

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE

**Agenda**

Committee Members: Trustee Martin, Chair  
Trustee McMurphy  
Trustee VanWell  
Jason Reid, Secretary Treasurer  
Dave Eberwein, Superintendent of Schools  
Rob Lumb, Director of Facilities  
Megan Cimaglia, Director of Finance  
Cody Henschel, Director of Information Technology

November 10, 2020  
10:30 am

**A. PRESENTATIONS AND QUESTIONS**

Energy Management Presentation – Rob Lumb

**B. ITEMS FOR DISCUSSION**

No Items.

**C. ITEMS FOR RECOMMENDATION**

1. Final Enrolment & Funding

**Staff Recommendation:**

That the Board approve allocation of \$1,133,661 from unrestricted accumulated surplus to fund operating expenditures, and that residual unrestricted accumulated surplus be allocated to increase the Contingency Reserve.

2. Catchment Boundary Review

**Staff Recommendation:**

That the following catchment boundary changes be implemented for the 2021/22 school year:

- move study areas A1 and A2 to the Lochside Elementary catchment;
- move study area C to the Brentwood Elementary catchment;
- move study area D to the Cordova Bay Elementary catchment; and
- move study area E to the Lochside Elementary catchment.

3. 2021/22 Budget Guiding Principles & Timelines/Process

**Staff Recommendation:**

That the 2021/22 Budget Guiding Principles and 2021/22 Timelines/Process be approved.

**D. ITEMS FOR INFORMATION**

1. Keating Fly-over Staff Report -
2. Statement of Financial Information (SOFI)

**E. FUTURE AGENDA ITEMS**

No Items.

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To: Finance, Facilities and Technology Committee

Prepared By: Jason Reid

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Subject: Final Enrolment and Funding

Date: November 4, 2020

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## Purpose

The purpose of this briefing note is to inform the committee and Board of final fall enrolment and related funding, and to recommend for the Board's approval allocation of additional funding available in forming the district's 2020/21 Amended Annual Budget.

## Background

Each year the Board of Education approves a preliminary budget before the beginning of the July 1<sup>st</sup> to June 30<sup>th</sup> fiscal year. An amended annual budget is then completed during the year (before the end of February) reflecting changes that result from:

- analysis of prior year financial results and confirmation of available accumulated operating surplus;
- confirmation of fall enrolment and resulting funding and staffing costs; and
- other circumstances that have arisen subsequent to adoption of the preliminary budget.

## Preliminary Budget

The Board approved the 2020/21 preliminary budget on June 10, 2020. The preliminary budget reflected the expectation that the pandemic would have a significant impact on the finances and operations of the school district.

The primary financial impact reflected in the preliminary budget was a reduction in forecasted international student enrolment from 320 FTE in 2019/20 to 150 FTE for 2020/21. The budget also reflected a reduction to investment income resulting from declining interest rates. Beyond these adjustments, it was also acknowledged that significant uncertainty existed regarding the potential financial impact of the pandemic. Areas of uncertainty included the possibility that international enrolment could fall to 100 FTE or lower; potential fluctuations in domestic enrolment; higher costs related to health and safety and/or staff replacement; the possibility of lower benefit costs (reduced access to or demand for services); and decreased school based and community use revenues.

To maintain programs stability, the preliminary budget was balanced by appropriating an additional \$1.8 million in accumulated operating surplus to offset the projected revenue decline. This consisted of a combination of allocating \$1.0 million from contingency reserve (i.e., reducing the contingency reserve from \$1.7 million to \$0.7 million) and \$0.8 million from recovery of school and district carry forward balances.

Following the onset of the pandemic in the spring of 2020, the district restricted non-essential expenditures to build accumulated surplus available for the 2020/21 fiscal year. In May 2020, the forecasted surplus relative to budget for 2019/20 had grown; however, to be conservative (reflecting the significant areas of uncertainty noted above) for the 2020/21 preliminary budget it was assumed that closing accumulated surplus would grow only modestly.

More information on the preliminary budget can be found in the final report on the [2020/21 Budget Consultation Process](#).

Actual 2019/20 (Prior Year) Financial Results

For the year ended 2019/20, operating surplus of \$1,437,525 resulted in accumulated operating surplus growing from \$5,240,553 at the beginning of the year to \$6,678,078 as at June 30, 2020. This growth exceeded the budget planning assumption (May 2020) that accumulated operating surplus would grow more modestly. This growth occurred primarily because employee benefit costs and service and supplies expenses were lower than budget and forecast, in part due to the pandemic.

In September 2020, the Board approved appropriation of accumulated surplus as presented below (with prior year comparatives):

	<b>June 2020</b>	<b>June 2019</b>	<b>Change</b>
District Activities (multi-year funding)	886,264	830,450	55,814
School Activities (multi-year funding)	868,429	983,039	(114,610)
District Priority/Contingency	-	886,914	(886,914)
Appropriated for Budget in following year	3,066,022	840,150	2,225,872
<b>Total Internally Restricted</b>	<b>4,820,715</b>	<b>3,540,553</b>	<b>1,280,161</b>
Contingency Reserve (Unappropriated Surplus)	700,000	1,700,000	(1,000,000)
Unrestricted Surplus	1,157,363	-	1,157,363
<b>Total Accumulated Surplus</b>	<b>6,678,078</b>	<b>5,240,553</b>	<b>1,437,524</b>

The 2019/20 Amended Budget (prior year) included appropriation of accumulated surplus of \$1,262,064 that funded continuing expenditures<sup>1</sup>. This amount increased by \$1,803,958 in the 2020/21 preliminary budget to \$3,066,022. This included allocation of \$1 million from the contingency reserve (reducing the balance from \$1.7 million to \$0.7 million) and recovery of carry-forward balances by \$803,958.

Unrestricted operating surplus of \$1,157,363 resulted from actual results in 2019/20 exceeding budget and forecast. Consideration of allocation of this balance was deferred following confirmation of fall enrolment and funding. In September 2020, I reported it was likely international enrolment would decrease to 100 FTE or lower, and that fluctuations in domestic enrolment increased the risk that overall program costs would exceed enrolment based funding.

<sup>1</sup> The 2019/20 Preliminary Budget included appropriation of accumulated surplus of \$840,150 to fund continuing expenditures. This increased in the amended budget to \$1,262,064.

**Confirmation of Fall Enrolment and Funding**

The district experienced significant enrolment fluctuation prior to and following school start up (August and September), and by September 30th enrolment had declined in neighbourhood schools and had grown significantly at SIDES. Some students leaving neighbourhood schools enrolled at SIDES, and others opted for homeschool or left the school district. Most of the growth at SIDES was driven by students enrolling from outside the school district. School age enrolment grew by 229 FTE overall and adult enrolment (primarily SIDES) grew by a further 53 FTE.

	2019/20 Actual	2020/21 Preliminary Budget	2020/21 Actual	Variance Increase / (Decrease)
<b>School Age Enrolment</b>				
Elementary	2,813	2,877	2,783	-94
Middle	1,580	1,556	1,479	-77
Secondary	2,237	2,259	2,150	-109
Continuing Education	23	15	12	-3
Alternate Programs	182	185	182	-3
Distributed Learning	287	285	800	515
<b>Total School Age Enrolment</b>	<b>7,122</b>	<b>7,177</b>	<b>7,406</b>	<b>229</b>
<b>Adult Enrolment (Primarily SIDES)</b>				
Adult - Non-Graduated	26	35	44	9
Adult - Graduated	48	45	90	45
<b>Total Adult Enrolment</b>	<b>74</b>	<b>80</b>	<b>133</b>	<b>53</b>

In a normal year, staffing levels in neighbourhood schools would have been adjusted in response to enrolment declines this significant. Staffing levels were instead maintained because final enrolment was uncertain with numbers increasing and decreasing on a daily basis, and to maintain stability avoiding the heightening of anxiety that would result from re-organizing class structures following school start-up during a global pandemic (which would have likely reduced enrolment further). While staffing well in excess of funded enrolment is not sustainable, this approach reflects the extraordinary circumstances this year. This additional staffing has also helped with, and to an extent was necessary for, the successful implementation of new health and safety requirements.

Attachment 1 to this briefing note outlines the budgetary impact of enrolment changes on both funding and staffing costs, and other changes impacting the budget. Enrolment growth at SIDES increased grant revenues by approximately \$4.1 million (school age and adult enrolment growth, and unique needs designation growth). This was offset by decreased enrolment based funding at neighbourhood schools (\$2.2 million) and a further decrease in forecasted international enrolment relative to the preliminary budget (\$0.6 million).

In the 2020/21 preliminary budget, international student enrolment was forecasted at 150 FTE (compared to 320 FTE in 2019/20). With the restrictions on study permits continuing through the summer and into the fall, actual international enrolment is currently 108 FTE, however, some of these students will graduate mid-year. In October 2020 the federal government announced that restrictions on study permits would be eased, and the Ministry confirmed BC school districts could enrol new students with valid study permits. However, as the time required to process a study permit currently ranges between 14 to 30 weeks in most countries, we are not anticipating a significant increase in enrolment during the 2020/21 school year. Therefore, forecasted enrolment has been reduced from 150 FTE in the preliminary budget to 100 FTE.

With significant enrolment growth at SIDES, additional staffing allocations were required and are presented in Attachment 1. Additional budget pressure results from the net impact of enrolment and staffing growth at SIDES, enrolment decline in neighbourhood schools, and further enrolment decline in the international program. Other budget changes increasing this budget pressure are reduced budget for community use revenues and a recent announcement by WorkSafe BC of premium increases for the school district sector effective in calendar year 2021.

In September 2020, the Board approved the Federal Safe Return to Class Fund Allocation Plan as presented in Attachment 2. While the remote learning program was intended to be transitional, the allocation plan reflected potential continuation of this cost during the year due to uncertainty with how the fall would progress. When the allocation plan was approved, there were just over 600 students enrolled in remote learning. By the first return date (October 13<sup>th</sup>), this number declined to 525, and this number is expected to decline to 260 following the second return date (November 16<sup>th</sup>). With reduced enrolment in the program, cost savings relative to the approved plan are expected.

The federal funding can be used to fund additional staffing to meet health and safety guidelines, and to implement new learning models in schools. If neighbourhood schools had been staffed to historical ratios of staff to students, it would have been necessary to increase staffing in schools to implement health and safety guidelines and new learning models including organizing students into limited cohorts using the Copernican model in secondary schools. Re-allocation of federal funds (projected savings in remote learning and/or contingency) to cover a portion of the unfunded cost of staffing (i.e., staffing in excess of enrolment) is reflected in Attachment 1.

At this time, the district has not experienced a significant increase in replacement cost for illness. However, to the extent replacement costs exceed budget due to the implementation of health and safety guidelines (i.e., staff instructed to stay home if experiencing symptoms), federal funds may also be allocated to fund these costs. Actual costs including those for remote learning and staff replacement will be monitored and, if necessary adjustments will be made.

Staff Recommendation

That the Board approve allocation of \$1,133,661 from unrestricted accumulated surplus to fund operating expenditures, and that residual unrestricted accumulated surplus be allocated to increase the Contingency Reserve.

With Respect,

A handwritten signature in blue ink, appearing to read "Jason Reid".

Jason Reid  
Secretary Treasurer

JR/klg

Attachments: 1 – Net Funding Growth and Final Allocations for Amended Budget  
2 – Federal Safe Return to Class Fund (FSRF) Allocation Plan

## Appendix 1: Net Funding Growth and Final Allocations for Amended Budget

	2020/21 Preliminary Budget	2020/21 Final Enrolment	Difference	Rate	Incremental Funding
Basic Allocation	6,892.00	6,605.3750	-286.63	\$7,560	-2,166,885
Basic Allocation - Distributed Learning	285.00	800.3750	515.38	\$6,100	3,143,788
Homeschool	-	24.0000	24.00	\$250	6,000
Special Needs - Level 1	7.00	8.0000	1.00	\$43,000	43,000
Special Needs - Level 2	282.00	318.0000	36.00	\$20,400	734,400
Special Needs - Level 3	248.00	232.0000	-16.00	\$10,300	-164,800
English Language Learning	555.00	531.0000	-24.00	\$1,520	-36,480
Aboriginal Education	547.00	601.0000	54.00	\$1,500	81,000
Non-Graduated Adults	35.00	43.8125	8.81	\$4,823	42,503
Graduated Adult	45.00	89.5000	44.50	\$4,000	178,000
International program enrolment	150.00	100.0000	-50.00		-615,140

### Enrolment Revenue growth relative to preliminary budget

1,245,385

### Staffing allocations resulting from growth

Enrolling Teacher - 14.5 FTE increase (SIDES)	1,516,773
Enrolling Teacher Contingency (SIDES - Secondary)	719,682
Integration Support Teacher - 1.3 FTE increase (SIDES)	135,987
Learning Assistance Teacher - 0.2 FTE increase (SIDES)	20,921
Teacher Librarian - 0.4 FTE increase (SIDES)	41,842
Teacher Counsellor - 0.4 FT increase (SIDES)	41,842
Staffing - Education Assistants	140,000
School enrolment based funding decrease	-48,000
Reallocate federal funding budget savings to eligible staffing costs	-300,000

### Staff Cost growth relative to preliminary budget

2,269,046

### Other budget changes

Decrease - Community Use revenue budget	45,000
Increase - Worksafe BC premium increase	65,000
	<b>110,000</b>

### Excess of expenditure growth relative to revenue growth

-1,133,661

## Attachment 2: Federal Safe Return to Class Fund (FSRF) Allocation Plan

Category	SRSG Provincial Funding	FSRCF - 1st instalment	FSRCF - 2nd instalment (tentative only)	Annualized Allocation
Personal Protective Equipment (PPE) and plexiglass barriers	28,301	85,500	16,500	130,301
Improved Hand Hygiene (upgraded and new sinks/sanitization stations)	120,714	11,500	3,000	135,214
Cleaning Supplies	67,136	18,000	12,000	97,136
Cleaning Frequency (custodial staffing)	302,772	150,000	150,000	602,772
Cleaning Equipment (electrostatic sprayers)		41,630		41,630
Teacher Staffing (remote learning)		510,000	510,000	1,020,000
Instructional Support (remote learning)		50,000	50,000	100,000
Computers (remote learning)	43,729	40,000	40,000	123,729
Mid-Day Transportation at Secondary		90,200	90,200	180,400
Elementary/Middle Supervision (staffing)		102,000	102,000	204,000
Health and Safety Training (wages to attend)		65,000		65,000
Upgraded HVAC filters		35,000	35,000	70,000
Utility Cost Increase (reduced air re-circulation)		60,000	60,000	120,000
Secondary Timetabling (staffing)		55,000	55,000	110,000
CONTINGENCY		120,005	310,135	430,140
<b>Total</b>	<b>562,652</b>	<b>1,433,835</b>	<b>1,433,835</b>	<b>3,430,322</b>



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To: Finance, Facilities and Technology Committee

Prepared By: Jason Reid

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Subject: Catchment Boundary Review Consultation Results

Date: November 5, 2020

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## Purpose

The purpose of this briefing note is to report on the results of the school catchment boundary review consultation, and to recommend implementation of catchment boundary changes effective for the 2021/22 school year.

## Background

In September 2020, the committee and Board reviewed the [catchment boundary study and consultation plan](#), and at the September 16, 2020 meeting of the Board of Education the following motion was carried:

*That the Board approve the Catchment Boundary Review Consultation as presented and ask staff to incorporate a social media component to the engagement plan. In respect to the catchment review, staff be requested to engage with municipalities with regard to their community plans.*

## Consultation Process and Results

Following approval of the consultation plan in September, the following events or activities occurred:

- A School Catchment Boundary Review page was created under the “Leadership and Governance” tab on the website, and the district posted the catchment boundary feasibility study and consultation plan, detailed maps of the study areas, and information on how to participate and contact the school district.
- The date for the community consultation meeting and release of the survey was confirmed on October 7<sup>th</sup>.
- The district issued a press release and ran a community notice in Saanich News and Peninsula News Review.
- School administration in each school impacted by the proposed changes (Prospect Lake, Lochside, Cordova Bay, and Brentwood) notified their staff and PACs, and extended the offer to meet directly with district staff. Information was also posted on school websites.
- An overview was provided of the review at the September COPACS and Management team meetings. COPACS shared the link to the consultation page on their facebook page.

- Contacted childcare operators (preschool age) in the Saanich Peninsula and Saanich region to advise of the review and ask that parents be notified.
- Connected with local municipalities to confirm there were no new developments or changes that would be significant to the consultation.

In the week leading up to the community meeting and survey release (October 7), the district and COPACS promoted the consultation on social media. While participation in the consultation meeting was poor, there were a number of enquiries and participation in the survey (which closed on October 21<sup>st</sup>) was good. There was good discussion regarding the consultation at the October COPACS meeting, and I met with staff at Prospect Lake Elementary in October to discuss the review and answer questions.

In the week prior to the survey closing administrators at the schools impacted reminded staff and their PAC's to complete the survey, the district and COPACS posted on their social media accounts, and the district contacted local childcare operators again to ask that parents be notified.

### Results of Consultation

The results of the consultation are outlined below for each of the 3 areas. For reference the following attachments are included with this briefing note:

- Attachment 1 - Map of study areas
- Attachment 2 - Survey summary results
- Attachment 3 - Survey responses
- Attachment 4 - Policy 4000 – Student Enrolment and Choice

Additional information, including high resolution maps of the study areas, can be accessed on the [School Catchment Boundary Review](#) page on the website.

### Study Areas A1, A2, and B

In order to balance enrolment with school capacities, two scenarios (options) were proposed to move catchment from the Prospect Lake catchment (Royal Oak area) into the Lochside catchment. In scenario 1, study areas A1 and A2 move to the Lochside catchment, and in scenario 2, study areas A1 and B move to the Lochside catchment. Scenario 1 (A1/A2) was the option favoured by district staff as it creates a more logical extension of the existing Lochside catchment already west of the highway and it facilitates more efficient bus transportation. A benefit of scenario 2 (A1/B) is better overall road access to Royal Oak Drive connecting to Lochside Elementary.

There were 34 survey responses for these study areas:

- 18 (53%) indicated Scenario 1 (A1/A2) was the preferred option;
- 11 (32%) indicated Scenario 2 (A1/B) was the preferred option; and
- 5 (15%) indicated that neither option should be implemented.

None of the respondents proposed an alternative option that would achieve the intended rebalancing of catchment populations with school capacities. One of the respondents indicating neither option should be implemented was concerned a sibling of a Prospect Lake student would be unable to attend the school, which is not the case. As described in the consultation plan and presentation, once enrolled a student and siblings of a student are deemed in-catchment.

A respondent who favoured scenario 1 residing in A2 expressed concern with splitting A1/A2 between separate catchments (as would occur under scenario 2) because children within this neighbourhood (A1/A2) play with one another forming friendships, whereas area B is separated from this neighbourhood by Royal Oak Drive.

Administration at Lochside Elementary consulted with staff and the PAC who understand the need to rebalance catchment areas and are generally not opposed to the implementation of Scenario 1 or 2. I met with staff at Prospect Lake on October 13 to discuss the review and the options being considered. Staff who spoke were in agreement with the need to reduce the catchment area and did not express opposition to either scenario. Administration at Prospect Lake also consulted the PAC who are supportive of implementing one of these scenarios.

Based on the results of the study and consultation, I recommend that study areas A1 and A2 be moved to the Lochside Elementary catchment effective for the 2021/22 school year.

### Study Area C

This proposal is to move the boundary between Brentwood and Prospect Lake south to include the Garden Gate and Benvenuto communities within the Brentwood catchment. This proposed change helps to balance enrolments with capacities, and the change also makes sense given the close proximity of these neighbourhoods to Brentwood Elementary. Most K-5 students currently in this study area are already attending Brentwood Elementary as out-of-catchment students.

There were 33 survey responses for study area C:

- 32 (97%) agreed that this study area should be moved to the Brentwood catchment; and
- 1 (3%) indicated that this option should not be implemented (no explanation provided).

Administration at Brentwood discussed this proposal with the PAC who are supportive of this change because most students in this area already attend Brentwood. Administration at Prospect Lake consulted with staff and PAC who are supportive of this change.

Based on the results of the study and consultation, I recommend that study area C be moved to the Brentwood Elementary catchment effective for the 2021/22 school year.

### Study Areas D & E

The existing boundary between Cordova Bay and Lochside is irregular and the southern part of the Cordova Bay catchment includes areas where students can walk to Lochside. However, moving the entire boundary south shifting enrolment from Cordova Bay to Lochside is undesirable because it impedes the overall objective of balancing enrolment between Prospect Lake and Lochside. The proposed change effectively trades part of each catchment (study area D moves to Cordova Bay and study area E moves to Lochside) to create a boundary that is more logical with those students most able to walk to Lochside being in the Lochside catchment, and without a significant net reduction to the size of the Cordova Bay catchment.

There were 29 survey responses for study areas D and E:

- 27 (93%) agreed that study area D should be moved to the Cordova Bay catchment and study area E should be moved to the Lochside catchment; and
- 2 (7%) indicated that this option should not be implemented.

One of the respondents indicating this option should not be implemented expressed concerns with relocating a student already enrolled in Lochside, which would not occur. Administration at both Lochside and Cordova Bay consulted with their PACs who are supportive of this change.

Based on the results of the study and consultation, I recommend that study area D move to the Cordova Bay catchment and study area E move to the Lochside catchment effective for the 2021/22 school year.

### **Staff Recommendation**

That the following catchment boundary changes be implemented for the 2021/22 school year:

- move study areas A1 and A2 to the Lochside Elementary catchment;
- move study area C to the Brentwood Elementary catchment;
- move study area D to the Cordova Bay Elementary catchment; and
- move study area E to the Lochside Elementary catchment.

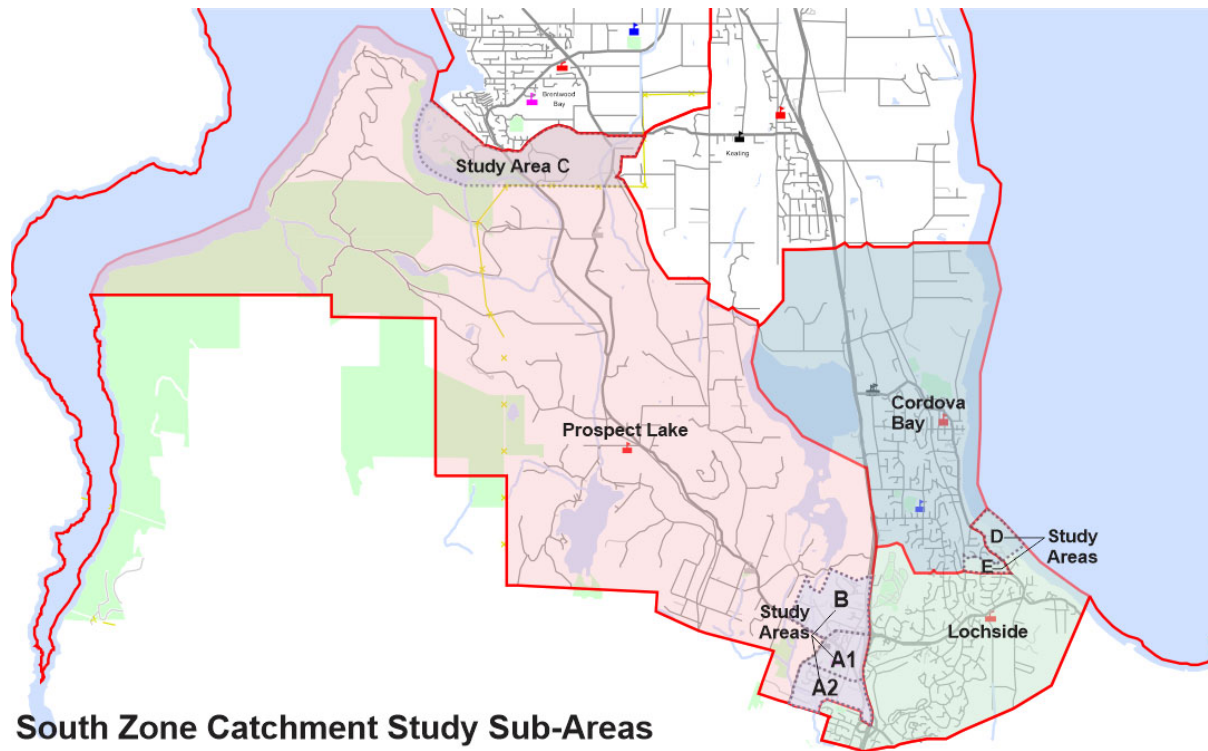
With Respect,

Jason Reid  
Secretary Treasurer

JR/klg

Attachments: 1 - Map of study areas  
2 - Survey summary results  
3 - Survey responses  
4 - Policy 4000 – Student Enrolment and Choice

# STUDY AREAS



**South Zone Catchment Study Sub-Areas**

- |                         |                       |
|-------------------------|-----------------------|
| Prospect Lake Catchment | Lochside Catchment    |
| PL Sub-Area A1          | Ls Sub-Area D         |
| PL Sub-Area A2          | Cordova Bay Catchment |
| PL Sub-Area B           | CB Sub-Area E         |
| PL Sub-Area C           |                       |

## Catchment Boundary Review Survey - Summary Results October 22, 2020

What best describes your connection to the Saanich School District?		
I am the parent/guardian or grandparent of a child enrolled in the district	44	77%
I am the parent/guardian or grandparent of a child that will be enrolled in the district in the future	4	7%
I am a staff member in the district	7	12%
Other (please specify):	2	4%
Total Responses	57	100%

Regarding study areas A1, A2, and B:		
Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);	18	53%
Scenario 2 is the preferred option (Study areas A1 and B move from the Prospect Lake Catchment to the Lochside Catchment);	11	32%
Neither of these scenarios should be implemented or the preferred option needs to be modified (please explain)	5	15%
Total Responses (excluding those indicating no comment)	34	100%
I have no comment on these study areas;	17	
Total Responses	51	

Regarding study area C:		
I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;	32	97%
This option should not be implemented or should be modified (please explain)	1	3%
Total Responses (excluding those indicating no comment)	33	100%
I have no comment on this study area;	19	
Total Responses	52	

Regarding study areas D and E:		
I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;	27	93%
This option should not be implemented or should be modified (please explain)	2	7%
Total Responses (excluding those indicating no comment)	29	100%
I have no comment on this study area;	25	
Total Responses	54	

**Catchment Boundary Review Survey Responses  
October 22, 2020**

Reponse	describes your connection to the Saanich School District? [select all that apply]	Other (please specify)	Regarding study areas A1, A2, and B:	Area A1, A2, and B Feedback...	Regarding study area C:	Area C feedback...	Regarding study areas D and E	Area D and E feedback...	Are there other changes to catchment boundaries that should be considered in the Saanich School District?	Is there anything else you would like to share about the catchment boundary review?
1	I am a staff member in the district		Scenario 2 is the preferred option (Study areas A1 and B move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
2	I am the parent/guardian or grandparent of a child enrolled in the district		I have no comment on these study areas;		I have no comment on this study area;		I have no comment on this study area;			
3	I am the parent/guardian or grandparent of a child enrolled in the district		I have no comment on these study areas;		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I have no comment on this study area;			That the district should be aware of residential building projects that will affect student populations at various schools, in Brentwood alone there are 6 apartment buildings being built or to be built which will have impact on student numbers.
4	I am the parent/guardian or grandparent of a child enrolled in the district		I have no comment on these study areas;		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I have no comment on this study area;			
5	I am the parent/guardian or grandparent of a child enrolled in the district						I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
6	I am a staff member in the district		Scenario 2 is the preferred option (Study areas A1 and B move from the Prospect Lake Catchment to the Lochside Catchment);		I have no comment on this study area;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
7	I am the parent/guardian or grandparent of a child enrolled in the district		Neither of these scenarios should be implemented nor the preferred option needs to be modified (please explain)		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			

**Catchment Boundary Review Survey Responses  
October 22, 2020**

Reponse	describes your connection to the Saanich School District? [select all that apply]	Other (please specify)	Regarding study areas A1, A2, and B:	Area A1, A2, and B Feedback...	Regarding study area C:	Area C feedback...	Regarding study areas D and E	Area D and E feedback...	Are there other changes to catchment boundaries that should be considered in the Saanich School District?	Is there anything else you would like to share about the catchment boundary review?
8	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake Catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
9	I am the parent/guardian or grandparent of a child enrolled in the district		I have no comment on these study areas;		This option should not be implemented or should be modified (please explain)		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
10	I am the parent/guardian or grandparent of a child that will be enrolled in the district in the future		I have no comment on these study areas;		I have no comment on this study area;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
11	I am a staff member in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I have no comment on this study area;			There is currently no more room for expansion of population at Prospect Lake. One more portable would not address the projected numbers for 2021/22. A shift in boundaries is definitely needed, and will hopefully resolve this situation. Thank you.
12	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			



**Catchment Boundary Review Survey Responses  
October 22, 2020**

Reponse	describes your connection to the Saanich School District? [select all that apply]	Other (please specify)	Regarding study areas A1, A2, and B:	Area A1, A2, and B Feedback...	Regarding study area C:	Area C feedback...	Regarding study areas D and E	Area D and E feedback...	Are there other changes to catchment boundaries that should be considered in the Saanich School District?	Is there anything else you would like to share about the catchment boundary review?
13	I am the parent/guardian or grandparent of a child enrolled in the district		Neither of these scenarios should be implemented nor the preferred option needs to be modified (please explain)	As we are a family directly affected by this change (currently living in A1) with a second child set to start school in 2021, prospect lake is our desired school. We utilize the school bus and have a space at kids Klub after school care which is really hard to achieve. All that would be lost and completely disrupt our kids lives and work lives. So I am not in favour of this plan. We love prospect lake and chose our house based on being in prospects catchment.	I have no comment on this study area;					
14	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 2 is the preferred option (Study areas A1 and B move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
15	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
16	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 2 is the preferred option (Study areas A1 and B move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I have no comment on this study area;		From what I could tell from the documents provided to the community Senario 2 made the most long term sense for Prospect Lake and Lochside moving forward as that seemed to distribute the numbers the best and allow for the most long term growth.	I think there needs to be better communication sent out to parents with children already in the affected schools. The intial email roll out caused a lot of panic. Many parents thought their children would be pulled from existing school placements and sent to new schools or that children not yet enrolled would be sent to schools that differ from siblings. Can the district also confirm whether existing bus service will be provided to children already enrolled once boundaries are changed?

**Catchment Boundary Review Survey Responses  
October 22, 2020**

Reponse	describes your connection to the Saanich School District? [select all that apply]	Other (please specify)	Regarding study areas A1, A2, and B:	Area A1, A2, and B Feedback...	Regarding study area C:	Area C feedback...	Regarding study areas D and E	Area D and E feedback...	Are there other changes to catchment boundaries that should be considered in the Saanich School District?	Is there anything else you would like to share about the catchment boundary review?
17	I am a staff member in the district		Scenario 2 is the preferred option (Study areas A1 and B move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
18	I am a staff member in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			Prospect Lake School catchment area is very large and spread out for such a small school building to work with. Moving area C out will help for sure.. The areas of A1 , A2 and B are so close that it is difficult to see exactly how or which will be beneficial. But am going with the recommendation as it will help alleviate the enrollment at Prospect.
19	I am the parent/guardian or grandparent of a child enrolled in the district		I have no comment on these study areas;		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
20	I am a staff member in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
21	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 2 is the preferred option (Study areas A1 and B move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I have no comment on this study area;			
22	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 2 is the preferred option (Study areas A1 and B move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			

**Catchment Boundary Review Survey Responses  
October 22, 2020**

Reponse	describes your connection to the Saanich School District? [select all that apply]	Other (please specify)	Regarding study areas A1, A2, and B:	Area A1, A2, and B Feedback...	Regarding study area C:	Area C feedback...	Regarding study areas D and E	Area D and E feedback...	Are there other changes to catchment boundaries that should be considered in the Saanich School District?	Is there anything else you would like to share about the catchment boundary review?
23	I am the parent/guardian or grandparent of a child enrolled in the district		I have no comment on these study areas;		I have no comment on this study area;		I have no comment on this study area;			
24	I am the parent/guardian or grandparent of a child enrolled in the district		I have no comment on these study areas;		I have no comment on this study area;		I have no comment on this study area;			I did not see any comment about the Willis pt. Area so had to assume there will be no change in catchment for us. Therefore no comment as the changes are less impactful for us.
25	I am the parent/guardian or grandparent of a child enrolled in the district		I have no comment on these study areas;		I have no comment on this study area;		I have no comment on this study area;			
26	I am the parent/guardian or grandparent of a child enrolled in the district		I have no comment on these study areas;		I have no comment on this study area;		I have no comment on this study area;			I wish I had been provided a document which outlined what exactly was in study area A, B, C etc so that I could make a proper decision. I feel as though I'm making guesses without knowing the issues at each of these study areas.
27	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 2 is the preferred option (Study areas A1 and B move from the Prospect Lake Catchment to the Lochside Catchment);		I have no comment on this study area;		I have no comment on this study area;			
28	I am the parent/guardian or grandparent of a child enrolled in the district		Neither of these scenarios should be implemented nor the preferred option needs to be modified (please explain)	A1 and A2 should remain in the prospect lake catchment, but B should be moved to the Lochside Catchment.	I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
29	Other (please specify):	I am a parent of child, enrolled in district, a staff and community member	Scenario 2 is the preferred option (Study areas A1 and B move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			

**Catchment Boundary Review Survey Responses  
October 22, 2020**

Reponse	describes your connection to the Saanich School District? [select all that apply]	Other (please specify)	Regarding study areas A1, A2, and B:	Area A1, A2, and B Feedback...	Regarding study area C:	Area C feedback...	Regarding study areas D and E	Area D and E feedback...	Are there other changes to catchment boundaries that should be considered in the Saanich School District?	Is there anything else you would like to share about the catchment boundary review?
30	I am the parent/guardian or grandparent of a child enrolled in the district									I was unable to choose more than one option on question 1. I have not found any information on the study areas. I would like to review the study areas before answering any of the bounty questions.
31	I am the parent/guardian or grandparent of a child that will be enrolled in the district in the future						I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
32	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I have no comment on this study area;		I have no comment on this study area;			We are in the A2 zone. Our kids have a lot of friends in both A1 and A2 zones. These friendships have been realized through school. It's really important to me that my kids are in a catchment with school friends nearby. It encourages neighbourhood play time outside of school, where kids can just walk to their friends homes. Situations where parents have to drive their kids to their friends homes means less play opportunity. I prefer scenario 1 as it would keep our neighborhood kids/friends all together in the same school. Scenario 2 cuts our neighborhood in half, which is not ideal for parents or families who rely on the support of the neighbourhood - school - friend connections.
33	I am a staff member in the district				I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
34	I am the parent/guardian or grandparent of a child enrolled in the district			I have no comment on these study areas;	I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;			I have no comment on this study area;		

**Catchment Boundary Review Survey Responses  
October 22, 2020**

Reponse	describes your connection to the Saanich School District? [select all that apply]	Other (please specify)	Regarding study areas A1, A2, and B:	Area A1, A2, and B Feedback...	Regarding study area C:	Area C feedback...	Regarding study areas D and E	Area D and E feedback...	Are there other changes to catchment boundaries that should be considered in the Saanich School District?	Is there anything else you would like to share about the catchment boundary review?
35	I am the parent/guardian or grandparent of a child that will be enrolled in the district in the future		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake Catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
36	I am the parent/guardian or grandparent of a child enrolled in the district		I have no comment on these study areas;		I have no comment on this study area;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
37	I am the parent/guardian or grandparent of a child enrolled in the district		Neither of these scenarios should be implemented nor the preferred option needs to be modified (please explain)	They should be moved to the Cordova Bay school (if portables can be used for expansion) and not the Lochside elementary school. Lochside has size restrictions.	I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		This option should not be implemented or should be modified (please explain)	Area E should be considered tied to Lochside due to it's closer vicinity to the school, however the more southern half of section D should also be tied to Lochside Elementary school.		
38	I am the parent/guardian or grandparent of a child that will be enrolled in the district in the future							Study area E should be extended up the hill (Sea Ridge) and be included in the Lochside catchment. If the school is in walking distance to a resident, then it should be included in that catchment. This will reduce carbon footprint.	Study area E should be extended up the hill (Sea Ridge) and be included in the Lochside catchment. If the school is in walking distance to a resident, then it should be included in that catchment. This will reduce carbon footprint.	
39	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
40	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I have no comment on this study area;		I have no comment on this study area;			

**Catchment Boundary Review Survey Responses  
October 22, 2020**

Reponse	describes your connection to the Saanich School District? [select all that apply]	Other (please specify)	Regarding study areas A1, A2, and B:	Area A1, A2, and B Feedback...	Regarding study area C:	Area C feedback...	Regarding study areas D and E	Area D and E feedback...	Are there other changes to catchment boundaries that should be considered in the Saanich School District?	Is there anything else you would like to share about the catchment boundary review?
41	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
42	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I have no comment on this study area;		I have no comment on this study area;			
43	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 2 is the preferred option (Study areas A1 and B move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
44	Other (please specify):	a parent of 2 Parkland grads, a staff member and a community member	I have no comment on these study areas;		I have no comment on this study area;		I have no comment on this study area;		I believe that we should not be allowing so many kids to go to school outside of their catchment area. It affects the number and type of courses offered; sports teams and budgeting for staff and other school programs.	
45	I am the parent/guardian or grandparent of a child enrolled in the district		I have no comment on these study areas;		I have no comment on this study area;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
46	I am the parent/guardian or grandparent of a child enrolled in the district		I have no comment on these study areas;		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I have no comment on this study area;			

**Catchment Boundary Review Survey Responses  
October 22, 2020**

Reponse	describes your connection to the Saanich School District? [select all that apply]	Other (please specify)	Regarding study areas A1, A2, and B:	Area A1, A2, and B Feedback...	Regarding study area C:	Area C feedback...	Regarding study areas D and E	Area D and E feedback...	Are there other changes to catchment boundaries that should be considered in the Saanich School District?	Is there anything else you would like to share about the catchment boundary review?
47	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I have no comment on this study area;		I have no comment on this study area;			
48	I am the parent/guardian or grandparent of a child enrolled in the district		I have no comment on these study areas;		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
49	I am the parent/guardian or grandparent of a child enrolled in the district						This option should not be implemented or should be modified (please explain)	This modification would require my daughter to relocate from Lochside to Cordova Bay school during her last year of elementary school. What a disappointment for her not to be able to complete her final year with her friends and teachers at Lochside.		
50	I am the parent/guardian or grandparent of a child enrolled in the district		I have no comment on these study areas;		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I have no comment on this study area;			
51	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I have no comment on this study area;			
52	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;					

**Catchment Boundary Review Survey Responses  
October 22, 2020**

Reponse	describes your connection to the Saanich School District? [select all that apply]	Other (please specify)	Regarding study areas A1, A2, and B:	Area A1, A2, and B Feedback...	Regarding study area C:	Area C feedback...	Regarding study areas D and E	Area D and E feedback...	Are there other changes to catchment boundaries that should be considered in the Saanich School District?	Is there anything else you would like to share about the catchment boundary review?
53	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I have no comment on this study area;			
54	I am the parent/guardian or grandparent of a child enrolled in the district		Neither of these scenarios should be implemented nor the preferred option needs to be modified (please explain)	Leave it and re-evaluate based on covid changes to demographics and preferred living locations.	I have no comment on this study area;		I have no comment on this study area;			
55	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 2 is the preferred option (Study areas A1 and B move from the Prospect Lake Catchment to the Lochside Catchment);		I have no comment on this study area;		I have no comment on this study area;			
56	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I agree that study area C should be moved from the Prospect Lake catchment to the Brentwood catchment;		I agree that study area D should be moved from the Lochside catchment to the Cordova Bay catchment, and study area E should be moved from the Cordova Bay catchment to the Lochside catchment;			
57	I am the parent/guardian or grandparent of a child enrolled in the district		Scenario 1 is the preferred option (Study areas A1 and A2 move from the Prospect Lake Catchment to the Lochside Catchment);		I have no comment on this study area;		I have no comment on this study area;			We live in A2 area and Lochside school is closer to our home than Prospect Lake; both our children have amazing supports at Lochside and have developed a strong sense of community, even attending strong start before they went to Kindergarten.



School District No. 63 (Saanich)

**Policy Name:** Student Enrolment and Choice

**No:** 4000

**Preamble**

The Board believes that the needs of the majority of students are best served if they attend their catchment area (neighbourhood) schools. The Board also understands that a student's needs may be better served by her or him attending a school outside that catchment area or in an alternate or distributed learning setting. The Board acknowledges that in accordance with the School Act, Section 2, a student is entitled to enroll in any school in British Columbia on the condition that the Board determines that space and facilities are available for that student at that school.

**Policy Statement**

The Board shall designate school catchment areas in the school district to align population distribution, grade configurations and school locations to meet program needs of students and make the best possible use of facilities, staff and transportation. Students will normally attend their catchment area schools except where there are space limitations or when students have successfully applied to attend a school in another catchment area, including for enrolment in a program of choice or specialty academy. Students may also enroll in the district's alternate or distributed learning schools.

**Statutory References:** School Act Section 2 – Access to Educational Program  
School Act Section 3 – Entry to Educational Program  
School Act Section 82.1 – Specialty Academies

**Contractual References:**

**Policy References:** Policy 3060 “Programs of Choice and Specialty Academies”

**Date of Initial Board Approval:** August 1978

**Amendments:** March 1985  
May 2003  
February 2009  
January 2012

School District No. 63 (Saanich)

**Policy Name:** Student Enrolment and Choice

**No:** 4000

**Guiding Principles**

1. Although the default enrolment option is the catchment area (neighbourhood) school, the Board supports student choice, including the choice of parents to enroll their children in non-catchment schools if space and facilities allow. Once enrolled in a non-catchment school, that student is considered an in-catchment student in future years of attendance in that school. While at least one child in a family is enrolled in the school, any sibling registering will also be considered an in-catchment student at that same school, including those registering for kindergarten.
2. When the Board considers school catchment boundaries, student population will be equated as closely as possible to the functional capacity of each school. Should a boundary be changed, existing students whose catchment area changes will be allowed to continue at their current school.
3. Decisions regarding student placement will be guided by:
  - a. Maximizing enrolment in catchment area schools;
  - b. Supporting choice of parents and students for non-catchment schools following consultation regarding implications of such a move;
  - c. Consideration of stability and continuity for students and families;
  - d. Ensuring effective resource allocations in light of student enrolment;
  - e. Supporting student enrolment in programs of choice and specialty academies.
4. The Board of Education recognizes that student needs are diverse and that secondary students may choose to enroll in more than one school.

**Date of Initial Board Approval:** May 2003

**Amendments:** March 1985  
May 2003  
February 2009  
January 2012

School District No. 63 (Saanich)

**Policy Name:** Student Enrolment and Choice

**No:** 4000

**Administrative Procedures**

1. Students shall normally be registered in the school in the catchment area in which they reside. Parents can expect that schools will verify places of residence and parents may be required to provide documentation to provide proof of permanent residency.
2. All K-8 students new to the district shall have their initial placement facilitated by the central registry at the district office. Placement will normally be in the catchment area school if space is available. If space is not available, parents will be consulted and provision will be made for registration in another district school pending space becoming available in the catchment area school. Students in grades 9-12 will register in their neighbourhood school or school of choice.
3. Parents wishing to enroll their children in out-of-catchment schools will be required to meet with the administration of the receiving school to apply for registration and to complete an “out of area” request form. The central district registry or the receiving school will date stamp out of area requests and place students on a wait list. On or before September 15, schools will determine the number of seats available in classes or programs. If possible, decisions for intake of out of area students will be made before the end of the preceding school year. If the school administrator determines that space and facilities are available, students from the wait list will be selected based on the following priority order:

Priority 1: A student whose enrolment has been approved by district executive, or directed by the student review process or board resolution.

Priority 2: A student whose enrolment is in a board-designated program of choice or specialty academy.

Priority 3: A student who is in-district and out-of-catchment.

Priority 4: A student from outside the district.

Within each group, students will be selected on the basis of the date of receipt of the request for enrolment in the receiving school.

School District No. 63 (Saanich)

- 2 -

**Policy Name:** Student Enrolment and Choice

**No:** 4000

**Administrative Procedures** (cont'd)

4. Receiving schools will notify parents of students on the wait list as soon as a decision is made, or as soon after September 15 as possible, to indicate whether or not the request has been accommodated.
5. Students in kindergarten through grade 9 will be allowed to register in only one school.
6. Students in grades 10-12 will be allowed to register in more than one school in accordance with provisions of the Act and Regulations.
7. Grade 8 students will be able to attend grade 9 at the school of their choice (per the provisions of Administrative Procedures 1 through 6 as applicable) and remain eligible for BC School Sports competitions in their school of choice.

**Date of Initial Board Approval:** March 1985

**Amendments:** May 1997  
May 2003  
February 2009  
January 2012



## **2021/22 BUDGET GUIDING PRINCIPLES**

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The Saanich Board of Education will keep support for students at the forefront of its decisions. The Board will be guided in making difficult budget decisions by its values of Compassion, Honesty, Fairness, Respect and Responsibility and its beliefs that:

Public education is fundamental to society and schools must prepare young people as citizens.

Public education is the responsibility of the whole community.

Healthy relationships are the foundation of a successful public education system.

- In establishing budgets, the Board will consult with representatives of partner groups and with the broader community.
- In establishing the 2021/22 annual budget the Board will, to the greatest extent possible, maintain or enhance programs and services for the students of School District No. 63.
- The Board recognizes that budget decisions are best informed by the identification and evaluation of strategic and operational priorities.
- In reviewing programs and services as part of budget deliberations, the Board will endeavour to support these in the most effective, cost efficient and culturally appropriate manner.
- The Board is committed to administrative and operational efficiency, and appropriate management of risk including the provision of safe and healthy learning environments and sustainable environmental practices.
- The Board will consider options related to the number, locations and use of facilities and the school calendar.
- The Board recognizes that committed reserves are an important element of sound budget management and will not consider them for offsetting budget challenges.
- As a sound financial practice, the Board recognizes that a contingency reserve is prudent to address unforeseen budget pressures.
- The Board is committed to responsible long term financial planning-
- The Board will continue to review opportunities to enter into additional revenue generating activities.
- The Board is committed to continued advocacy for stable, adequate funding and a fair allocation system.

**School District No. 63 (Saanich)**  
**2021/22 PRELIMINARY OPERATING BUDGET**  
**TIMELINES / PROCESS**

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January	Management develops 2021/22 enrolment projections
January 28	Budget Advisory Committee meeting, 3:00 – 5:00pm <i>Review timeline, guiding principles, committee terms of reference, and budget process consultation plan.</i>
February 9	Finance, Facilities and Technology Committee meeting <i>Report on work to date</i>
February 16	<i>Provincial Budget 2021 released</i>
February 17	School Board Meeting, 7:00pm
February 25	Budget Advisory Committee meeting, 3:00 – 5:00pm
March 2	Finance, Facilities and Technology Committee meeting
March 10	School Board Meeting, 7:00 pm
March 15	<i>2021/22 District funding allocations from government</i>
April 6	Finance, Facilities and Technology Committee meeting
April 8	Budget Advisory Committee meeting, 3:00 – 5:00pm
April 14	School Board Meeting, 7:00pm
April 15	School Communities and Public Budget Meeting, location TBD, 7:00pm
April 22	Management Team working session, 2:00 – 4:00pm
April 29	Budget Advisory Committee meeting, 3:00 – 5:00pm
May 6	Committee of the Whole/Special School Board Public Budget Meeting, 7:00pm
May 11	Finance, Facilities and Technology Committee meeting
May 19	School Board Meeting, 7:00pm <i>Approval of budget and submission to Ministry of Education by June 30, 2021</i>