, the threat that remains after all efforts to identify and manage risk have been made, is always present even in the most controlled environment.

Risk Name	Description of Risk	Residual Impact	Residual Likelihood	Residual Risk Score
Labor Disruption	The risk that an agreement cannot be reached with Unions which may lead to a strike or labor disruption and that the relationship with local employee groups could negatively impact SD62's ability to meet its goals.	4.10	4	16.40
Organizational Capacity	The risk that SD62 may not have the organizational capacity (people and expertise) to manage all current and planned initiatives and projects, while maintaining effective regular operations during a period of unparalleled growth in the School District	3.8	3.5	13.30
Supporting Students with Special Needs	The risk that SD62 does not have sufficient funding or available positions to adequately support and provide a positive experience to its growing volume of students with special academic or behavioral needs.	4	3.2	12.80
Communication	The risk that SD62 is unable to communicate key messages to key stakeholders.	4.10	3.0	12.30
Student and Staff Wellness	The risk that SD62 is unable to provide an engaging and healthy environment for students and teachers that is focused on wellness.	4.0	3.0	12.0
Privacy and cyber security	The risk that SD62 may be the subject of a cyber security breach or internal leak, resulting in the loss of confidential or personal information, resulting in reputational damage, loss of credibility, and possible legal or regulatory action.	4.10	2.80	11.48
Business continuity	The risk that SD62 may not be able to provide sufficient appropriate educational continuity or emergency response to manage plausible events (e.g., hazards, catastrophes, pandemics) while managing the cost of continuity planning.	3.60	3.10	11.16
Facility maintenance	The risk that SD62 is unable to adequately maintain all of its schools and facilities, resulting in further facility degradation, a sub-optimal teaching environment, and higher capital costs over the long-term for major repairs and replacements.	3.60	3.10	11.16
Underfunding of programs	The risk of consistent underfunding of educational programs and the associated infrastructure support costs required to deliver on the goals of the School District.	3.70	2.90	10.73

Risk Name	Description of Risk	Residual Impact	Residual Likelihood	Residual Risk Score
Succession Planning	The risk that SD62 is unable to adequately plan for and replace potential vacancies within key management, teaching and administrative positions, leading to potential loss of organizational knowledge and skills when employees leave the School District.	3.80	2.80	10.64
Political landscape/financial stability	The risk that shifts in the political landscape or changes to the funding formula may lead to changes in budgeting/funding, requiring cuts in staffing, programming, etc.	3.60	2.90	10.44
Governance	The risk that a lack of clarity of roles and responsibilities between SD62's management and board lead to conflicts, lack of objective challenge of management, or poor working relationships.	4.10	2.50	10.25
Shifts in curriculum	The risk that SD62 staff are unable to efficiently and correctly deliver the new curriculum.	3.80	2.60	9.88
International student program	The risk that SD62 is unable to diversify its base of international students and that the program is perceived to be denying access to domestic students in favor of international students.	3.00	3.10	9.30

APPENDIX C: AUDIT UNIVERSE, AUDITABLE AREAS, AND THREE-YEAR AUDIT PLAN

Division	Audit topic	2020	2021	2022	Audit Scope
Governance	Board Governance				Assess the adequacy and implementation of Governance Guidelines.
	Code of Conduct				Assess the School District's Code of Conduct and organizational adherence.
	Policy Framework				Assess the School District's policy framework for completeness.
	Sd 62 Strategy Review		X		Assess SD 62's strategic plan and the tools in place to measure its success across its lifecycle
District and School Operations	School Audits				Assess school adherence to District policy, procedures and reporting requirements.
	District Programs				Assess risk of international, academies, student support services and facilities
	Organizational Capacity	X			Assess SD 62's Organizational capacity and ability to execute on strategic objectives.
	Student Enrollment and staffing Program			X	Assess the School District's domestic and international student program and supporting polices and procedures in place to manage risk. Enrollment management is also assessed as part of this audit.
	Admissions Review				Assess admissions review process for efficiency, effectiveness and consistency.
	Support to Students with Disabilities				Assess programs in place to support students with disabilities and their school experience.
	Safety of School/Sexual harassment				Assess programs and polices in place to ensure the

Division	Audit topic	2020	2021	2022	Audit Scope
					safety of students against sexual harassment
	Student Health & Counselling				Assess programs and polices in place to ensure students have access to health and counselling programs that support a healthy school environment.
	Student Programs				Assess student program funding and prioritization
	Controlled Substance Protocols				Assess programs and polices in place to ensure controlled substances are restricted.
Information Technology	IT Security		X		Assess security practices and associated polices within the School District's IT Environment.
	IS Operations				Assess policy and procedures and conduct review of day-to-day operational functions within Information Security Department. Assess practices in place to manage technology risk.
	External Network Scan				Test security against unauthorized external network access.
	Internal Network Scan				Test the strength of internal network security
	IS Governance and Management				Evaluates the effectiveness IT governance controls and control maturity.
	Application Controls				Review access management for key applications.
	Data Management				Assess policies and procedures are in place to ensure data is managed appropriately and confidentially.
	Cyber Security Assessment				Perform an assessment of conformance with a recognized cyber security framework (OSFI, ISO, NIST, BC STRA standard or SANS).
Operations	Business Continuity and DR			X	Reviews procedures in place to manage School operations during a disastrous event.

Division	Audit topic	2020	2021	2022	Audit Scope
	Capital Projects		X		Assess procedures in place to manage capital projects to ensure projects remain within budget and are completed on time.
	Payment Methods Diagnostic (PCI)				Assess compliance with payment card industry compliance standards.
	Procurement/ Outsourcing & Vendor Management				Review of monitoring procedures in place to identify credit risks and reporting of these risks to the board.
	Facilities				Review of property and premises operating cost management and capital budgets.
Human Resources	Payroll and Benefits		X		Review processes to ensure payroll accuracy, authorization, security and fraud prevention.
	Performance Management & Compensation				Assess processes in place to manage staff performance and compensation.
Compliance	Protection of Privacy				Assess controls in School District with respect to Privacy.
	Anti-Money Laundering				Assess compliance with FINTRAC guidelines.
Finance	Financial Planning, Budgeting & Forecasting				Review of Accounting Department processes for ensuring reliability of financial information, account review reconciliation and balancing, financial reporting and variance analysis.
	Cash Management				Review of cash management practices and investment strategies.
	Payroll				Review processes to ensure payroll accuracy, authorization, security and fraud prevention.
	Asset Management & Inventory Strategy				Review alignment of asset management strategy with overall School District strategy.
	P Cards – Expense Reporting				Review of the process for claims for business expenses by Directors, Executives and other staff.

Division	Audit topic	2020	2021	2022	Audit Scope
	Risk Management Framework			X	Assess the completeness of the existing Risk Management Framework.
Internal Audit Operations	Planning, Meetings, Reporting	X	X	X	Review risk profile changes, prepare a detailed annual audit plan, and report regularly to the Audit Committee and management.
	Internal Audit Follow-up		X	X	Track resolution of significant Internal Audit recommendations. Update status of significant management action plans quarterly. Conduct follow-up and confirm implementation of management plans. Test new controls where applicable.

APPENDIX D: DESCRIPTION OF LEVELS OF ASSURANCE

The following Appendix is for informational purposes only. Throughout the execution of the audit plan we will use following rating scales as the basis of the levels of assurance that we provide you with (although it should be noted that these represent an indicative approach as the overall assurance provided is a matter of professional judgement).

Internal Control Effectiveness

Significant Assurance	Means the system is well designed and only minor low priority recommendations have been identified related to its operation. Might be indicated by priority three only, or no recommendations (i.e. any weaknesses identified relate only to issues of good practice which could improve the efficiency and effectiveness of the system or process).
Significant Assurance with minor improvements	Means the systems is generally well designed however minor improvements could be made and some exceptions in its operation have been identified. Might be indicated by one or more priority two recommendations. (i.e. there are weaknesses requiring improvement, but these are not vital to the achievement of strategic aims and objectives – However, if not addressed the weaknesses could increase the likelihood of strategic risks occurring).
Partial Assurance with Improvements Required	Means both the design of the system and its effective operation need to be addressed by management. Might be indicated by one or more priority one, or a high number of priority two recommendations that taken cumulatively suggest a weak control environment. (i.e. the weakness or weaknesses identified have a significant impact preventing achievement of strategic aims and/or objectives; or result in an unacceptable exposure to reputation or other strategic risks).
No Assurance	Means the system has not been designed effectively and is not operating effectively. Audit work has been limited by ineffective system design and significant attention is needed to address the controls. Might be indicated by one or more priority one recommendations and fundamental design or operational weaknesses in the area under review. (i.e. the weakness or weaknesses identified have a fundamental and immediate impact preventing achievement of strategic aims and/or objectives; or result in an unacceptable exposure to reputation or other strategic risks).

Audit Findings

We have also provided the following definitions for the priority of the recommendations that we may raise within our reports:

Immediate	A significant weakness in the system or process which is putting you at serious risk of not achieving its strategic aims and objectives. In particular: significant adverse impact on reputation; non-compliance with key statutory requirements; or substantially raising the likelihood that any of your strategic risks will occur. Any recommendations in this category would require immediate attention.
Scheduled	A potentially significant or medium level weakness in the system or process which could put the University at risk of not achieving its strategic aims and objectives. In particular, having the potential for adverse impact on your reputation or for raising the likelihood of your strategic risks occurring.
Routine	Recommendations which could improve the efficiency and/or effectiveness of the system or process, but which are not vital to achieving your strategic aims and objectives. These are issues generally of good practice that the auditors consider would achieve better outcomes.

ABOUT MNP

MNP is one of the largest chartered accountancy and business consulting firms in Canada, with offices in urban and rural centres across the country positioned to serve you better. Working with local team members, you have access to our national network of professionals as well as strategic local insight to help you meet the challenges you face everyday and realize what's possible.





Board Governance & The Role of Internal Audit

Alan Cosgrave, Partner Enterprise Risk Services

Presented by: **Adam Taylor, Partner Enterprise Risk Services**

Date: **February 18, 2020**

THE ROLE OF INTERNAL AUDIT

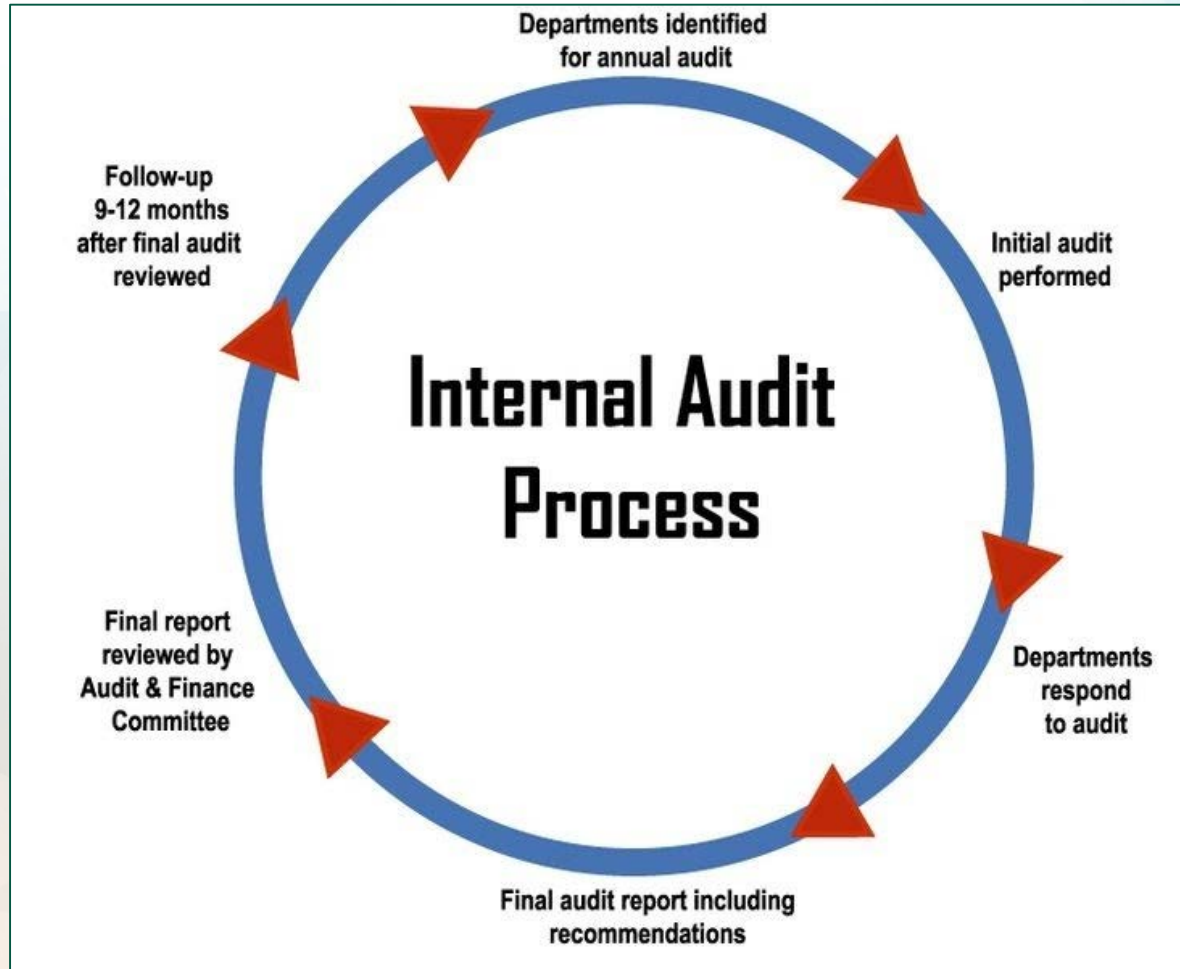
Role of Internal Audit

Key roles and responsibilities of Internal Audit are as follows:

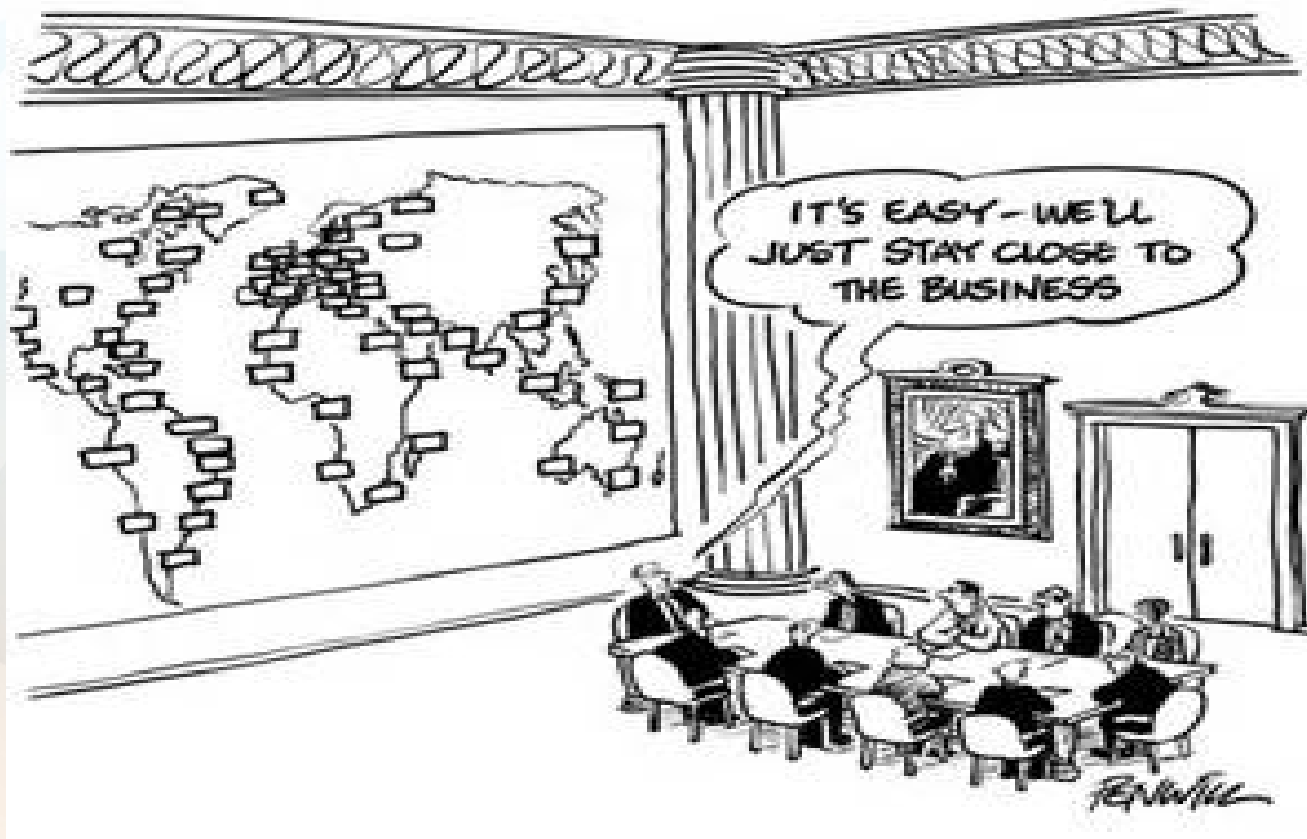
- Evaluate and provide reasonable assurance that risk management, control, and governance systems are functioning as intended and will enable the organization's objectives and goals to be met.
- Report risk management issues and internal control deficiencies identified directly to the audit committee and provide recommendations for improving the organization's operations, in terms of both efficient and effective performance.
- Evaluate information security and associated risk exposures.
- Evaluate compliance with provincial and federal regulatory requirements.

Roles and Responsibilities of Internal Audit are defined in the Internal Audit Charter.

Internal Audit Engagement Process



Audit Committees – Increasing Responsibilities



Audit Committees – Increasing Responsibilities



Audit Committee Reporting

- ▶ Maintain a healthy relationship with Audit Committee Chairperson, meet frequently.
- ▶ Ensure that the Audit Committee is well informed about material areas of the business and changes thereof.
- ▶ Ensure Audit Committee is well aware of Business Risks and related controls / action plans
- ▶ Remove Internal Audit jargon from Audit Committee Reporting.
- ▶ Take Control of the Agenda and Meetings, develop a Calendar of Agenda Items for the Audit Committee.
- ▶ Audit Committee meet frequently.

- ▶ Ensure the Audit Committee understands the expectations of the Board of Directors and assist in fulfilling that role.
- ▶ Provide Audit Committee material with ample time for reading prior to the audit committee meeting.
- ▶ Offer to meet with audit committee members (pre-meeting) to develop consensus.
- ▶ Meet with Audit Committee Chairperson before meeting to align expectations and agree on actions.
- ▶ Avoid Conflicts with Management in the Audit Committee meeting, resolve all conflicts before the meeting



Excerpts from 20 Questions Directors Should Ask about Internal Audit

Mandate

- Should our organization have an internal audit function?
- What is the Board's role and responsibility with Internal Audit?
- How does Internal Audit maintain its independence and objectivity?

Relationships

- What type of relationships should Internal Audit develop with its stakeholders?
- To whom should Internal Audit report?
- How can the Board optimize its relationship with the Chief Audit Executive?

Organizational Design and Resources

- Is your IA function agile and prepared to continuously improve as needed?
- What new capabilities are leading internal audit functions developing today?
- What are the top priorities in the Internal Audit Plan?
- Should Internal Audit place reliance on other assurance functions?

Excerpts from 20 Questions Directors Should Ask about Internal Audit

Organizational Design and Resources

- How does Internal Audit anticipate and adapt to emerging or changing risks?
- How should management be held accountable to address/resolve audit findings?
- How should Internal Audit deal with concerns of management (and even Board) misconduct?

Reporting/Communication

- What content should Internal Audit communicate in quarterly reports to the Board?
- How does Internal Audit determine what risk and control issues should be reported to the Board?
- Effectively utilizing the in-camera session, “are there any other matters that you wish to bring to the Board’s attention?”

Evaluation of the Internal Audit Function

- How should the Board evaluate the Internal Audit Function?
- Is Internal Audit continually following industry leading practices?

QUESTIONS?

Thank You!



**CAPITAL BYLAW NO. 2019/20-CPSD62-02
CAPITAL PLAN 2019/20**

A BYLAW by the Board of Education of School District No. 62 (Sooke) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*.

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan.

NOW THEREFORE the Board agrees to the following:

- (a) authorize the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon ministerial approval to proceed, commence the Project(s) and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2019/20 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated January 31, 2020, is hereby adopted.
- 2. This Bylaw may be cited as School District No. 62 (Sooke) Capital Bylaw No.2019/20-CPSD62-01.

READ A FIRST TIME THE 25th DAY OF FEBRUARY 25, 2020;
READ A SECOND TIME THE 25th DAY OF FEBRUARY 25, 2020;
READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF FEBRUARY 25, 2020.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 62 (Sooke) Capital Bylaw No. 2019/20-CPSD62-02 adopted by the Board the 25th day of February 2020.

Secretary-Treasurer



**Report to the Board of Education,
Sooke School District
Re: Aboriginal Education Council Meeting
held on Wednesday, February 19, 2020**

Aboriginal Education Council Partner Groups Attendees:

Kathleen King, District Principal, Aboriginal Education/Early Learning; Paul Block, Associate Superintendent; Dianna Seaton, SD 62 Trustee; Elder Henry Chipps, Scia'new Nation; Jon Carr, SD62, PVP Association; Leslie Morison, Aboriginal Education District Secretary; Marlys Denny, Aboriginal Education Curriculum Coordinator; Vivian Leik, Camosun College; Clinton Kuzio, University of Victoria; Dorothea Harris, University of Victoria; Alita Tocher, M'akola Group of Societies; Vivian Leik, Camosun College; Dorothea Harris, University of Victoria; Kirsten Mikkelsen, University of Victoria, Cultural Management Programs, Division of Continuing Studies; Aliko Marinakis, University of Victoria, Department in Indigenous Education; Natasha Parrish, STA, Teachers' Union Rep

1.0 May 15, 2020 – Indigenize Through Reconciliation

1.2 An Invitation to Weave Experiential Learning Within Sooke School District.

Members of the Aboriginal Education Council (A.E.C.) are welcome to attend.

Protocol beginnings:

- Coming together to respond to requests which coincide with Truth and Reconciliation and UNDRIP legislation.
- A.E.C. motioned to approve and support the “Indigenize Through Reconciliation” Day.
- May 15th is a starting point in 2020 for partner groups to consider the invitation to Indigenize.
- May 14th will introduce the theme with T'Sou-ke First Nation at EMCS in the theatre.
- Meeting One, February 19, 2020 – 4:00 to 5:00 pm
- Meeting Two, March 10, 2020 – open invitation to plan

2.0 District Updates on New School Name Process

2.1 Kathleen King and Paul Block have been working with the nations including Songhees, T'Sou-ke, Scia'new Nations.

2.2 Another meeting with Elder Butch Dick, Songhees Nation will be scheduled before the process is completed.

2.3 At the March 10th Board meeting the names will be put forward for review and approval of the names for the new schools and SBO meeting rooms will be revealed.

4.0 Equity in Action Update

- 4.1 Presentation to the Board October 22nd formal Board meeting.
- 4.2 February 5th – District Equity Scan meeting three
- 4.3 March 10th – District Equity Scan meeting four
- 4.4 February 12th PVP to received instructions for 2020 by email from Paul Block

5.0 Principals of Learning Network

- 5.1 Network dates: February 26, April 1, June 3, 2020.
- 5.2 POL developed in 2015 – 2016
- 5.3 Supported by the Board of Education as a framework for student learning environment shift.
- 5.4 Sooke Elementary 2016 – 17- had one classroom teacher and an Aboriginal Education POL teacher.
- 5.5 2019 – 2020
 - 5.5.1 Sooke has four classroom teachers and one POL teacher.
 - 5.5.2 Savory has PVP, two classroom teacher and one POL teacher.
 - 5.5.3 Saseenos has two classroom teacher and one POL teacher.
 - 5.5.4 Willway has one POL teacher.
 - 5.5.5 Hans Helgesen has one POL class.

6.0 Results of the Indigenous Leadership Advisory Committee's (ILAC) Recent Survey

- 6.1 925 BCPVPA members participated in the survey with 8.7% identifying as Indigenous. This contrasts with our 2019 BCPVPA Member Survey in which 6.5% of members identified as Indigenous.
- 6.2 One of the Committee's goals is to encourage Indigenous teachers to become Principals and Vice-Principals. 11.3% of students in the public school system are Indigenous, and the Committee believes that a similar percentage of Principals and Vice-Principals should exist as well.



February 7, 2020

Re: **Living in Colour: Embracing Diversity in Schools**

Dear parent/guardian,

On Thursday, March 12, 2020, middle and secondary students in the Sooke School District will have the opportunity to participate in an event at Journey Middle School focused on supporting and celebrating diversity within our schools.

The event has been collaboratively planned by our school and district level staff and includes a mix of educational and fun activities for all students. The educational sessions will include: drumming with aboriginal role models, discussion on equity and inclusion, mental health and personal health information sessions led by our community partner organizations including Island Sexual Health. Interspersed throughout the day will be fun group activities that will provide students the opportunity to make connections with other students across the district. We will also be offering a delicious lunch prepared by EMCS culinary arts program!

Transportation to the event will be provided by way of district school bus to and from student's home schools. Finally, staff from each participating school will accompany and supervise their students.

We are excited to offer this opportunity to the youth in our school district and look forward to welcoming them to Journey Middle School.

David Strange

David Strange
Associate Superintendent
SD62 (Sooke)



School District No. 62 - Middle and Secondary

LIVING IN COLOUR

A full day student conference to encourage diversity

12 MARCH 2020
JOURNEY MIDDLE SCHOOL

Registration information in daily announcements.
Permission forms due March 2nd, 2020.