

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES & TECHNOLOGY COMMITTEE

Report to the Board of March 13, 2024

Committee Members:	Trustee Elder, Chair Trustee Hickman Trustee McMurphy - regrets
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 - regrets Candice Whitney, CUPE David Mark, SAA COPACS - regrets
Other Attendees:	Chair Dunford, Vice Chair Silzer, Trustee Vandall & Trustee VanWell

Committee Meeting

Tuesday, March 5, 2024

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS DISCUSSED

Risk Report

C. ITEMS FOR RECOMMENDATION

1. Transportation Registration Process and Fees

Motion:

That the Board approve establishing for bus service a registration fee of \$25 and a late registration fee of \$100.

2. Report from Budget Advisory Committee

Motion:

That the Board reschedule the School Communities and Public Budget Meeting from April 18, 2024 to April 17, 2024.

D. ITEMS FOR INFORMATION

1. Automatic External Defibrillators (AEDs)
2. Fiscal Forecast

E. FUTURE AGENDA ITEMS

- Annual Facility Grant Plan (April)
- 2024/25 Capital Plan Bylaw (April)
- Report from Budget Advisory Committee (April)

To: Finance Facilities & Technology Committee

Prepared By: Jason Reid

Subject: 2024 Risk Report

Date: February 27, 2024

Purpose

The purpose of this briefing note is to present the 2024 Risk Report for discussion and feedback.

Background

Risk Management is the coordinated monitoring and management of risk supporting decision making, planning and resource allocation. Improved understanding of risk informs better decisions and demonstrates to the community that we are accountable for managing risk.

Monitoring and responding to risk is a continuous process. As new information is available or as circumstances changes, our assessments of risk and planned responses to risks are adjusted. The assessments are subjective reflecting the effectiveness of existing mitigations to reduce risk and are forward looking considering the “likelihood of occurrence”, and the “severity of impact”.

Assessing “severity of impact” considers first the impact of an incident on students, families, staff and the community. An additional consideration is the impact of an incident on the district’s reputation and the confidence the community places in us. As it is not possible to fully eliminate risk, the objective of risk management is to manage risk by implementing an appropriate risk response that is defensible should an incident occur. Reputational risk is greater when there are financial or other constraints to implementing what is generally viewed to be “defensible” risk response.

A lower risk ranking does not mean a risk is not important or that an incident would not be impactful, but rather that the existing mitigations in place are appropriate to reduce risk to an acceptable level. A risk ranking of Medium or greater means that further steps are necessary to mitigate the risk.

Next Steps

The risk report has been updated in consultation with those responsible for managing each risk. The next steps are for the Finance, Facilities and Technology committee and partner groups to review the report and provide feedback.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jason Reid". The signature is stylized and cursive.

Jason Reid

Attachment: SD63 (Saanich) Risk Report – February 27, 2024

SD63 (Saanich) Risk Report – February 27, 2024

	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
A	<p>Financial:</p> <p>Program budgets are not financially sustainable</p>	<ul style="list-style-type: none"> • Inflationary cost pressures are not fully reflected in annual funding rate adjustments • Moderate or no enrolment growth results in budget pressure (Ministry funding model). • Actual expenditures trend above budgeted expenditures due to circumstances/events beyond the school district’s control • External event impacts domestic and/or international enrolment and revenues 	<ul style="list-style-type: none"> • Inflationary costs are not reflected in expenditure budgets or expenditure budget reductions are required to balance budget. • Educational program outcomes are negatively impacted. • Increased operational risk as the district is unable to fully fund risk mitigation strategies. • Non-compliance with legislative budgetary requirements. • Reputational damage and reduced confidence. 	<ul style="list-style-type: none"> • Financial forecasting and monitoring processes • Long Range Financial Plan developed • Investment in innovative and engaging programs including online learning • Maintain sufficient contingency reserve in order to avoid the need for sudden and disruptive budget adjustments 	<p>HIGH (Increased from MEDIUM-HIGH)</p>	<ul style="list-style-type: none"> • Monitor forecasted financial results relative to budget, and more closely monitor revenue/expenditure budgets with a higher risk of variability including online learning enrolment (revenues), employee benefit costs, and staff replacement costs due to illness. • Review and analyze the underlying causes of cost pressure escalations and develop mitigating strategies where possible. • Advocacy for funding for inflationary cost pressures • Develop Preliminary 2024/25 Budget (including contingency reserve) that is appropriately conservative with the objective of maintaining long-term program stability. <p>Residual Risk remains high because funding rates have not historically fully funded inflation, and enrolment is forecasted to remain stable or only grow modestly in the years ahead.</p>

SD63 (Saanich) Risk Report – February 27, 2024

	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
B	<p>Information Systems: Information System performance is not sustained or does not keep pace with evolving user needs</p>	<ul style="list-style-type: none"> Information System planned refresh cycle cannot be maintained because of inflationary cost pressure increasing reliance on aging and potentially unsupported infrastructure and devices (Many devices and infrastructure refreshed 5 years ago are now due for replacement). Classroom technology such as projectors are aging quicker than they can be replaced and are required for program delivery. Infrastructure such as wireless and power redundancy has not been addressed increasing risk of failure. 	<ul style="list-style-type: none"> Reduced access to technology and system performance is negatively impacting educational programs and operational functions. The number of supported devices (including projectors) and access to online learning resources is reduced. Educational innovation is constrained by obsolete information technology Reduced investment in infrastructure increases risk of information system failure and damage Increased risk related to data security and protection of privacy Reputational damage and reduced confidence. 	<ul style="list-style-type: none"> Replaced most pivotal infrastructure and user devices over the last 5 years through a RefreshEd plan (cannot be sustained with current budget). Developed immutable and offsite backups to address business continuity and ransomware resilience. Have replaced as many projectors as possible with the projectors carrying the longest life and return on investment. Upgraded district phone systems to replace obsolete hardware and end reliance on aging copper phone infrastructure. 	<p>HIGH</p>	<ul style="list-style-type: none"> Review and adjust RefreshED Plan in response to significant inflationary cost increases. Consider adjustments to plan and/or budget implications. Advocacy for funding for inflationary cost pressures Review opportunities to improve procurement through increased central coordination Implement new processes to assess new software solutions balancing program requirements with risks related to support, data security and privacy. <p>Residual Risk remains high as the planned refresh cycle can no longer be maintained due to significant inflationary cost pressures impacting technology.</p>

SD63 (Saanich) Risk Report – February 27, 2024

	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
		<ul style="list-style-type: none"> Software license costs are growing beyond the rate of inflation. 				
C	<p>Information Systems / Operations:</p> <p>A significant privacy breach and/or cyber security attack occurs</p>	<ul style="list-style-type: none"> Inadequate staff education regarding responsibilities and roles in protecting information Services used by staff are not approved or implemented by the district and exposes data to unknown risk. Financial controls are not sufficient to prevent fraud resulting from unauthorized access. Aging devices are being used without security updates from the manufacturers. User credentials are reused and easy to compromise via 	<ul style="list-style-type: none"> Harm to students and staff due to breach of sensitive information. Financial loss to district Reputational damage and reduced community confidence. Legal liability. Loss of access to district systems impacting business and educational outcomes. Significant impact to communications, including cloud services which use local authentication sources. 	<ul style="list-style-type: none"> Engaged with Fortinet to implement a staff security awareness training module. Engaged external cybersecurity firm to work with district team. Includes a security platform monitoring district systems as well as remote teams to address breaches. RefreshEd plan which ensures devices can be patched (cannot be sustained with current budget) Increased adoption of MyEdBC services in Learning Services. Building portal tools for communicating sensitive information instead of emailing. 	<p>MEDIUM – HIGH</p>	<ul style="list-style-type: none"> Enhance risk-based privacy management program as required. Engage staff through awareness campaigns and messaging through staff meetings. Deliver staff training regarding protection of privacy and data security Further deployment of conditional multifactor authentication. Enhanced survivability for phone systems at sites. Classifying data and addressing retention times and access. Implementation of new processes to assess new and existing software requirements with risks related to support, data security and privacy.

SD63 (Saanich) Risk Report – February 27, 2024

	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
		unsophisticated attacks.				
D	Human Resources: Organizational capacity is insufficient to mitigate key risks and meet key strategic objectives.	<ul style="list-style-type: none"> Not enough qualified candidates entering the market to meet the needs of the district Increasing expectations and compliance requirements Salaries/wages/benefits are not as competitive 	<ul style="list-style-type: none"> Programs and services are affected negatively impacting student outcomes Inadequate mitigation of key risks Increased staff workload and staff turnover 	<ul style="list-style-type: none"> Continual review of organizational structure Prioritization of service delivery needs Substantiate the use of Inclusion Support Workers to maintain supervision and high incidence support services where there are short-term absences of continuing staff. 	MEDIUM – HIGH	<ul style="list-style-type: none"> Continual review of staffing and organizational structure in relation to assessed risks and strategic priorities. Building internal capacity with on-call Inclusion Support Worker training and development program. Identify and investigate other options to mitigate program impacts where staff shortages are ongoing.
E	Facilities: Facilities are not sufficiently maintained and renewed (deferred maintenance)	<ul style="list-style-type: none"> Limited capital funding Construction cost escalation (inflation) A building condition issue is not identified Changing building codes 	<ul style="list-style-type: none"> Sub-optimal teaching environment Increasing long term cost Climate action goals impeded Increased Health & Safety risk Non-compliance with building code, WorkSafe 	<ul style="list-style-type: none"> Facility planning reflects relevant information including assessment of facility condition and building component lifespan Current Long Range Facilities Plan and Energy Sustainability Plan Regular inspection of facilities 	MEDIUM – HIGH	<ul style="list-style-type: none"> Continued facilities assessment and planning to identify the district's greatest priorities for the annual capital plan and allocation of maintenance funding. Prioritization of structural (seismic), building envelope, and energy/GHG reduction projects Long Range Facilities Plan and Energy Sustainability Plan are reviewed and updated annually.

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	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
			or other regulatory requirements • Reputational damage			
F	Strategic / Financial: Funding is not sufficient or is not allocated optimally through the budget process to adequately mitigate risk and best support educational outcomes.	<ul style="list-style-type: none"> Budget consultation process does not identify the highest priorities Funding pressure due to enrolment decline or other factors impacting program investment 	<ul style="list-style-type: none"> Significant risks are not properly mitigated Implementation of strategic priorities to improve student achievement impeded 	<ul style="list-style-type: none"> Evolving public budget consultation process Evolving processes to evaluate risk and strategic priorities. Oversight by the Budget Advisory Committee 	MEDIUM	<ul style="list-style-type: none"> Continued refinement of the budget process to increase the integration of budget planning with strategic planning and risk management processes. School plans and operational plans focusing on specific initiatives for improving performance (strategic priorities) and/or reducing operational risk inform budget decisions.
G	Health & Safety Operations: An event occurs (earthquake, tsunami, fire, pandemic, etc.) and the district is not able to maintain appropriate	<ul style="list-style-type: none"> Accountability is not clear and/or appropriate protocols/procedures not in place District staff are not able to communicate Information systems fail without timely return of service 	<ul style="list-style-type: none"> Harm results to students or staff Significant impact on educational outcomes for students Reputational damage and reduced confidence. 	<ul style="list-style-type: none"> Emergency preparedness planning Emergency drills compliance (fire, earthquake and lock-down) Improved backups (offsite and immutable) Seismic upgrade is a capital plan priority 	MEDIUM	<ul style="list-style-type: none"> Increased collaboration with partners (municipalities, island health, province, etc.) in planned response to events. Enhance Disaster Recovery and Business Continuity capability. Prioritization of seismic risk mitigation in capital plan

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	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
	continuity of service or is not able to respond appropriately to an emergency.			<ul style="list-style-type: none"> Enhanced communications capability (emergency and non-emergency communications including new websites and implementation of School Messenger). 		
H	<p>Schools Operations:</p> <p>Student trauma, injury or fatality results from violence/suicide, overdose or other threats.</p>	<ul style="list-style-type: none"> Cyberbullying or violence Overdose Mental health risk External threat 	<ul style="list-style-type: none"> Harm results to students or staff Student outcomes negatively impacted Reputational damage and reduced confidence. 	<ul style="list-style-type: none"> Critical Incident Response Team (CIRT) Professional development focusing on trauma/trauma response, digital literacy/safety, Violence Threat Risk Assessment (VTRA), and critical incident response School safety protocols including lockdown and hold and secure procedures Safer Schools Together (SST), on request, monitors Worrisome online behaviour to inform threat/risk assessment Enhanced communications capability (emergency and 	MEDIUM	<ul style="list-style-type: none"> Tri-district partnership focusing on school safety. Continual refinement of safety and response protocols. SST has training 20 plus staff with latest protocol for responding to Violence Threat Risk Assessment. This includes training with a new reporting process with updated documents from ERASE BC. Training for more staff will continue. Director of Instruction for Safe Schools is trained to be a resource for school staff working through VTRA or Critical Incidents. Parent learning opportunities - social media, digital safety, and mental wellness have been provided by SST and will continue. New Community Outreach Coordinator position in place for the purpose of

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	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
				non-emergency communications including new websites and implementation of School Messenger).		tracking and providing proactive support for students engaged in exploitation, serious crimes or gang affiliation.
I	<p>Health and Safety Operations / Human Resources:</p> <p>A workplace injury results from an accident or violence.</p> <p>Claims and Disability Management is ineffective.</p> <p>Non-compliance with WorksafeBC regulation</p>	<ul style="list-style-type: none"> Accountability is not clear or procedures / process inadequate Increased compliance focus (WorkSafe) and risk associated with violence in the workplace Increase in mental health and other complex workplace claims 	<ul style="list-style-type: none"> Harm to students or employees Increased claims and insurance premium cost Financial loss to District (fines for non-compliance and/or legal liability) Reputational damage and reduced confidence 	<ul style="list-style-type: none"> Workflow/forms renewal process completed increasing compliance Implemented online Safety Management System OH&S training courses Leverage SD23 expertise to manage claims Implementation of Violence Risk Assessment processes Practice drills are conducted annually for fire, lockdown, earthquake and shelter in place Inspection of facilities Implementation of Facilities/HS Administrator Training 	MEDIUM	<ul style="list-style-type: none"> Continue to implement preventative programs Continue to work towards COR certification Enhanced focus on Return to Work and Job Demand Analysis development Focused efforts on prevention associated with critical claims affecting insurance premiums Implementation of province initiatives and hazard mitigation techniques
J	Facilities / Operations:	<ul style="list-style-type: none"> Limited funding for capital upgrade and maintenance 	<ul style="list-style-type: none"> Harm results to students or staff 	<ul style="list-style-type: none"> Regular inspections of vehicles and facilities. 	MEDIUM	<ul style="list-style-type: none"> Seismic upgrade and facility safety continues to be a capital plan priority

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	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
	Facilities or transportation system (bus and white fleet) are not safe for students, staff or community	<ul style="list-style-type: none"> • Cost escalation • Accountability is not clear • Potential risk not addressed by inspections or compliance procedures 	<ul style="list-style-type: none"> • Non-compliance with regulatory requirements (OH&S, fire code, building code, motor vehicle regs, etc.) • Financial loss including legal liability or penalty • Reputational damage and reduced confidence 	<ul style="list-style-type: none"> • Continued replacement of aging vehicles and equipment • Targeted audit of higher risk activities including shops. • Facility safety is a capital plan priority 		<ul style="list-style-type: none"> • Continue targeted audits of higher risk programs
K	Strategic / Facilities: Facilities do not accommodate changing demographics or program requirements	<ul style="list-style-type: none"> • Limited capital funding • Construction cost escalation • Enrolment growth exceeds forecast • Actions to manage growth are not implemented soon enough 	<ul style="list-style-type: none"> • Schools exceed capacity or students are unable to attend their catchment area school. • Expectations of families are not met • Educational programs negatively impacted • Reputational damage and reduced confidence. 	<ul style="list-style-type: none"> • Long range facilities planning work and continuous monitoring • Robust process to forecast future enrolment • Installation of portable classrooms when needed • Building renovations or replacements reflect today's program needs (ex. replacement of CDC). 	LOWER (reduced from MEDIUM)	<ul style="list-style-type: none"> • No specific risk response (risk lower due to existing mitigations)
L	School Operations: A student or staff member has an accident during a field trip, sports event,	<ul style="list-style-type: none"> • Non-compliance with procedures or risk not mitigated 	<ul style="list-style-type: none"> • Harm results to student or staff • Financial loss including legal liability or penalty • Reputational damage and reduced confidence 	<ul style="list-style-type: none"> • Field trip/event procedures including approval and supervision • Inspection of school learning environments. 	LOWER	<ul style="list-style-type: none"> • No specific risk response (risk lower due to existing mitigations)

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	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
	shop class or other educational program.			<ul style="list-style-type: none"> • Compliance with OH&S and other regulatory safety requirements 		
M	Financial / Operations / Human Resources / Educational Programs: Ethical breach or inappropriate action by staff member or volunteer	<ul style="list-style-type: none"> • Fraud or perceived inappropriate use of funds • Conflict of interest • Harassment or other inappropriate behaviour 	<ul style="list-style-type: none"> • Harm results to students or staff • Financial loss including legal liability or penalty • Reputational damage and reduced confidence 	<ul style="list-style-type: none"> • Policy and administrative procedures requiring appropriate investigation of complaints/concerns. • Financial controls • Oversight and training • Criminal record checks 	LOWER	<ul style="list-style-type: none"> • No specific risk response (risk lower due to existing mitigations)

To: Finance Facilities & Technology Committee

Prepared By: Jason Reid, Secretary Treasurer &
Rob Lumb, Director – Facilities

Subject: Transportation Policy Implementation

Date: February 28, 2024

Purpose

The primary purpose of this briefing note is to present for the Committee’s consideration a recommendation from staff that the Board approve establishing a registration fee and a late registration fee consistent with guiding principle 9 in the recently approved [Policy 21 - Student Transportation](#).

A secondary purpose of this briefing note is to present for the Committee’s information the new Administrative Procedure 560 (Student Bus Transportation Services) (“AP560”). The new AP560 (see attachment 2) reflects the recently approved policy amendments, and new registration procedures to better manage growing ridership. Following the new AP560’s inclusion as an information item on the March 2024 Board meeting agenda, it will replace the [historical AP560](#) (note: as the revisions to AP560 were extensive, it was not practical to present tracked changes).

Background

Following a consultation process that spanned more than a year, in February 2024 the Board of Education adopted transportation policy revisions that included:

- lower walk limits for K-5 students;
- optimization of routes for regular program catchments;
- clarification of prioritization of District program students over other courtesy riders;
- promotion of active transportation; and,
- establishing a registration fee and an additional fee for late registration.

While the policy consultation was in-progress, the district experienced growth in the volume of registrations which significantly challenged the bus registration process for the 2023/24 school year. A relatively high volume of late registrations was particularly challenging for effectively planning routes and for managing the registration process.

The policy revision to establish a registration fee and a late registration fee are measures intended to encourage timely registration and discourage registrations where students do not actually ride the bus (i.e. ghost riders). The recent challenges with the registration process also highlighted the need to establish (in administrative procedure) a registration process which clearly outlines the process for prioritizing registrations, including how and when late registrations will be processed.

Next Steps

Consistent with guiding principle 9 in [Policy 21 - Student Transportation](#), staff recommend establishing a registration fee of \$25 per student, and a late registration fee of \$100 per student. The late registration fee will apply to registrations received after May 31, with exceptions for Kindergarten registrations and other students enrolling in a district school for the first time.

The district intends to utilize the net revenues from registration and late fees to invest in new technology (Transversa Ride 360) that will improve our ability to manage the system and communicate with parents.

Overview of Traversa Ride 360

- The Traversa Ride 360 software provides secure access to student routing information, as well as current bus location and planned bus paths.
- Each bus will be equipped with a tablet that provides drivers with turn-by-turn directions to each stop on their route. This improves safety and provides more flexibility in temporary replacement of drivers.
- Students will tap on and off the bus providing real time student location information. This will improve student safety, parent communication, and our overall ability to monitor ridership and optimize system capacity.
- This tool will ensure only registered riders are riding the bus. By reporting student ridership and system capacity in real time, it will support more efficient system management including the processing of waitlisted riders in the fall.
 - The system alerts the driver of each assigned disembarking stop for students riding the bus.
 - The system can be used to send messages to all drivers from district staff.
 - The system also supports employee timekeeping, and pre- and post-trip vehicle inspections.
 - The system can interface with an App that parents and/or students can use to access information about their route including the current location of the bus (including if it is running late), if the student is currently riding on the bus, and where the student disembarked from the bus.
 - This will be a valuable tool for parents and /or students and is expected to significantly reduce inquiries to district and school staff.

Net fee revenues are expected to fully cover the cost of implementing and sustaining the Transversa Ride 360 system. To the extent net fee revenues exceed the cost of this system, they will be invested into other system enhancements or to fund inflationary cost pressures specific to the transportation system.

The newly revised AP560 is included with this briefing as attachment 2. This new AP includes a more detailed registration process that clarifies the procedures for early and late registrations, prioritization of riders, and management of waitlists. Following the processing of early registrations received prior to May 31st, late registrations will be processed in three successive stages (#1 - June 1 to June 30, #2 - July 1 to July 31, and #3 – August 1 and later). The processing of applications for each stage will be completed before applications received in the next stage are processed. Applications received on or after August 1st may not be processed prior to school start-up.

This staged registration approach will facilitate an orderly registration process, and ensure that all registered riders begin the school year with a bus card. Timely issuance of bus cards combined with the implementation of Transversa Ride 360 will ensure registration priorities are being respected and only registered students are riding the bus.

To better manage our limited system capacity, the new AP560 includes the following additional procedures:

- *“The bus transportation system will transport students to the student’s home address(es), or to a designated after school childcare program approved by transportation department. Students will not be transported to an alternate location such as for extracurricular activities.”*
- *“In order to maintain registration for bus service on a route that is at capacity, registered riders must ride the bus for a minimum of 35% of school days each month, except in exceptional circumstances.”*

Implementation of Transversa Ride 360 will support the implementation of these procedures with the objective of optimizing the system for its intended purposes. The selection of a 35% threshold for ridership is intended to accommodate shared custody arrangements, and any extenuating circumstances would be a consideration when applying.

Staff Recommendation

That the Board approve establishing for bus service a registration fee of \$25 and a late registration fee of \$100.

Respectfully submitted,



Jason Reid
Secretary Treasurer



Director - Facilities

Attachments: 1 – Bus Registration Communication
2 - Administrative Procedure 560 – Student Bus Transportation Services (new)

Dear Parents/Guardians:

The school bus registration process has been updated. Please review the following information as well as the [Frequently Asked Questions](#) and [Administrative Procedure 351 \(Student Discipline on School Buses\)](#):

Registration for school bus service for the 2024/25 school year will be from April 1 to May 31, 2024
Please complete the online application form [HERE](#)

Registrations are accepted in order of priority based on the following schedule:

Priority 1—Catchment School: Students attending schools within their catchment area and living beyond the established walk limits, and other priority riders as per Policy 21.

Priority 2 – District Programs (Courtesy Rider): Students registered in a District Program (French Immersion & International Baccalaureate).

Priority 3 – School of Choice (Courtesy Rider): Students registered at a school other than their neighbourhood catchment school (including out-of-catchment programs or academies).

Registration Periods

April 1—May 31 Priority 1—Registrations processed by June 15
 Priority 2—Waitlisted
 Priority 3—Waitlisted

Note: The application process for the following school year will close after May 31st. Applications received after this date will be considered late, subject to a late fee and assigned if there is space.

June 1—June 30 Priority 1—Registrations processed by July 15
 Priority 2—Registrations processed after July 15, space dependent
 Priority 3—Waitlisted

July 1—July 31 Priority 1 & 2—Registrations are processed in the order received, space dependent
 Priority 3 – Waitlisted

Note: Registrations received following July 31 may not be processed prior to school start up.

August 1—Ongoing August 1—Priority 3 waitlisted registrations processed, space dependent

Fees: Registrations received by May 31st - \$25 per student

Registrations received after May 31st - \$100 late fee per student (unless registering in District for the first time)

Note: Registrations are confirmed when fees are paid and the Transportation Department confirms route assignment

Bus Service Eligibility (Board Policy 21—Student Transportation & AP 560—Student Bus Transportation Service)

In order to establish an efficient and effective student transportation system that serves as many students as possible:

- Only registered riders may use the bus transportation service.
- Riders will be issued bus passes and will be required to produce, scan or tap them when getting on and off the bus.
- Bus transportation service will not accommodate transportation to extracurricular activities or locations other than the student's home address(es) or approved afterschool care.
- In order to maintain registration for bus service on a route that is at capacity, registered riders must ride the bus for a minimum of 35% of school days each month, except in exceptional circumstances.
- In order to maintain registration for bus service, registered riders must comply with the [School Bus Riders Code of Conduct](#).

Administrative Procedure 560

STUDENT BUS TRANSPORTATION SERVICES

Background

The District operates student bus transportation services that prioritize transportation for students travelling to their nearest regular program catchment school, taking into consideration supporting student educational needs, active transportation, student safety, system efficiency, financial accountability and provincial legislation.

Procedures

1. Registration for bus transportation will be prioritized as follows:
 - 1.1 **Priority 1** - Students prioritized for bus transportation per Policy 21 (Student Transportation) guiding principles 1 to 5.
 - 1.2 **Priority 2 (Courtesy Rider)** - Students who are not priority 1 and who attend a District Program.
 - 1.3 **Priority 3 (Courtesy Rider)** - Students who are not priority 1 (Courtesy Rider) and who attend a school of choice.
2. For the purpose of this administrative procedure and Policy 21 (Student Transportation), a District Program is defined as either the French Immersion program or the International Baccalaureate (IB) program.
3. As the transportation system is established to provide optimal service for Priority 1 riders, transportation routes and bus stops will not be altered to enhance service for Priority 2 or Priority 3 riders.

4. Application and Registration for Bus Service

- 4.1 The application deadline for bus transportation services for the subsequent school year is May 31.
- 4.2 Registrations for bus service for applications received prior to May 31 will occur as follows:
 - 4.2.1 Applications for Priority 1 riders will be processed and registered for bus services, except where limited by transportation system capacity. Where capacity is limited, applications will be prioritized on a furthest distance basis.
 - 4.2.2 Waitlisted Priority 1 applications received prior to May 31 will be prioritized ahead of Priority 2 and Priority 3 applications and all applications received after May 31.
 - 4.2.3 Priority 2 applications received prior to May 31 will be processed after June 30, but will be prioritized ahead of Priority 2 applications received between June 1 and June 30.
 - 4.2.4 Priority 3 applications will be processed after August 1 and will be prioritized ahead of Priority 3 applications received after May 31.
- 4.3 Registrations for bus service for applications received between June 1 and June 30 will occur as follows:
 - 4.3.1 Applications for bus services received between June 1 and June 30 will be processed only following the processing of all applications received prior to May 31.
 - 4.3.2 Applications for Priority 1 riders will be processed and registered for bus services first, except where limited by transportation system capacity. Where capacity is limited, applications will be prioritized on a furthest distance basis.

- 4.3.3 Waitlisted Priority 1 applications received between June 1 and June 30 will be prioritized ahead of Priority 2 applications received prior to June 30, Priority 3 applications and all applications received after June 30.
- 4.3.4 Following the processing of all applications for Priority 1 riders, applications for Priority 2 riders will be processed and registered for bus services, except where the capacity of requested routes have been reached. All Priority 2 applications received prior to May 31 will be processed before Priority 2 applications received between June 1 and June 30. Where capacity is limited, applications will be prioritized on a furthest distance basis.
- 4.3.5 Waitlisted Priority 1 and Priority 2 applications received between June 1 and June 30 will be prioritized ahead of all applications received after June 30.
- 4.3.6 Priority 3 applications will be processed after August 1st and will be prioritized ahead of Priority 3 applications received after June 30.

- 4.4 Registration for bus service for applications received between July 1 and Jul 31 will occur as follows:
 - 4.4.1 Applications for Priority 1 and Priority 2 riders will be processed and registered for service or waitlisted (where route capacity is reached) on a first come first service basis.
 - 4.4.2 Priority 3 applications will be processed after August 1st

- 4.5 After August 1, Priority 3 applications received prior to August 1 will be processed in the following order:
 - 4.5.1.1 Applications received prior to May 31. Where capacity is limited, applications will be prioritized on a furthest distance basis.

- 4.5.1.2 Applications received between June 1 and June 30. Where capacity is limited, applications will be prioritized on a furthest distance basis.
- 4.5.1.3 Applications received after June 30. Where capacity is limited, applications will be prioritized on a furthest distance basis.
- 4.6 Registration for bus service for applications received on or after August 1 will occur as follows:
 - 4.6.1 Registrations for bus services received on or after August 1 will be processed only following the completion of registration steps 4.2 to 4.5 as outlined above.
 - 4.6.2 Applications for Priority 1, Priority 2, and Priority 3 riders will be processed and registered for service or waitlisted (where route capacity is reached) on a first come first service basis.
 - 4.6.3 Applications received on or after August 1 may not be processed prior to school start-up.
- 5. In order to establish an efficient and effective student transportation system that serves as many students as possible:
 - 5.1 Only registered riders may use the bus transportation service.
 - 5.2 Riders will be issued bus passes and will be required to produce, scan or tap them when getting on and off the bus.
 - 5.3 The bus transportation system will transport students to the bus stop assigned to the student's home address(es), or to a designated after school childcare program approved by Transportation Department. Students will not be transported to an alternate location such as for extracurricular activities.
 - 5.4 In order to maintain registration for bus service on a route that is at capacity, registered riders must ride the bus for a minimum of 35% of school days each month, except in exceptional circumstances.

5.5 In order to maintain registration for bus service, registered riders must comply with the [School Bus Riders Code of Conduct](#).

6. A registration fee will apply to all riders. A late registration fee will apply to registrations received after May 31, with exceptions for Kindergarten registrations and other students enrolling in a district school for the first time. Payment of applicable fees is required prior to confirmation of ridership.

7. Transportation Assistance

1. When the Assistant Superintendent assigns an individual student to a school other than the school designated for their catchment area, the District may provide transportation assistance to parents who provide transportation for their children to and from school.

Reference:

- Sections 22, 23, 65, 85 School Act
- Board Policy 21

Approved:

- February 2024



BUDGET ADVISORY COMMITTEE MEETING

Wednesday, Feb 21, 2024 3:00 pm,
Board Room

Committee Members:

Keven Elder, Chair, regrets
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
Jason Reid, Secretary Treasurer
Megan Cimaglia, Director of Finance

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

Meeting Notes

- Trustee McMurphy acknowledged the meeting was being held on the territory of the W̱SÁNEĆ people and welcomed committee members and guests.
- The committee reviewed the meeting notes from the January 25, 2024 BAC committee meeting.
- The committee reviewed and discussed the February Facts Package including enrolment projections, February fiscal forecast, and historical budget information
- The committee discussed the letter from Saanich Teachers' Association regarding Budget Priorities
- The committee discussed strategies to increase involvement in the consultation process, including attendance at the community budget meeting. Committee members agreed to increase the distribution of invitations (including background information and the survey link) to include all parents and all staff.
- The committee agreed to recommend to the Board rescheduling of the School Communities and Public Budget Meeting from April 18 to April 17.
 - Committee Recommendation: That the Board approve rescheduling of the School Communities and Public Budget Meeting from April 18 to April 17
- Trustee McMurphy adjourned the meeting at 4:27pm.

Next meeting: **Thursday, April 11, 2024, 3:00-5:00pm**

To: Finance Facilities and Technology Committee

Prepared By: Jason Reid, Secretary Treasurer &
Ryan Lacasse, Associate Director,
Operations & Capital Planning

Subject: AED Device Implementation

Date: February 29, 2024

Purpose

The purpose of this briefing note is to inform the committee about the planned implementation of AED (Automated External Defibrillator) devices in district facilities and the related budget implications.

Background

Each year 60,000 cardiac arrests occur outside of hospitals. The vast majority of these are in public places and at home, and only 1 out of 10 survive. Survival rates can increase 75% with fast action with CPR and the use of AED devices. (Heart and Stroke Foundation Canada)

School settings are thought to be academic environments for children. However, there are multiple increased cardiac risks such as elderly staff, parents/grandparents attending events, high intensity sports and community use of our facilities similar to those at a recreation center.

Currently there is no School Act or WorkSafeBC legislation mandating the use of AEDs in schools, however there are ongoing discussions regarding the benefits of these life saving devices.

WorkSafeBC Guideline 3.16(2)-2 encourages employers to implement AED programs considering the following circumstances:

- Size of workforce
- Average age and health of workers and visitors
- Types of hazards
- Access to BC Emergency Health Services
- Large numbers of the public are present at their worksite

Implementation of these life savings devices may also put us ahead when and if WorkSafeBC changes their mandate regarding AEDs.

Next Steps

Many other BC School districts have now fully equipped their facilities with AEDs, or are utilizing a phased approach to purchase and install AEDs. School districts that have implemented AEDs include: West Vancouver, North Vancouver, Coquitlam, Powell River, Fraser Cascade, Sunshine Coast, Comox Valley, and Sooke. In recent years, there have been several examples in school districts where an AED was needed to respond to a cardiac event.

With other public institutions, including BC school districts, leading the way and recent examples of where an AED was needed, it is important that the Saanich School District follows suite by installing these lifesaving devices in our buildings so they are available for students, staff, and the public utilizing our facilities.

The plan is to begin implementing AEDs in all Saanich School Locations (21 in total) beginning this summer. Devices will be mounted with alarmed cabinets by facilities staff near the office location for easy access.

Inspection of devices will be added to the monthly safety inspection checklist, and will be the responsibility of Administration staff at each school. Annually, facilities staff will inspect the units and complete required maintenance including replacement of pads and batteries.

Budget Implications

The year 1 cost is estimated to be \$50,000, consisting largely of the upfront cost of purchasing and installing 21 AED units. Following implementation, the annual cost of maintenance and renewal of units is estimated to be \$8,000.

The annual cost of maintenance and renewal of units (\$8,000) will be included as an inflationary cost pressure in budget planning for the 2024/25 fiscal year. The additional year 1 implementation cost of \$42,000 will be funded either from existing equipment replacement budget or carry-forward budget balance in 2024/25 (to the extent available).

Respectfully submitted,



Jason Reid
Secretary Treasurer



Ryan Lacasse
Associate Director -
Operations & Capital Planning

	Prior Year Actual 2022	Prior Year Actual 2023	Amended Budget	Current Budget	Revenue/ Expenditures to January 31, 2024	Projected Revenue and Expenditure	Variance From Budget	Notes
Revenue								
621 Consolidated Revenue Grants	(76,549,164)	(76,627,629)	(85,423,304)	(85,598,344)	(43,884,059)	(85,598,344)	-	
627 Indig. Northern Affairs Canada (INAC) Recovery	3,079,193	3,190,534	3,892,608	3,892,608	1,245,542	3,892,608	-	
629 Other Ministry Of Ed Grants <i>includes Pay Equity, Ad hoc MOE grants, Grad adult funding, Labour Settlement Funding</i>	(1,135,484)	(4,077,807)	(2,548,275)	(2,373,235)	(390,344)	(2,373,235)	-	
629 Classroom Enhancement Fund (CEF)	(8,912,124)	(11,142,827)	(12,005,932)	(12,005,931)	(5,846,098)	(12,005,931)	-	
630 Federal Grants <i>French Odyssey Grant, Jordan's Principle</i>	(39,492)	-	(574,918)	(574,918)	(9,000)	(574,918)	-	
641 Other Ministry Grants <i>ERASE Grant</i>	(183,610)	(181,545)	(172,333)	(112,833)	(97,625)	(112,833)	-	
645 Instructional Cafeteria Revenue	(184,506)	(247,679)	(68,000)	(68,000)	(130,374)	(130,374)	62,374	
646 Local Education Agreements/Direct Funding Indig.	(2,723,698)	(3,192,947)	(3,892,608)	(3,892,608)	(1,245,542)	(3,892,608)	-	
647 International and Out of Province Students	(5,738,618)	(6,559,217)	(6,847,678)	(6,847,678)	(6,329,399)	(6,847,678)	-	Note 1
649 Misc. Fees & Revenues <i>includes ad hoc grants received, recovery revenue from shared services, funding from municipalities</i>	(497,986)	(529,491)	(190,594)	(198,842)	(250,895)	(198,842)	-	
651 Community Use Of Facilities	(30,242)	(43,595)	-	-	(51,224)	(51,224)	51,224	
659 Other Rentals & Leases	(380,542)	(415,440)	(442,402)	(442,402)	(294,065)	(442,402)	-	
660 Exchange (Gain) Loss	(1,207)	-	-	-	413	413	(413)	
661 Interest On Short Term Deposits	(204,761)	(782,868)	(650,000)	(650,000)	(587,103)	(987,103)	337,103	
662 Appropriated Surplus (prior years carry forward amounts)	-	-	(1,358,605)	(1,358,605)	-	(1,358,605)	-	Note 2
672 Student Fees/Certifications	(108,010)	(63,077)	(50,000)	(50,000)	(50,000)	(50,000)	-	
Total Revenue	(93,610,251)	(100,673,588)	(110,332,041)	(110,280,788)	(57,919,773)	(110,731,076)	450,288	
Expenses								
105 Salaries - P/VP	4,781,071	4,929,172	5,245,399	5,245,399	3,050,217	5,300,397	(54,998)	
111 Salaries - Teachers (incl. POSR)	40,715,557	41,098,476	44,670,559	44,670,559	22,513,848	44,740,744	(70,185)	
307 - Teacher remedy	1,639,055	1,473,693	2,389,665	2,389,665	699,229	2,389,665	-	
Teacher remedy unspent					-	-	-	
122 Salaries - Support Staff (incl. In Service and First Aid)	8,541,427	8,574,110	9,580,832	9,470,585	5,209,230	9,330,734	139,851	Note 3
123 Salaries - Other Professionals	3,223,078	3,415,751	4,265,719	4,265,719	2,135,197	4,333,143	(67,424)	
131 Salaries - Educational Assistants	5,409,004	6,001,108	7,007,297	7,007,297	2,975,122	6,651,085	356,212	Note 4
143 Support Staff Replacement Costs	636,057	556,417	548,152	496,700	444,827	698,827	(202,127)	Note 5
146 Teacher Replacement Costs	3,473,416	3,996,096	3,960,646	3,960,896	2,007,042	3,950,180	10,716	Note 6
	68,418,665	70,044,823	77,668,268	77,506,819	39,034,712	77,394,775	112,044	
200 Benefits	16,612,271	17,876,595	18,446,510	18,446,510	8,975,220	18,382,117	64,393	
	16,612,271	17,876,595	18,446,510	18,446,510	8,975,220	18,382,117	64,393	
Services & Supplies								
Services	4,823,714	5,134,765	5,110,833	5,065,833	2,807,100	5,065,833	-	
Pro-D & Travel	457,956	572,033	845,197	845,197	392,692	845,197	-	
Rentals & Leases	137,659	157,541	182,000	182,000	91,441	182,000	-	
Dues & Fees	385,591	304,967	363,228	363,228	339,165	363,228	-	
Insurance	187,184	208,047	237,000	237,000	253,151	253,151	(16,151)	

Projection for Discussion Purposes - Actual Results May Differ From Projected

Prepared by Megan Cimaglia

	Prior Year Actual 2022	Prior Year Actual 2023	Amended Budget	Current Budget	Revenue/ Expenditures to January 31, 2024	Projected Revenue and Expenditure	Variance From Budget	Notes
Supplies	2,879,215	3,344,988	4,857,749	4,937,945	1,927,034	4,000,319	937,626	
Utilities	1,484,676	1,606,658	1,647,435	1,722,435	702,085	1,722,435	-	
	10,355,995	11,328,999	13,243,442	13,353,638	6,512,668	12,432,163	921,475	Note 7
Total Expenses	95,386,931	99,250,417	109,358,221	109,306,968	54,522,600	108,209,055	1,097,912	
Transfer from operating for purchase of capital assets	1,035,089	1,641,865	850,000	850,000	-	850,000	-	
Transfer to local capital for asset replacement reserve	109,982	116,820	123,820	123,820	-	123,820	-	
(Surplus)/Deficit	2,921,751	335,514	(0)	0	(3,397,173)	(1,548,200)	1,548,200	
					Opening Contingency Reserve	(2,300,838)	2.3%	
					Estimated School and District Carry Forwards	1,000,000		
					Estimated Closing Contingency Reserve	(2,849,038)		

Amended Budget is the February *Amended Annual Budget* , which was approved by the Board on February 14, 2024.

Current Budget is the current working budget.

Certain comparative figures have been restated to conform with current year's presentation

Variance comments:

Note 1 - International tuition revenue is currently expected to finish at 267 FTE vs. 265 FTE budgeted.

Note 2 - Appropriated surplus consists of:
 \$522,701 District Activities Carry Forward
 \$252,928 School Activities Carry Forward
 \$582,976 Budget Appropriation

\$1,358,605

Note 3 - Support Staff salaries positive variance is due to hiring lag for vacant positions and unpaid time off taken by staff. This variance is slightly offset by higher replacement costs.

Note 4 - Education Assistant (EA) salaries positive variance is due to several factors:

- Hiring lag in deployment of EA funding.
 - Estimated continued understaffing due to inability to consistently fill all EA positions.
 - EAs taking unpaid time off.
 - All positions are budgeted at the continuing rate of pay, but about 10% of positions are staffed with temporary employees who earn \$1.43 less per hour.
- This variance is slightly offset by higher replacement costs when possible.

Note 5 - Support Staff Replacement costs negative variance is due to higher than budgeted use of sick leave. We have savings from regular staff (typically EAs and custodians) taking unpaid time off on the Salaries - Support Staff row then additional costs for replacement on this row.

Note 6 - Teacher Replacement Costs are now trending very close to budget. This change compared with past months is due to lower than budgeted maternity and parental leave top up payments expected upcoming. Usage of sick and emergency leave are no longer increasing over the prior year.

Note 7 - Assumption made in preparing this forecast is that departments and schools will spend their services and supplies budgets as allocated, other than the following:
(\$1,000,000) expected school and district carry forward
\$ 16,151 insurance spending over budget
\$ 62,374 costs to generate cafeteria revenue

(\$921,475)