

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES & TECHNOLOGY COMMITTEE

Agenda

Committee Members:	Trustee Elder, Chair Trustee Hickman Trustee McMurphy
Staff Support:	Jason Reid, Secretary Treasurer Dave Eberwein, Superintendent of Schools Megan Cimaglia, Director of Finance Rob Lumb, Director of Facilities Cody Henschel, Director of Information Technology
Partner Representatives:	Don Peterson, STA Candice Whitney, CUPE David Mark, SAA COPACS
Other Attendees:	

**Tuesday, February 6, 2024
10:30 am**

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS FOR DISCUSSION

No Items.

C. ITEMS FOR RECOMMENDATION

1. 2023/24 Amended Budget

Staff Recommendation:

That the Board adopt the 2023/24 Amended Budget at the February Board meeting through the adoption of a budget bylaw.

(i) First Reading of Amended Annual Budget Bylaw for fiscal year 2023/24

That the Board approve the first reading of the Amended Annual Budget Bylaw for fiscal year 2023/24 in the total amount of \$123,647,497.

(ii) Second Reading of Amended Annual Budget Bylaw for fiscal year 2023/24

That the Board approve the second reading of the Amended Annual Budget Bylaw for fiscal year 2023/24 in the total amount of \$123,647,497.

(iii) Motion to Read for a Third Time

That the Board approve the reading of the Amended Annual Budget Bylaw for fiscal year 2023/24 in the total amount of \$123,647,497 at this Board Meeting for a third time.

(iv) Third and Final Reading of Amended Annual Budget Bylaw for fiscal year 2023/24

That the Board approve the third reading, pass and adopt the Amended Annual Budget Bylaw for fiscal year 2023/24 in the total amount of \$123,647,497.

2. Report for Budget Advisory Committee (BAC)

BAC Recommendation:

The Committee recommends and I, Trustee Elder move,
That the Board approve the Budget Advisory Committee Terms of Reference, as amended.

BAC Recommendation:

The Committee recommends and I, Trustee Elder move,
That the Board approve the 2024/25 Budget Process Consultation Plan, as amended.

3. ŠEŠIŠEJ Child Care Historical Display

Staff Recommendation:

That the Board approve the proposed plan for the pre and post contact historical displays at the ŠEŠIŠEJ Childcare Centre.

D. ITEMS FOR INFORMATION

1. Saanich International Student Program (SISP) – current and forecasted enrolment
2. Fiscal Forecast

E. FUTURE AGENDA ITEMS

- Report from Budget Advisory Committee (March)
- Risk Management Report (March)

To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: 2023/24 Amended Budget

Date: February 1, 2024

Purpose

The purpose of this briefing note is to outline budget adjustments made following the Board's adoption of the 2023/24 Preliminary Budget (May 2023) that are reflected in the 2023/24 Amended Budget proposed for adoption. This information is provided to support the committee's review and consideration of recommending that the Board adopt the 2023/24 Amended Budget.

Background

Each year the Board of Education approves a preliminary budget before the beginning of the July 1st to June 30th fiscal year. An amended annual budget is then adopted 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.

Both the preliminary and amended budgets are adopted through three readings of a budget bylaw in a public Board meeting.

2023/24 Amended Budget

Board Approved Budget Changes - September 2023 and January 2024

Following adoption of the 2023/24 Preliminary Budget, the Board approved a number of budget changes in the fall of 2023 to be reflected as amendments to the 2023/24 Budget. These budgetary changes were reported and approved at the following regular Board meetings:

- September 20, 2023 - In conjunction with the Board's review and approval of the 2022/23 (prior year) financial statements, the Board approved appropriation of accumulated operating surplus in the 2023/24 budget for school activities (\$252,928), district activities (\$522,701), appropriation to balance budget 23/24 (\$1,384,307), and contingency reserve (\$1,499,507).
- October 25, 2023 - Following reporting of preliminary enrolment (pre-validation) the Board approved enrolment driven staffing budget changes of \$795,458 and increases to

other service and supply budgets by \$107,000. Further allocation of projected revenue growth net of expenditure growth was deferred following validation of fall enrolment.

- November 29, 2023 – Following confirmation of final fall enrolment (post validation), the Board approved allocation of \$801,331 in net funding from growth to decrease the appropriation of accumulated surplus for budget to \$582,976, and increase the contingency reserve to \$2,300,838.

The table below summarizes the approved and proposed budget adjustments as described above:

Revenue Changes	
Increase - Operating Grants (enrolment growth)	1,473,788
Increase - International Program Contribution	200,000
Net Revenue Increase	1,673,788
Expenditure Changes	
Increase - Enrolling Teacher (2.5 FTE)	295,458
Increase - Inclusive Education	500,000
Increase - Optional Facility Coverage Insurance Cost	35,000
Increase - Parkland Track Renewal Fund	7,000
Increase - Mandated Onboarding Training	35,000
Net Expenditure Increase	872,458
Net Funding from Growth (allocated to Contingency Reserve)	801,331

The table below presents the approved appropriation of accumulated surplus following both the September and November Board meetings.

	Sept 2023	Nov 2023
School Activities (multi-year funding)	252,928	252,928
District Activities (multi-year funding)	522,701	522,701
Appropriated for Budget in following year	1,384,307	582,976
Total Internally Restricted	2,159,936	1,358,605
Contingency Reserve (Unappropriated Surplus)	1,499,507	2,300,838
Total Accumulated Surplus	3,659,443	3,659,443

Appropriation of accumulated surplus of \$1,358,605 for Budget (as approved November 29, 2023) is reflected in statement 2 (page 2) and in schedule 2 (page 6) of the 2023/24 Amended Annual Budget.

Changes from Confirmation of Additional Targeted Funding

In addition to the changes noted above, the amended budget also reflects other changes resulting from confirmation of funding following the adoption of the preliminary budget. These changes include the following:

- Confirmation of funding for exempt staff salary inflation in June 2023 following the adoption of the preliminary budget (this lowered the appropriation of accumulated surplus to balance the budget by \$298,447).
- Confirmation of \$1,788,966 in funding for contractual remedies through the classroom enhancement fund (reported in the special purpose fund).
- Allocation of additional program funding confirmed following adoption of the preliminary budget. This included additional funding for Jordan's Principle and for the new Community Outreach Coordinator position (both reported in the operating fund).

School and Departmental Budget Adjustments

Following confirmation of budget carry-forwards and enrolment in the fall, schools and departments balanced their individual budgets and the resulting budget changes are reflected in the amended budget. As staffing budgets are centralized, these budget changes typically impact service and supply accounts (although small additions to staffing budgets may also occur in some circumstances). These changes are typically small reallocations between service and supply accounts as schools and departments plan for the school year ahead.

Staff Recommendations

That the Board adopt the 2023/24 Amended Budget at the February Board meeting through the adoption of a budget bylaw.

With Respect,



Jason Reid
Secretary Treasurer

JR/klg

Attachment: Amended Annual Budget 2023/24

Amended Annual Budget

School District No. 63 (Saanich)

June 30, 2024

School District No. 63 (Saanich)

June 30, 2024

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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

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 63 (SAANICH) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2023/2024 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. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 63 (Saanich) Amended Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$123,647,497 for the 2023/2024 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 2023/2024.

READ A FIRST TIME THE 14th DAY OF FEBRUARY, 2024;

READ A SECOND TIME THE 14th DAY OF FEBRUARY, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 14th DAY OF FEBRUARY, 2024;

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 63 (Saanich) Amended Annual Budget Bylaw 2023/2024, adopted by the Board the _____ DAY OF _____, 2024.

Secretary Treasurer

School District No. 63 (Saanich)

Statement 2

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	7,642,563	7,603,500
Adult	76,125	77,000
Total Ministry Operating Grant Funded FTE's	7,718,688	7,680,500
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	99,262,582	95,606,318
Other	172,333	53,760
Federal Grants	574,918	
Tuition	4,252,428	4,048,515
Other Revenue	9,871,452	8,879,408
Rentals and Leases	442,402	430,500
Investment Income	751,750	658,000
Amortization of Deferred Capital Revenue	5,350,000	5,350,000
Total Revenue	120,677,865	115,026,501
Expenses		
Instruction	99,088,644	94,127,839
District Administration	3,937,003	3,691,723
Operations and Maintenance	17,593,398	17,706,969
Transportation and Housing	2,178,452	1,952,571
Total Expense	122,797,497	117,479,102
Net Revenue (Expense)	(2,119,632)	(2,452,601)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,358,605	1,682,754
Budgeted Surplus (Deficit), for the year	(761,027)	(769,847)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(761,027)	(769,847)
Budgeted Surplus (Deficit), for the year	(761,027)	(769,847)

School District No. 63 (Saanich)
 Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	97,352,289	94,648,546
Operating - Tangible Capital Assets Purchased	850,000	850,000
Special Purpose Funds - Total Expense	18,337,361	15,722,709
Capital Fund - Total Expense	7,107,847	7,107,847
Total Budget Bylaw Amount	123,647,497	118,329,102

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. 63 (Saanich)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(2,119,632)</u>	<u>(2,452,601)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	<u>(850,000)</u>	<u>(850,000)</u>
Total Acquisition of Tangible Capital Assets	<u>(850,000)</u>	<u>(850,000)</u>
Amortization of Tangible Capital Assets	<u>7,107,847</u>	<u>7,107,847</u>
Total Effect of change in Tangible Capital Assets	<u>6,257,847</u>	<u>6,257,847</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>4,138,215</u></u>	<u><u>3,805,246</u></u>

School District No. 63 (Saanich)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2024

	Operating Fund	Special Purpose Fund	Capital Fund	2024 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	3,659,443	-	13,699,213	17,358,656
Changes for the year				
Net Revenue (Expense) for the year	(384,785)		(1,734,847)	(2,119,632)
Interfund Transfers				
Tangible Capital Assets Purchased	(850,000)		850,000	-
Local Capital	(123,820)		123,820	-
Net Changes for the year	(1,358,605)	-	(761,027)	(2,119,632)
Budgeted Accumulated Surplus (Deficit), end of year	2,300,838	-	12,938,186	15,239,024

School District No. 63 (Saanich)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	84,078,971	82,958,609
Other	172,333	53,760
Federal Grants	574,918	
Tuition	4,252,428	4,048,515
Other Revenue	6,796,452	5,804,408
Rentals and Leases	442,402	430,500
Investment Income	650,000	650,000
Total Revenue	96,967,504	93,945,792
Expenses		
Instruction	81,484,882	78,805,940
District Administration	3,845,181	3,596,785
Operations and Maintenance	10,237,526	10,451,097
Transportation and Housing	1,784,700	1,794,724
Total Expense	97,352,289	94,648,546
Net Revenue (Expense)	(384,785)	(702,754)
Budgeted Prior Year Surplus Appropriation	1,358,605	1,682,754
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(850,000)	(850,000)
Local Capital	(123,820)	(130,000)
Total Net Transfers	(973,820)	(980,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 63 (Saanich)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	85,423,304	84,228,518
ISC/LEA Recovery	(3,892,608)	(3,079,193)
Other Ministry of Education and Child Care Grants		
Pay Equity	377,315	377,315
Funding for Graduated Adults	240,000	362,048
Student Transportation Fund	280,000	280,000
FSA Scorer Grant	15,214	15,214
Early Learning Framework (ELF) Implementation		1,442
Labour Settlement Funding	1,460,706	1,027,790
Operating Grant Enrolment Adjustment Special Needs	175,040	(254,525)
Total Provincial Grants - Ministry of Education and Child Care	84,078,971	82,958,609
Provincial Grants - Other	172,333	53,760
Federal Grants	574,918	-
Tuition		
International and Out of Province Students	4,252,428	4,048,515
Total Tuition	4,252,428	4,048,515
Other Revenues		
Funding from First Nations	3,892,608	3,079,193
Miscellaneous		
Miscellaneous and School Generated	190,594	234,065
Cafeteria	68,000	68,000
Textbook Deposit and Distance Ed Fees	50,000	75,000
International and Out of Province Homestay	2,595,250	2,348,150
Total Other Revenue	6,796,452	5,804,408
Rentals and Leases	442,402	430,500
Investment Income	650,000	650,000
Total Operating Revenue	96,967,504	93,945,792

School District No. 63 (Saanich)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Salaries		
Teachers	37,664,533	36,834,229
Principals and Vice Principals	5,098,340	5,176,294
Educational Assistants	6,809,057	6,559,552
Support Staff	9,508,021	9,353,266
Other Professionals	4,186,423	3,528,715
Substitutes	4,252,008	4,541,159
Total Salaries	67,518,382	65,993,215
Employee Benefits	16,602,466	16,976,468
Total Salaries and Benefits	84,120,848	82,969,683
Services and Supplies		
Services	5,110,833	5,066,057
Professional Development and Travel	833,197	837,422
Rentals and Leases	182,000	174,416
Dues and Fees	363,228	327,528
Insurance	237,000	165,460
Supplies	4,857,748	3,478,900
Utilities	1,647,435	1,629,080
Total Services and Supplies	13,231,441	11,678,863
Total Operating Expense	97,352,289	94,648,546

School District No. 63 (Saanich)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	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	28,049,236	742,338	82,942	490,350		3,690,933	33,055,799
1.03 Career Programs	374,822	87,460		70,837		1,140	534,259
1.07 Library Services	838,363			400,804		3,800	1,242,967
1.08 Counselling	1,052,290	10,126					1,062,416
1.10 Special Education	5,044,449	354,029	6,321,852	301,789	1,448,286	211,034	13,681,439
1.30 English Language Learning	647,302						647,302
1.31 Indigenous Education	452,947	155,182	404,263	59,112	80,947	14,622	1,167,073
1.41 School Administration		3,573,638		1,922,428		28,861	5,524,927
1.62 International and Out of Province Students	1,089,979	175,567		408,961	194,605	3,000	1,872,112
Total Function 1	37,549,388	5,098,340	6,809,057	3,654,281	1,723,838	3,953,390	58,788,294
4 District Administration							
4.11 Educational Administration				44,747	881,596		926,343
4.40 School District Governance					137,364		137,364
4.41 Business Administration				507,263	815,999	29,166	1,352,428
Total Function 4	-	-	-	552,010	1,834,959	29,166	2,416,135
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	115,145			130,203	512,720	49,452	807,520
5.50 Maintenance Operations				3,984,982		135,000	4,119,982
5.52 Maintenance of Grounds				519,158			519,158
5.56 Utilities							-
Total Function 5	115,145	-	-	4,634,343	512,720	184,452	5,446,660
7 Transportation and Housing							
7.41 Transportation and Housing Administration				101,362	114,906		216,268
7.70 Student Transportation				566,025		85,000	651,025
Total Function 7	-	-	-	667,387	114,906	85,000	867,293
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	37,664,533	5,098,340	6,809,057	9,508,021	4,186,423	4,252,008	67,518,382

School District No. 63 (Saanich)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	33,055,799	8,200,928	41,256,727	3,483,892	44,740,619	43,493,190
1.03 Career Programs	534,259	122,173	656,432	406,749	1,063,181	1,497,790
1.07 Library Services	1,242,967	305,857	1,548,824	56,455	1,605,279	1,591,922
1.08 Counselling	1,062,416	254,474	1,316,890	1,000	1,317,890	1,298,511
1.10 Special Education	13,681,439	3,308,093	16,989,532	606,515	17,596,047	16,433,294
1.30 English Language Learning	647,302	155,352	802,654	4,500	807,154	795,264
1.31 Indigenous Education	1,167,073	245,815	1,412,888	311,470	1,724,358	1,395,904
1.41 School Administration	5,524,927	1,180,880	6,705,807	117,796	6,823,603	6,806,865
1.62 International and Out of Province Students	1,872,112	439,307	2,311,419	3,495,332	5,806,751	5,493,200
Total Function 1	58,788,294	14,212,879	73,001,173	8,483,709	81,484,882	78,805,940
4 District Administration						
4.11 Educational Administration	926,343	179,187	1,105,530	120,197	1,225,727	1,217,283
4.40 School District Governance	137,364	6,951	144,315	89,908	234,223	243,391
4.41 Business Administration	1,352,428	421,948	1,774,376	610,855	2,385,231	2,136,111
Total Function 4	2,416,135	608,086	3,024,221	820,960	3,845,181	3,596,785
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	807,520	159,047	966,567	435,048	1,401,615	1,360,691
5.50 Maintenance Operations	4,119,982	1,218,984	5,338,966	1,043,689	6,382,655	6,605,003
5.52 Maintenance of Grounds	519,158	138,163	657,321	173,500	830,821	856,323
5.56 Utilities	-	-	-	1,622,435	1,622,435	1,629,080
Total Function 5	5,446,660	1,516,194	6,962,854	3,274,672	10,237,526	10,451,097
7 Transportation and Housing						
7.41 Transportation and Housing Administration	216,268	48,298	264,566	4,250	268,816	334,327
7.70 Student Transportation	651,025	217,009	868,034	647,850	1,515,884	1,460,397
Total Function 7	867,293	265,307	1,132,600	652,100	1,784,700	1,794,724
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	67,518,382	16,602,466	84,120,848	13,231,441	97,352,289	94,648,546

School District No. 63 (Saanich)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

	<u>2024 Amended Annual Budget</u>	<u>2024 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	15,183,611	12,647,709
Other Revenue	3,075,000	3,075,000
Investment Income	78,750	-
Total Revenue	<u>18,337,361</u>	<u>15,722,709</u>
Expenses		
Instruction	17,603,762	15,321,899
District Administration	91,822	94,938
Operations and Maintenance	405,872	305,872
Transportation and Housing	235,905	-
Total Expense	<u>18,337,361</u>	<u>15,722,709</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 63 (Saanich)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-	63,054	271,116	1,459,091	2,060	17,969	21,885	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	305,872	318,817			96,000	19,600	297,006	471,760	928,795
Other			75,000	3,000,000					
Investment Income			3,750	75,000					
	305,872	318,817	78,750	3,075,000	96,000	19,600	297,006	471,760	928,795
Less: Allocated to Revenue	305,872	381,871	78,750	3,075,000	98,060	37,569	318,891	471,760	928,795
Deferred Revenue, end of year	-	-	271,116	1,459,091	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	305,872	381,871			98,060	37,569	318,891	471,760	928,795
Other Revenue			75,000	3,000,000					
Investment Income			3,750	75,000					
	305,872	381,871	78,750	3,075,000	98,060	37,569	318,891	471,760	928,795
Expenses									
Salaries									
Teachers							118,986		
Principals and Vice Principals									147,060
Educational Assistants		301,222							198,240
Support Staff					59,728			374,086	79,296
Other Professionals									72,811
Substitutes							54,000		241,790
	-	301,222	-	-	59,728	-	172,986	374,086	739,197
Employee Benefits		78,649			15,595		35,218	97,674	162,598
Services and Supplies	305,872	2,000	78,750	3,075,000	22,737	37,569	110,687		27,000
	305,872	381,871	78,750	3,075,000	98,060	37,569	318,891	471,760	928,795
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 63 (Saanich)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund
	\$	\$	\$	\$	\$	\$	\$	\$	
Deferred Revenue, beginning of year	-	-	101,728	-	29,239	92,638	-	91,157	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	9,288,171	1,788,966	134,177	52,000	6,000	-	19,000	175,000	862,717
Other									
Investment Income									
	9,288,171	1,788,966	134,177	52,000	6,000	-	19,000	175,000	862,717
Less: Allocated to Revenue	9,288,171	1,788,966	235,905	52,000	35,239	92,638	19,000	266,157	862,717
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	9,288,171	1,788,966	235,905	52,000	35,239	92,638	19,000	266,157	862,717
Other Revenue									
Investment Income									
	9,288,171	1,788,966	235,905	52,000	35,239	92,638	19,000	266,157	862,717
Expenses									
Salaries									
Teachers	7,490,460							33,001	
Principals and Vice Principals								62,822	27,618
Educational Assistants									158,592
Support Staff			152,409						
Other Professionals									
Substitutes		1,490,805						10,000	
	7,490,460	1,490,805	152,409	-	-	-	-	105,823	186,210
Employee Benefits	1,797,711	298,161	39,794					18,076	46,656
Services and Supplies			43,702	52,000	35,239	92,638	19,000	142,258	629,851
	9,288,171	1,788,966	235,905	52,000	35,239	92,638	19,000	266,157	862,717
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 63 (Saanich)

Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2024

	<u>TOTAL</u>
	\$
Deferred Revenue, beginning of year	2,149,937
Add: Restricted Grants	
Provincial Grants - Ministry of Education and Child Care	14,763,881
Other	3,075,000
Investment Income	78,750
	<u>17,917,631</u>
Less: Allocated to Revenue	<u>18,337,361</u>
Deferred Revenue, end of year	<u>1,730,207</u>
Revenues	
Provincial Grants - Ministry of Education and Child Care	15,183,611
Other Revenue	3,075,000
Investment Income	78,750
	<u>18,337,361</u>
Expenses	
Salaries	
Teachers	7,642,447
Principals and Vice Principals	237,500
Educational Assistants	658,054
Support Staff	665,519
Other Professionals	72,811
Substitutes	1,796,595
	<u>11,072,926</u>
Employee Benefits	2,590,132
Services and Supplies	4,674,303
	<u>18,337,361</u>
Net Revenue (Expense)	<u><u>-</u></u>

School District No. 63 (Saanich)

Amended Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2024

	2024 Amended Annual Budget			2024 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		23,000	23,000	8,000
Amortization of Deferred Capital Revenue	5,350,000		5,350,000	5,350,000
Total Revenue	5,350,000	23,000	5,373,000	5,358,000
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	6,950,000		6,950,000	6,950,000
Transportation and Housing	157,847		157,847	157,847
Total Expense	7,107,847	-	7,107,847	7,107,847
Net Revenue (Expense)	(1,757,847)	23,000	(1,734,847)	(1,749,847)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	850,000		850,000	850,000
Local Capital		123,820	123,820	130,000
Total Net Transfers	850,000	123,820	973,820	980,000
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	(907,847)	146,820	(761,027)	(769,847)



BUDGET ADVISORY COMMITTEE MEETING

Thursday, January 25, 2024

3:00 pm, Board Room

Committee Members:

Keven Elder, Chair
Susan Hickman, Trustee
Elsie McMurphy, Trustee
Dave Eberwein, Superintendent of Schools
Paul McKenzie, Assistant Superintendent
Peter Westhaver, Director of Instruction
Carly Hunter, Director of Instruction,
regrets
Jason Reid, Secretary Treasurer
Megan Cimaglia, Director of Finance

Don Peterson, STA
Elaine Ting, STA
Candace Whitney, CUPE
Laura Mackie, CUPE
Mel Paas, SAA
Tassie Harris, SAA,
regrets
Spencer Gray, SISP
Megan Misovic, COPACS

Other Attendees: Vice Chair Silzer, Trustee Vandall, and Trustee VanWell

Meeting Notes

- Committee Chair Elder acknowledged the meeting was being held on the territory of the WSÁNEĆ people and welcomed committee members and guests.
- The committee reviewed the Timelines/Process and Guiding Principals, which were approved by the Board at the November 29, 2023 Board meeting.
- The committee reviewed the Committee Terms of Reference and it was agreed they be presented to the Board for approval with an amendment to add "6. To advise the Board of Education on strategies relating to advocacy." as a purpose of the committee.
 - Committee Recommendation: That the Board approve the Budget Advisory Committee terms of reference, as amended.
- Secretary Treasurer Reid presented the January Facts Package. The committee discussed the contents of the package including the comparative budget analysis, teacher staffing analysis, and the leave cost analysis.
- Secretary Treasurer Reid presented the 2024/25 Budget Process Consultation Plan and the committee discussed the budget context for 2024/25 and the consultation approach. The committee agreed that the plan be presented to the Board for approval, with an amendment to add "Strategies to increase involvement in the consultation process, including attendance at the community budget meeting, will be discussed at the February 21st BAC meeting." below the bulleted list of key components of the consultation process on page 7 of the plan.
 - Committee Recommendation: That the Board approve the 2024/25 Budget Process Consultation Plan, as amended.
- The committee discussed advocacy strategies for Board consideration:
 - Arrange for a larger delegation from the Saanich School District, including partner group representatives, to meet with the Ministry of Education and Childcare to discuss budgetary concerns relating to unfunded inflationary pressures.
 - Communicate to the ministry specific examples of the impacts of inflation, particularly the negative impacts on student learning.

- Connect with other school districts facing a similar scenario (low enrolment growth) to explore the possibility of a collective communication to the Minister of Education and Childcare.
- Committee Chair Elder adjourned the meeting at 5:03pm.

Next meeting: **Wednesday, February 21, 2024, 3:00-5:00pm**

TERMS OF REFERENCE

Purpose:

1. To advise the Board of Education on the allocation of the operating budget to various programs and services to best meet our student needs within variable revenues;
2. To provide the Board with representative advice on budget issues and implications of proposed changes;
3. To provide advice on new priorities and emerging opportunities;
4. To provide a forum for open communication and understanding of the budget;
5. To provide advice on and assist in the effective communication of financial issues and decisions throughout the district, and beyond.
6. To advise the Board of Education on strategies relating to advocacy.

Membership:

- Finance Facilities and Technology Committee Chair is Chair of the Budget Advisory Committee
- Other Finance Facilities and Technology Committee Trustees
- Executive Staff
- Director of Finance
- Two representatives from school administration (Saanich Administrators' Association)
- Two representatives from Saanich Teachers' Association
- Two representatives from CUPE 441
- Two representatives from COPACS
- One representative from SISP

Meetings are public and open to non-members.

Meetings:

To meet at least three times between January and May

Report to:

Finance, Facilities and Technology Committee of the Board

Indicators of Success:

- All members are aware of the contents of the operating budget and communicate positively about that understanding;
- All members understand the budget issues and work together to solve them;
- There is a good level of trust, openness and sharing on the committee among all members; and where possible decisions are made through consensus;
- All employees and partners in the district are receiving effective communication about the budget;
- Committee provided useful advice to the Board of Education.



2024/25 Budget Process Consultation Plan

Prepared by: Jason Reid

Date: January 22, 2024

District Overview

The Saanich School District provides a diverse array of programs and services in 18 schools for more than 8,000 students. The district has over 1,300 staff and an annual program budget (operating and special purpose fund) of about \$110 million.

The Board's Strategic Plan serves as a framework through which district directions and decisions are considered and initiated. It is our public commitment and acts as a road map to guide the district from where it is to where it wants to be.

The 2022-2027 Strategic Goals:

- ▶ **LITERACY** To improve student literacy across the curriculum for all students with a particular focus on early learning
- ▶ **INDIGENOUS LEARNER SUCCESS** To engage in practices that support culturally responsive and barrier-free learning environments for Indigenous students
- ▶ **MENTAL HEALTH AND WELLNESS** To promote mental health and well-being through social emotional learning and trauma-informed practice
- ▶ **GLOBAL CITIZENSHIP** To provide opportunities and experiences that inspire learners to be knowledgeable, curious and active global citizens who support the well-being of oneself, family, community and our environment

Budget Planning Cycle

In December 2023, the Board approved the Timelines/Process and Guiding Principles for 2024/25 Budget Planning. These documents have been posted to the [budget consultation site](#). Through out the process, information relevant to the consultation will be posted to this site including agenda packages and meeting notes of the Budget Advisory Committee.

The focus of the budget planning process is the development of the preliminary budget for the following fiscal year. However, this is only part of an annual budget cycle comprised of a series of inter-related processes. School districts are also unique in adopting both a preliminary budget and an amended budget following confirmation of fall enrolment and funding. The changes that occur between the preliminary and amended budget are informed by priorities identified during the spring budget consultation process.

For more information on the annual budget planning cycle refer to appendix 1.

Enrolment and Funding

Approximately 85% of operating fund revenues are determined by per student funding allocations. In the 2023/24 preliminary operating budget, budgeted operating revenues are \$93.9 million and include:

- \$62.7 million – per pupil fall enrolment funding (Sept 30th),
- \$15.3 million - funding for unique need designations (Sept 30th), and
- \$2.3 million – February, May and July enrolment funding.

The preliminary budget is prepared based on forecasted Sept 30th enrolment, and the amended budget reflects actual Sept 30th enrolment.

Given the significance of enrolment in determining funding, forecasting enrolment is an important part of the budget process. Enrolment forecasting is also important for informing facilities planning work. Each year, new enrolment projections are preparing reflecting historical observation, BC Stats population projections, and local knowledge including known local factors impacting enrolment such as residential development, changes to programs, or a change in school capacity.

Figure 1: Fall Enrolment History (FTE)

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Elementary Schools	2,552	2,677	2,748	2,813	2,783	2,907	2,962	2,937
Middle Schools	1,604	1,588	1,566	1,580	1,479	1,535	1,532	1,589
Secondary Schools	2,260	2,235	2,284	2,237	2,150	2,155	2,150	2,171
CE/ALT programs	184	194	202	205	194	194	209	205
Total In-person learning	6,601	6,694	6,800	6,835	6,605	6,790	6,853	6,902
Online Learning (SIDES)	309	310	282	287	800	573	358	453
Total School Age Enrolment	6,909	7,004	7,083	7,122	7,406	7,363	7,211	7,355
Adult Enrolment	52	57	61	73	133	96	80	88
Total Fall Enrolment	6,961	7,061	7,143	7,195	7,539	7,459	7,291	7,443
Increase/(decrease) over prior year		100	82	52	344	- 80	- 168	152

Following a period of enrolment volatility during and following the pandemic (particularly at SIDES), enrolment is settling into a more predictable pattern. Over the next decade, overall enrolment in neighbourhood schools is forecasted to remain stable or grow modestly.

In 2023/24, online learning enrolment growth is attributed to the Saanich online learning program (SIDES) being granted Provincial Online Learning School (POLS) status. Beginning in 2023/24, online learning programs not granted POLS status are no longer able to cross enrol students from outside their district boundaries.

The district is still reviewing the updated enrolment forecast for 2024/25 to 2033/34, which will be available for the February BAC meeting.

Components of the Budget

The school district’s budget is comprised of three separate funds: Operating Fund, Special Purpose Fund and Capital Fund. Each of these funds differs with respect to the methods of accounting used, the legislative and other constraints, and relevance to the budget planning process. The table below describes each of the funds and their relevance to the budget planning.

<p>Operating Fund</p> <p>2023/24 Budgeted Revenues: \$93.9 million</p>	<p>Annual program revenues and expenditures are reported within the operating fund and special purpose fund (see below). Grants from the Ministry of Education accounted for \$83.0 million (88%) of budgeted operating revenues in the preliminary 2023/24 budget. The budget consultation process focuses primarily on the operating fund.</p> <p>Annual and accumulated surplus within the operating fund are important indicators of financial performance and financial health for school districts. This is because school districts are not permitted to budget for or incur an <u>accumulated</u> deficit position in the operating fund. This means when a school district has accumulated operating surplus available it can be used to budget for future expenditures and to reduce financial risk associated with unforeseen expenditures.</p>
<p>Special Purpose Fund</p> <p>2022/23 Actual Revenues: \$17.1 million</p>	<p>The special purpose fund includes grants and school generated funds that are restricted for a specific purpose. The largest component of the special purpose fund is the classroom enhancement fund (2022/23 Actual Revenues: \$11.1 million), which beginning in fiscal 2017/18 funds the cost of the restored class size and composition language.</p> <p>Because these funds are restricted for a specific purpose, they are generally not a focus of the budget planning process except as contextual information. If expenditures for a program within the special purpose fund exceed available revenues, the resulting deficit is transferred to the operating fund reducing accumulated operating surplus. Annual and accumulated surplus in the special purpose fund is always zero.</p>
<p>Capital Fund</p> <p>2022/23 Actual Capital Funding: \$4.1 million</p>	<p>The capital fund budget is determined through the Board of Education’s approval of the annual capital plan and other funding applications, and by subsequent Ministry approval. As the capital fund budget is determined through a separate process, it is generally outside the scope of the budget planning process.</p>

Contingency Reserve

Policy 19 (Accumulated Operating Surplus) requires that a Contingency Reserve be established that is sufficient to reduce, to an appropriate level, financial risk that results from financial forecasting risk and/or unforeseen circumstances. The overall objective is to protect continuity of educational programs in the school district. Once established the Contingency Reserve is to be used only to fund additional cost pressures that result from circumstances beyond the school district's control or, with the Board of Education's approval, in response to unforeseen circumstances.

The proposed contingency reserve to be reflected in the 2023/24 Amended Budget is \$2.3 million, or approximately 2.1% of operating and special purpose revenues (2022/23 Contingency reserve was approximately 3%).

Having an appropriate contingency reserve in place allows the Board to adopt a budget with assumptions that are less conservative and more reflective of the most likely scenario. When a contingency reserve becomes depleted, future budget pressure will increase significantly as more conservative assumptions become necessary.

2024/25 Budget Context

Strategic Plan 2022-2027

The budget planning process for several years has increasingly focused on budget decisions being informed by strategic priorities. The new strategic plan identifies the following four priority areas:

- Literacy
- Indigenous Learner Success
- Mental Health and Wellness
- Global Citizenship

Implementation of these priorities is driving operational plans and how existing resources are being deployed. This includes the deployment of district and teacher leadership capacity, and curriculum and professional development budgets in support of improving performance in these priority areas. Operationalization of the strategic plan will drive budget decisions by identifying specific strategies to improve student achievement, and their related budget implications.

Long Range Financial Plan

In October 2023, the Board approved the district's first [Long Range Financial Plan](#), prepared consistent with the Ministry of Education and Childcare's new [Financial Planning and Reporting Policy](#).

The purpose of the plan is to demonstrate how financial resources are used longer term to support strategic priorities and operational needs to enhance student educational outcomes. A significant risk identified in the plan is that inflationary cost pressures are forecasted to exceed funding growth over the next 3 years. As a result, if 2024/25 ministry funding rates are not adjusted to fully reflect inflationary cost pressures, budgetary reductions are likely necessary. The impact of inflationary cost pressures is discussed further in the section below.

Through the budget process, the preparation and review of monthly fiscal forecasts will inform BAC's understanding of projected budgetary balance.

Inflationary Cost Pressures

Significant unfunded inflationary cost pressures are negatively impacting the district's ability to replace aging/obsolete equipment and systems increasing the risk of failure. This is also necessitating allocation of limited funding to core infrastructure (example: core IT network infrastructure, roof replacement, HVAC system replacement, etc.), with less funding available to support educational programs with current technology and learning spaces.

Cost inflation for information technology (infrastructure and devices) has been so significant that it is no longer possible to implement the technology plan (i.e. RefreshEd plan), with there now being a significant gap between funding and the actual cost of plan deliverables. This gap will need to be closed with either additional budget, reduced program expectations, or a combination of both.

The impact of inflationary cost pressures on the budget, educational programs and operational risk will be an important consideration in the budget process.

Budget Consultation Process

Effective implementation of the Board's strategic plan necessitates alignment of budget decisions with strategic plan priorities. [Board policy 2 \(Role of the Board\)](#) includes "Improvement of student achievement and individual success" as a specific area of responsibility and that the Board shall ensure the strategic plan includes strategies to improve student achievement, and that initiatives to improve student outcomes are reflected in the annual budget.

The ministry's [Framework for Student Learning \(FESL\)](#) states that annual and multi-year financial planning should be driven by strategic plan priorities, and that financial and operational plans should be monitored and adjusted through a framework for continuous improvement.

In addition to improving student outcomes, the Board is also responsible for ensuring that significant operational risks are being managed. These operational risks often align with strategic priorities, but may also align with the Board's other legislated responsibilities (example: health and safety, protection of privacy, etc.).

A foundation of the budget consultation process is community engagement on the development of a budget that aligns with and supports the strategic plan and, where necessary, the mitigation of significant operational risk.

Community Consultation Process

Engagement with district staff, partners and the community informs the budget process through both formal planning meetings and continuous engagement. The [approved timelines/process](#) includes four Budget Advisory Committee (BAC) meetings, a community budget meeting, and other meetings leading to a Special School Board Public Budget Meeting on May 8, 2024.

The key components to the 2024-25 Budget consultation process include:

- Consultation with partner groups through representation on the Budget Advisory Committee,
- Student voice meetings building upon ongoing engagement with students informing implementation of the strategic plan,
- Consultation meeting with representatives of the WSÁNEĆ School Board,
- Consultation meetings with partners and stakeholders as requested,
- Consider the budget implications of specific initiatives to improve student achievement in identified strategic priority areas, and/or to address operational risks, and
- A community budget meeting to present the budget context and identified budget priorities for community feedback.
 - The primary mechanism for receiving feedback will be the community survey, and there will also be opportunities to provide feedback in the meeting through group discussion.

Strategies to increase involvement in the consultation process, including attendance at the community budget meeting, will be discussed at the February 21st BAC meeting. The overall approach to budget consultation will be discussed in more detail at the April 11th BAC meeting reflecting the known budget context at that time.

Information Guiding the Budget Consultation Process

At the May 3, 2023 special budget Board meeting the following motion was carried:

“That the district conduct a review of programs, early in 2023/24, considering where budget reductions are feasible to inform cost reduction measures to be implemented in future budgets as required, and that the Board advocate at all levels for funding of inflationary and other unfunded cost pressures.”

The January 25th BAC meeting materials include the following for review and discussion:

- Comparative Program Budget Analysis (program cost per student FTE)
- Teacher Staffing Analysis

- Leave Cost Analysis

District staff are also continuing analysis of department of school budget allocations to identify potential budget savings.

During the budget consultation process the following information will be presented to the Budget Advisory Committee:

- Enrolment forecast and estimated revenue
- Monthly fiscal forecast including projected accumulated surplus, and analysis of budget sustainability
- Historical budget trends and budget changes
- Review of Provincial Budget 2024
- Estimated 2024/25 budget pressure reflecting estimated changes to revenues and expenses
- Results of analysis of department and school budget allocations
- Review the budget implications of specific initiatives to improve student achievement in the identified strategic priority areas.
- Review 2024 Risk Report and any related budget implications
- Proposed adjustments to balance budget and/or address priorities identified and relevant analysis.

Appendix 1 – Annual Budget Planning Cycle

The school district’s fiscal year ends on June 30th (i.e. fiscal year 2024/25 begins July 1, 2024 and ends June 30, 2025). The budget planning cycle is comprised of a series of activities related to planning, implementation, monitoring and reporting.

<p>Jan to June, 2024 (in 2023/24 fiscal year)</p>	<ul style="list-style-type: none"> • January to May – Budget planning process leading to adoption of 2024/25 Preliminary Budget (as described in this plan). • February - Adoption of the 2023/24 Amended Budget reflecting adjustments to the 2023/24 preliminary budget following confirmation of 2022/23 actual results, 2023 fall enrolment/staffing, and other changes. • January to May – Monthly forecasting of actual results in relation to the 2023/24 amended budget. Projected 2023/24 surplus/(deficit) informs the 2024/25 budget planning process by both measuring the current budget structural balance and estimating the projected accumulated operating surplus available for the 2024/25 budget year.
<p>July to Sept, 2024 (in 2024/25 fiscal year)</p>	<ul style="list-style-type: none"> • July to September – Completion and audit of 2023/24 financial statements confirming actual results including accumulated operating surplus available for the 2024/25 budget year. • August to September – leading to school start-up actual enrolment figures (while not yet final) become more apparent necessitating adjustments to staffing and related funding estimates.
<p>Oct to Dec, 2024 (in 2024/25 fiscal year)</p>	<ul style="list-style-type: none"> • October to December - Confirmation of final Sept 30th enrolment and related staffing changes and Board approval for allocation of net enrolment growth funding (these changes are reflected in the 2024/25 Amended Budget adopted by the Board February 2025). • December - Board approval of 2025/26 Budget Timelines/Process and Guiding Principles.

To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: ŚÉŚÍŚÉJ Childcare Centre Historical Display

Date: January 30, 2024

Purpose and Background

The purpose of this briefing is to present the plan for the historical displays at the ŚÉŚÍŚÉJ Childcare Centre for approval by the Board.

At the April 19, 2023 Regular Meeting, when the Board approved the name of the ŚÉŚÍŚÉJ Childcare Centre the Board also directed “*that a display be created for the site to honour the history of the land pre and post contact.*”

Historical Display Plan

Pre-Contact History

The concept for the pre-contact history was developed by District Vice Principal Maire Walker in consultation with the Indigenous Education Department and reflects the planned focus of the early learning program. Through a nature-based early learning program rooted in WŚÁNEĆ ways of knowing and being, children at the ŚÉŚÍŚÉJ Childcare Centre will establish a sense of community, place and belonging leading to smooth transitions into future education. First Peoples Principles of Learning will be woven through the fabric of the programming to ignite an understanding of Indigenous perspectives.

The planned approach for the pre-contact historical display is to create an outdoor story walk display that will be interactive for early learners in the childcare program and that will be accessible to the community. The story walk will display WŚÁNEĆ culture including pre contact history and Indigenous ways of knowing including native plant species. Saltwater People will be a resource to reflect pre contact history in the interactive display. This display will include elements similar to the “Beyond the Fence” display at Lochside Elementary.

The display will be installed on the property outside of the fenced children’s play area, with components visible to children within the play area. The detailed design work for the display has not yet been completed as the site was not accessible for this project while under construction. If this concept is approved by the Board, district staff including Indigenous Education Department staff will design the story walk display in consultation with the local community, and then engage a contractor to complete the installation. Project budget of \$15,000 has been allocated for the creation of this display.

Post-Contact History

The post contact history begins with the donation of the land and its use as the site of the South Saanich School from 1873 to 1913 and ends with the opening of the ŠEŠIŠEJ Childcare Centre. The plan is to mount a framed display in the entrance to the childcare centre, which includes a historical narrative and two historical photographs (circa 1879 and 1908) of South Saanich School (see attachment). The framed display will be similar in size to other framed displays mounted in the Board room.

The narrative summarizes historical information documented through the consultation process, with much of the school and site history provided by Mr. Brad Morrison in 2017, who at that time was the Archives Manager at the Sidney Museum. The photographs were provided by and will be used with the permission of the Saanich Pioneer Society. Before incorporating into the display, we will explore options for improving the quality of the images.

In developing the plan for the post-contact history, I consulted with descendants of the donor who had also participated in the earlier community consultation process. Feedback from family members was considered and reflected in the historical narrative. A request by some family members to include pictures of Mr. and Mrs. Turgoose in the display was considered; however, these photos were not incorporated into the proposed display (see attachment), because of the risk of perceived imbalance in conveying each of the pre-contact and post-contact history. Including photos of one or a few historical Indigenous persons in the pre-contact display is not practical and is not consistent with the planned approach for the display.

Staff Recommendation

That the Board approve the proposed plan for the pre and post contact historical displays at the ŠEŠIŠEJ Childcare Centre.

With respect,



Jason Reid
Secretary Treasurer

Attachment: Post Contact History (Narrative and Photos)

Brief History of South Saanich School and ŚĒŚIŚĒJ Childcare Centre

In 1872, the newly formed South Saanich School District identified the need for a new school, as the existing school off of Mt. Newton Cross Road was in poor condition and too distant to serve school age children located in the southern portion of the district.

On April 7, 1873, Mr. William Turgoose donated two acres of land from the corner of his farm to the trustees of the South Saanich School District, with the condition the land be held and used for public school purpose.

“... unto the Trustees of the South Saanich School District (hereinafter referred to as the said Trustees) and their Successors forever Upon Trust To hold and use the same for Public School purposes in the said District”

South Saanich School, a school house measuring 25 feet by 50 feet, was constructed and opened on the donated site in 1873 with 53 pupils attending between the ages of 5 and 16. Mr. and Mrs. Turgoose’s children and grandchildren attended the school, and today their descendants, including the Michell family, continue to live and work on the Saanich peninsula.

A teacher’s residence was constructed on the site during the 1875-76 school year, and an addition was built on the school in 1882. South Saanich School operated for about 40 years until 1913 when it was replaced by Saanichton School and Keatings School.

Following its closure in 1913, the school house was used as a manual training school for a number of years. In 1915 the teacher’s residence was destroyed by fire, and the school house was torn down in 1933. Following removal of the school house, the site remained vacant and unused for the next 90 years due to the condition on the property’s donation restricting alternate use of the site. In 1917, the property’s title was transferred from the now defunct South Saanich School District into municipal government and in 1964 the property was transferred to School District No. 63 (Saanich).

In 2016, School District No. 63 (Saanich) commenced a public consultation process focusing on the following question: *“What should the School Board do with the White Road property so that the educational needs of our students and community are best served and the wishes of the donor are respected?”* As the property is not suitable as a modern school site due to its smaller size and location, identifying a suitable alternative “public school purpose” was a key objective of the consultation.

Following an extensive community consultation, in October 2018 the Board of Education approved completing a review considering the benefits and feasibility of creating a Nature Based Early Learning Centre on the property. In October 2020, the Board of Education approved an early learning and childcare program plan and facility plan for a funding application to the Childcare BC New Spaces fund. Project funding was confirmed in the spring of 2022 and construction began in the spring of 2023 following successful rezoning of the property.

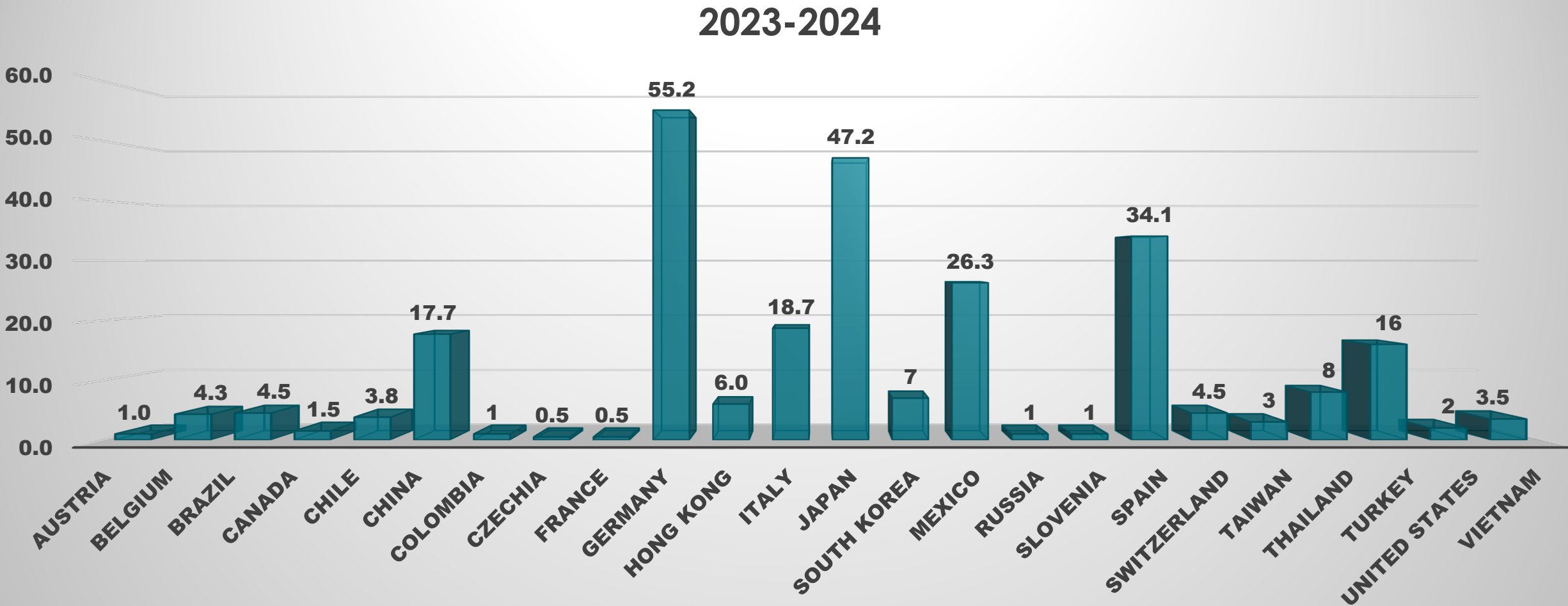
In April 2023, the Board of Education approved naming the new facility ŚEŚÍŚEJ, a SENĆOTEN word recommended by local Elders meaning “Little Forest”. The ŚEŚÍŚEJ Childcare Centre opened on [date] serving up to 84 children and families.





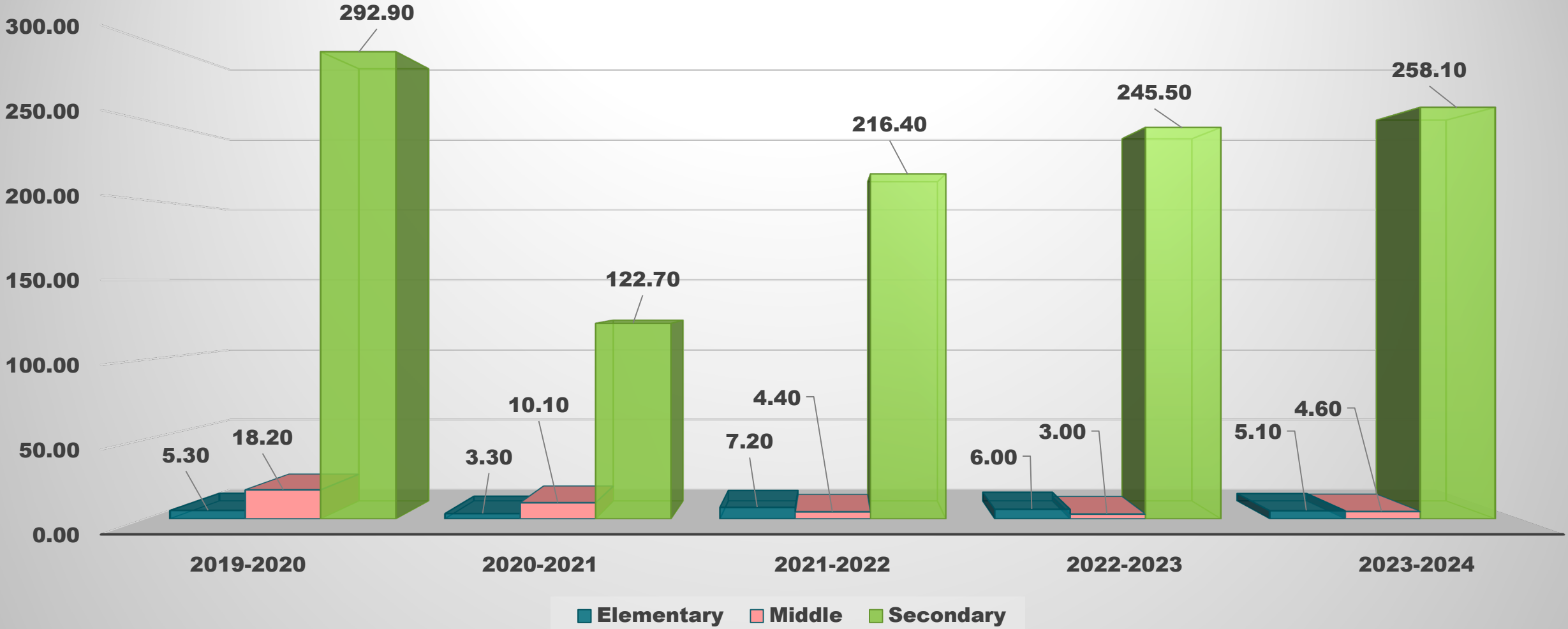
Saanich International Program

2023-2024 FTE by Country (K-12)



Saanich International Program

FTE by Level – Fee Paying



Saanich International Program

FTE by Level – Fee Paying (including 24-25 Projection)

