

Education Committee Meeting

Agenda



Education Committee Meeting
September 13, 2016, 3:30 pm
Board of Education Office - Boardroom

		<u>Page</u>
1.	School Opening Report	Information 1
2.	Curriculum Update	Information 2
3.	Budget Timelines	Information 3
4.	Five Year Capital Plan	Action 5
5.	Student Transportation Fund	Information 9
6.	Ministry of Education Clarification – Seismic Mitigation Funding	Information 22
7.	District Parent Advisory Council	Information 28
8.	Other Business	

ITEM 1 Information

TO: Education Committee
FROM: Superintendent of Schools
SUBJECT: School Opening Report

The Superintendent of Schools will provide a verbal report the 2016/2017 school opening.

ITEM 2 Information

TO: Education Committee
FROM: Larry Jepsen, Assistant Superintendent of Schools
 Amber Chung, President, Mission Teachers' Union
SUBJECT: Curriculum Update

A verbal update will be provided at the meeting.

ITEM 3 Information

TO: Education Committee
 FROM: Secretary Treasurer
 SUBJECT: Budget Timelines

The following information is to guide the development of the Amended Budget for 2016/2017 and the preliminary budget for 2017/2018. Detailed information and direction will be provided as the budget process progresses.

1. 2016 / 2017 Amended Budget Development Timeline

Date	Action	Responsibility
October 7, 2016	Final enrolment numbers for 2016/2017 confirmed	Principals
October	Revenue projections updated	Derek
November	Teacher salary expenditure updated	Derek
November	Other expenditures updated as needed	Derek
November	Surplus / deficit identified	Derek
November	Management meeting to discuss options	Corien
December	Finalize amended budget, with options	Derek / Corien / Angus
January 2017	Management meeting to review document/report/options	Corien
January	Board meeting – Finance and Audit Committee Interest groups invited to the meeting review draft with options Board to provide direction to management, considering options, and input from interest groups)	Angus / Corien
January	Board meeting – first two readings of Amending Bylaw	Corien
February	Board meeting – budget Bylaw Approval	Corien
February 28	Amended Bylaw to the Ministry of Education	Derek

2. 2017 / 2018 Budget Development Timeline

The 2017/2018 budget document is to include preliminary projections for 2018/2019 and 2019/2020.

Date	Action	Responsible
September 2016	Board approves budget timeline / process	Corien
October	Prepare a draft public budget document	Corien
November	Prepare excel files for a three year budget	Derek
November	Review draft public budget document with Principals and managers	Corien
December	<p>Budget direction provided to</p> <ol style="list-style-type: none"> 1. Initiate preliminary enrolment estimates for 2017/2018, 2018/2019, and 2019/2020. 2. identify operational priorities for each school and function – for the next three school years <ul style="list-style-type: none"> - Education - Facilities - Transportation - IT - HR - District 3. Initiate development of draft revenue and expenditure plan 	<p>Principals</p> <p>Corien / Principals / Managers</p> <p>Derek</p>
January 2017	Finalize enrolment estimates for 2017/2018/, 2018/2019, 2019/2020.	Principals
February 1 - 20	Pull all budget data / information together	Derek / Corien
Feb 20 - 28	Review school budget plans with each Principal Preliminary meetings with DPAC, MTU, CUPE	Angus / Corien / Derek
Mar 1 – 20	Prepare final draft of budget document & Bylaw	Corien / Derek
March 29	Meet with all Principals and Managers to review consolidated plan. Determine final revisions. Develop summary for the board <ul style="list-style-type: none"> - Identify issues - Identify options 	Angus / Corien / Derek
April 11 ?? ??	<p>1st meeting with Board / interest groups / public (Committee of the Whole) – information on website</p> <p>2nd meeting</p> <p>3rd meeting</p> <p><i>The Board to direct staff considering the presentation and feedback</i></p>	Corien
May 23	Budget Bylaw – First two readings	Corien
June 20	Budget Bylaw – Adopted, copy sent to the Ministry	Corien

ITEM 4 Action

TO: Education Committee
FROM: Secretary Treasurer
SUBJECT: Five Year Capital Plan

Recommendation:

THAT the Board of Education forward the Draft Five Year Capital Plan to the September 20, 2016 Public Board meeting for consideration of the following resolutions:

**THAT the Board of Education approve the Five Year Capital Plan dated September 20, 2016; and
THAT the Five Year Capital Plan be submitted to the Ministry of Education for consideration.**

Executive Summary:

The Ministry of Education directed School Districts to develop five year capital plans. The capital plans should eventually be based on a Long Range Facilities Plan (LRFP). This LRFP is yet to be developed for Mission Public School District (MPSD).

The 2017/2018 five year capital plan is to be submitted to the Province by September 30, 2016. A more in-depth plan will be put together in the next year for the 2018/2019 submission, including the development of a long range plan.

Background:

Mission Public School District is required to submit a five year capital plan to the Minister of Education. The *School Act* requires the School District to prepare a capital plan that sets out proposed sites and facilities and the renovation of existing facilities, other than plans for local capital projects or the annual facility projects. The capital plan must include the amount of financial resources needed for the projects.

All capital funding programs (with the exception of the Annual Facility Grant (AFG)) are to be included in the submission. These programs are:

SMP	- Seismic Mitigation Program
EXP	- New Schools, Additions, Site Acquisition
REP	- School Replacement
BEP	- Building Envelope
SEP	- School Enhancement Program
CNCP	- Carbon Neutral Capital Program
BUS	- Bus Replacement & Inventory

A new Project Request Fact Sheet (PRFS) must be submitted if projects are for seismic upgrades, additions to schools, replacement schools or new schools within the first three years of the five year capital plan submission.

Only building envelope projects currently on the Ministry list can be submitted under the BEPs program; Albert McMahon and Dewdney are on this list. Other building envelope projects would be submitted under the School Enhancement Program.

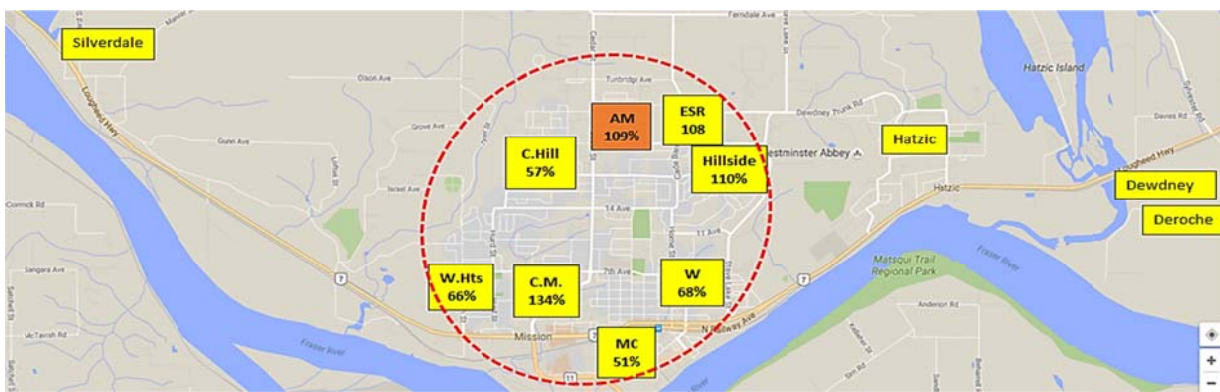
Optimal Space Utilization Guidelines

One of the Ministry's five priority criteria for approving project requests is that school districts demonstrate that they are managing the schools to optimize the available space to support student education. The Ministry's average utilization guideline based upon school district size and geographical area is 85%. Utilization calculations exclude international students.

The District's 2015/16 overall utilization = 84.2%
 The District's 2015/2016 K- 6 utilization = 82.9%

This guideline is intended to be applied district wide, but depending on the districts geographical features, sub-district zones may be considered.

Central Mission (with Hatzic) 2015/2016 K-6 utilization = 89.6%
 Central Mission (without Hatzic) 2015/2016 K-6 utilization = 87.1%
 Upper central Mission's 2015/2016 K-6 utilization = 94 %
 Lower central Mission's 2015/2016 K-6 utilization = 78%
 Hatzic 2015/2016 K-6 utilization = 109.6%
 Deroche, Dewdney and Silverdale are all below 50% utilization



In considering larger capital projects, such as Seismic upgrades, expansion or replacements, the School District must demonstrate that space is optimized within reasonable proximity of the school where the project is requested. This may mean revising school boundaries. Overall, the Mission Central area exceeds the 85% criteria and the information obtained from the District of Mission notes that the majority of the District's development growth will impact the Hatzic schools, and the Albert McMahon school. Although there is some capacity to alter boundaries of schools to move students to the underutilized schools in Mission Central, the plan introduces the identified need for an addition at Albert McMahon.

Options:

As the 2017/2018 Five Year Capital Plan must be submitted to the Ministry before September 30, 2016, there is insufficient time for the new leadership team to put together a more fulsome plan that would be based on a Long Range Facilities Plan (LRFP) or to develop new Project Request Fact Sheets (PRFS) for new projects. As such, this Capital Plan submission focuses on the projects where project information sheets (PIRs) are already prepared or on enhancement projects or carbon neutral projects that could be completed by March 31, 2018.

Analysis and Impact:

This report provides details on projects to submit to the Province to fund capital for the school district. At this point it provides basic information on what projects could be considered acceptable by the Province. As indicated above, more fulsome information will be gathered for consideration for the capital plan that will be prepared for next year.

Failure to submit the plan to the Province by September 30, 2016 may compromise the District's ability to access capital funds to improve existing facilities.

Strategic Priority:

As the strategic plan is currently in the development stage, this report is not linked to the strategic priorities.

Policy, Regulation, Legislation:

The Province is regulating the form and manner to prepare and submit requests for funding for capital improvements for school district facilities. This report provides the information in a format that is summarized for the Board use, and is not necessarily in the same format that the Province requires.

Public Consultation:

Section 142 (2) of the *School Act* requires the School District to review and consider any community plans prepared that include any part of the School District and to consult with those local governments that prepared those community plans. School District staff met with the District of Mission in July to review development activity within the District of Mission to consider the potential impact of this development on school enrolment. Staff has not met with the Fraser Valley Regional District regarding the growth plans around the rural schools as both schools have significant capacity for growth at this time.

Information from the District of Mission indicates that significant development is occurring in the Hatzic and Albert McMahon catchment areas. These schools exceed 100% utilization, and as such, realigning the catchment areas, expanding these schools, or building a new school in the central area is expected to be needed in the near future.

Due to the short turn around for this report, no formal consultation with stakeholders occurred in its preparation. We anticipate undertaking significant consultation in the development of future capital plans.

The final draft of the report will be provided to the stakeholders and partner groups prior to the September 20th meeting.

Implementation:

If the Report is approved at the September 20th Public Board meeting, the plan will be input into the Province's system set up to capture and collate the capital plan requests of School Districts.

The Ministry of Education will provide a written response to the five year capital plan submission once the assessment of all submissions is complete and the funding for fiscal year 2017/18 is announced.

Once the Province has reviewed the plans, and advised, the School District will prepare any necessary Bylaws for approved capital projects, and initiate the projects if possible for construction in July/August 2017.

Appendix "A":

Mission Public School District #75 - 2017/2018 to 2021/2022 Five Year Capital Plan

Appendix "A"
Mission Public School District #75
Five Year Capital Plan 2017/2018 - 2021/2022
September 20, 2016

			2017/2018	2018/2019	2019/2020	2020/2021
SMP - SEISMIC MITIGATION						
1	Mission Secondary - shop wing only.	Risk = High 3				tbd
NEW SCHOOL, ADDITIONS, & SITE ACQUISITION (EXP)						
1	McMahon	Addition				tbd
2	Mission Secondary	Addition				
SCHOOL REPLACEMENT (REP)						
1	Hatzic Elementary					
BUILDING ENVELOPE PROGRAM (BEP)						
1	McMahon Elementary					\$1,900,000
2	Dewdney Elementary					
SCHOOL ENHANCEMENT PROGRAM (SEP)						
1	Edwin S. Richards Elem	Replace boiler	\$40,000			
2	Mission Central Elem	Replace boiler	\$320,000			
3	Heritage Park Middle	Replace heating plant	\$570,000			
4	Dewdney Elem	Replace boiler and DHW	\$320,000			
5	West Heights Elem	Replace old furnaces	\$240,000			
6	Mission Sec	Replace heating plant		\$270,000		
7	Edwin S. Richards Elem	Replace roof		\$500,000		
8	Hatzic Middle	Replace roof		\$1,300,000		
9	Silverdale Elem	East wall building envelope		\$450,000		
10	Heritage Park Middle	Replace condensing units main clrms/ admin			\$130,000	
11	Mission Sec	Replace condensing units B wing			tbd	A design report
12	McMahon Elementary	Upgrade exterior wall lights to LED			\$11,000	
CARBON NEUTRAL CAPITAL PROGRAM (CNCP) (Program ends 31 March 2019 - 2 more years)						
1	Windebank Elementary	Boiler Replacement	\$375,000			
2	West Heights Elementary	Upgrade exterior wall and parking lights to LED	\$12,000			
3	Hatzic Middle	Upgrade exterior wall and parking lights to LED		\$39,000		
BUS REPLACEMENT PROGRAM (BUS)						
1	Bus Replacement	Four	Costs assigned by the Ministry as per the provincial contract			

ITEM 5 Information

TO: Education Committee
FROM: Secretary Treasurer
SUBJECT: Student Transportation Fund

On August 10, 2016, the Ministry of Education announced new funding totaling \$14.7 million under the new Student Transportation Fund. A copy of the News Release is attached.

This funding is intended to support School Districts in improving the affordability of transportation services as well as ensuring more equitable and affordable access to BC families.

Each School District is expected to develop and submit a funding plan to access this new funding in addition to following Ministry guidelines prior to September 30, 2016.

Upon approval of School District plans, it is Government's expectation that current transportation fees charged to eligible riders for standard bus service to catchment schools be eliminated for the 2016/17 school year. Accordingly, the School District will work diligently to refund fees already paid by families, in due course.

For your information:

- The School District collected \$135,448 in transportation fees during 2015/16 school year.
- The amount allocated to our School District pursuant to the Ministry's new Student Transportation Fund is \$188,900.

For complete information regarding the Student Transportation fund, please visit the Ministry of Education's website:

https://news.gov.bc.ca/releases/2016EDUC0076-001429?WT.cg_n=Hootsuite

Since the Ministry's public announcement, the Manager of Transportation has indicated a significant increase in ridership. Buses were already operating at a high capacity as a result of the school configuration last year. With the increase in ridership due to the elimination of bus fees, buses are now operating at full capacity.

Total ridership for 2015/2016: 1,080 students;

As of September 8, 2016: 1,060 students.

*Bus registrations are still being received as at the time of the preparation of this Agenda. As a result, it is anticipated the ridership will far exceed the 2015/2016 school year. Furthermore, existing bus routes are currently being altered and/or adjusted to accommodate new riders for the 2016/2017 school year.

*There have been over 400 registrations since August 22, 2016. Prior to the elimination of bus fees, there would have typically been a surcharge for late registrations. A common theme appears to be families who previously drove their children to/from school, have now opted for the bus service due to no cost.



NEWS RELEASE

For Immediate Release
2016EDUC0076-001429
Aug. 10, 2016

Ministry of Education

Almost \$15 million will make transportation more affordable and accessible for B.C. families

DAWSON CREEK – Students and families throughout B.C. will soon have access to expanded and more affordable transportation options thanks to \$14.7 million, under the new Student Transportation Fund.

Education Minister Mike Bernier made the announcement with school district officials today at the Dawson Creek school board office.

School districts can apply for the funding to help parents with transportation costs and services, whether they use the usual yellow bus program or work with local transit operators.

The handful of districts that currently charge families a transportation fee for a student's local or catchment area school must eliminate those fees to be eligible for the funding. All districts need to use the funding for transportation services to be eligible.

Funding can also be used in a variety of ways, including:

- improving service by adding new or amended routes;
- improving access to local transit services;
- providing accessible services for students with disabilities;
- reducing ride times;
- boosting student safety by relocating bus stops and improving bus supervision; and,
- funding existing transportation services and investing the savings in enhanced student services.

To be eligible for funding, districts must submit a plan to the Ministry of Education by Sept. 30, 2016, outlining how they will use the funding to boost transportation services for students and families. Districts will hear back shortly after they submit their applications on how much funding they will receive.

The amount of funding a district is eligible for is based on a formula tied to the Ministry of Education's student location factor, which is used to determine the rural makeup of a school district. Districts will also be required to report back on the outcomes and the benefits they achieved as a result of the funding.

As a result of B.C.'s strong economic growth and fiscal discipline, government is able to make key investments like the Student Transportation Fund to improve the lives of British Columbians.

Quotes:

Mike Bernier, Minister of Education –

“As a parent in a rural community, I know about the challenges of getting kids to school on time and then getting them home at the end of the day. This funding will help districts provide better bus and transportation services at lower costs to parents.

“This past June, government returned \$25 million in administrative savings to districts – and many of them had found those savings in their transportation money. With close to \$15 million more funding flowing to districts parents will see districts enhancing services and eliminating fees.”

Pat Pimm, MLA for Peace River North –

“I am extremely pleased that Minister Bernier and the ministry have found a way to fund busing for the constituents in my riding. This is an issue that I have been working very hard on and I am extremely pleased we have got it over the goal line.”

John Bird, president of BCCPAC –

“We welcome today’s announcement that the province is stepping up to eliminate fees and boost transportation services. It is an acknowledgement that parents should not be financially responsible for transportation and addresses some of the inequities faced by families living in suburban and rural areas.”

Richard Powell, board vice chair, Peace River South School District –

“We’re pleased that the minister was able to change the way transportation is funded because it means we can operate our bus systems more efficiently and in ways that better support rural students in the public school system.”

Ida Campbell, board chair, Peace River North School District –

“We’ve been working on this issue for a long time and this is great news for parents. Transportation is vitally important in a rural area like ours and we are excited to be able to eliminate fees for busing thanks to this money from the provincial government.”

Quick Facts:

- The Student Transportation Fund builds on government’s recent investments to further strengthen B.C.’s education system and support student learning, including:
 - \$25 million of administrative savings returned to school districts to invest in students;
 - \$2 million Rural Education Enhancement Fund to help keep schools open;
 - \$28 million to ensure enrolment increases and labour settlements are covered; and,
 - \$6 million to train teachers on coding and new curriculum and to buy computers.

A backgrounder follows.

Media Contact:

Government Communications and Public
Engagement
Ministry of Education
250 356-5963

Connect with the Province of B.C. at: www.gov.bc.ca/connect

BACKGROUND

For Immediate Release
2016EDUC0076-001429
Aug. 10, 2016

Ministry of Education

New Student Transportation Fund to benefit parents and students

The Province is investing almost \$15 million under the new Student Transportation Fund to make school transportation more affordable and accessible for B.C. families and students.

All school districts are encouraged to apply for the funding. To be eligible for funding, districts must submit a plan to the Ministry of Education by Sept. 30, 2016, outlining how they will use the funding to boost transportation services for students and families.

Districts are eligible for up to the following amounts:

- 5 Southeast Kootenay – \$361,459
- 6 Rocky Mountain – \$369,399
- 8 Kootenay Lake – \$419,602
- 10 Arrow Lakes – \$42,675
- 19 Revelstoke – \$49,847
- 20 Kootenay-Columbia – \$242,977
- 22 Vernon – \$361,094
- 23 Central Okanagan – \$600,000
- 27 Cariboo-Chilcotin – \$739,024
- 28 Quesnel – \$274,209
- 33 Chilliwack – \$329,456
- 34 Abbotsford – \$253,969
- 35 Langley – \$260,000
- 36 Surrey – \$72,999
- 37 Delta – \$41,933
- 38 Richmond – \$21,608
- 39 Vancouver – \$53,423
- 40 New Westminster – \$6,073
- 41 Burnaby – \$24,841
- 42 Maple Ridge-Pitt Meadows – \$185,990
- 43 Coquitlam – \$81,641
- 44 North Vancouver – \$40,566
- 45 West Vancouver – \$84,722
- 46 Sunshine Coast – \$380,465
- 47 Powell River – \$91,754
- 48 Sea to Sky – \$265,534
- 49 Central Coast – \$80,277
- 50 Haida Gwaii – \$149,851
- 51 Boundary – \$153,588

52 Prince Rupert – \$117,597
53 Okanagan Similkameen – \$209,099
54 Bulkley Valley – \$163,737
57 Prince George – \$687,663
58 Nicola-Similkameen – \$170,292
59 Peace River South – \$441,458
60 Peace River North – \$425,785
61 Greater Victoria – 20,027
62 Sooke – \$358,365
63 Saanich – \$280,000
64 Gulf Islands – \$328,264
67 Okanagan Skaha – \$167,035
68 Nanaimo-Ladysmith – \$244,630
69 Qualicum – \$426,341
70 Alberni – \$71,717
71 Comox Valley – \$421,375
72 Campbell River – \$316,860
73 Kamloops/Thompson – \$666,817
74 Gold Trail – \$366,932
75 Mission – \$188,900
78 Fraser-Cascade – \$184,576
79 Cowichan Valley – \$283,524
81 Fort Nelson – \$32,744
82 Coast Mountains – \$557,786
83 North Okanagan-Shuswap – \$561,925
84 Vancouver Island West – \$57,593
85 Vancouver Island North – \$118,179
87 Stikine – \$51,181
91 Nechako Lakes – \$503,247
92 Nisga'a – \$130,091
93 Conseil scolaire francophone – \$150,415

Media Contact:

Government Communications and Public
Engagement
Ministry of Education
250 356-5963

Connect with the Province of B.C. at: www.gov.bc.ca/connect

Supplemental Transportation Allocation to School Districts

School District	District Allocation
5 Southeast Kootenay	361,459
6 Rocky Mountain	369,399
8 Kootenay Lake	419,602
10 Arrow Lakes	42,675
19 Revelstoke	49,847
20 Kootenay-Columbia	242,977
22 Vernon	361,094
23 Central Okanagan	600,000
27 Cariboo-Chilcotin	739,024
28 Quesnel	274,209
33 Chilliwack	329,456
34 Abbotsford	253,969
35 Langley	260,000
36 Surrey	72,999
37 Delta	41,933
38 Richmond	21,608
39 Vancouver	53,423
40 New Westminster	6,073
41 Burnaby	24,841
42 Maple Ridge-Pitt Meadows	185,990
43 Coquitlam	81,641
44 North Vancouver	40,566
45 West Vancouver	84,722
46 Sunshine Coast	380,465
47 Powell River	91,754
48 Sea to Sky	265,534
49 Central Coast	80,277
50 Haida Gwaii	149,851
51 Boundary	153,588
52 Prince Rupert	117,597
53 Okanagan Similkameen	209,099
54 Bulkley Valley	163,737
57 Prince George	687,663
58 Nicola-Similkameen	170,292
59 Peace River South	441,458
60 Peace River North	425,785
61 Greater Victoria	20,027
62 Sooke	358,365
63 Saanich	280,000
64 Gulf Islands	328,264
67 Okanagan Skaha	167,035
68 Nanaimo-Ladysmith	244,630
69 Qualicum	426,341
70 Alberni	71,717
71 Comox Valley	421,375
72 Campbell River	316,860
73 Kamloops/Thompson	666,817
74 Gold Trail	366,932
75 Mission	188,900
78 Fraser-Cascade	184,576
79 Cowichan Valley	283,524
81 Fort Nelson	32,744
82 Coast Mountains	557,786
83 North Okanagan-Shuswap	561,925
84 Vancouver Island West	57,593
85 Vancouver Island North	118,179
87 Stikine	51,181
91 Nechako Lakes	503,247
92 Nisga'a	130,091
93 Conseil scolaire francophone	150,415
Provincial Totals	14,743,131

FREQUENTLY ASKED QUESTIONS
Student Transportation Investments

1) What is the purpose of this funding?

- In recognition of the difficult decisions that many school districts have made, specifically with respect to transportation, this \$14.7M in incremental funding is intended to help level the playing field. For those school districts currently charging fees to eligible riders for standard bus service to catchment schools, it is government's expectation that these fees be eliminated for the 2016/17 school year.
- In recent years, there has been a marked increase in concerns being raised by parents, communities, the public, and both local and provincial transportation partner groups regarding the transportation service reductions that have been taking place within school districts across the province. At the heart of these issues is a growing concern about the rise in inequities across the province when it comes to students being able to access public schools in a timely and safe manner – one of the goals of this funding is to work towards greater provincial consistency in the transportation of students.
- This funding is also intended to support school districts in improving the affordability of transportation services, as well as ensuring more equitable and affordable access to families. It is recognized that there are currently a range of different models and options for the delivery of transportation services and supports in school districts (i.e. bus services, financial incentives for families, joint work with local transit providers), so this funding is intended to be flexible to address local priorities and models.
- The Ministry of Education recognizes that considerable changes have occurred in student transportation, both locally and provincially, and will be working with school districts, BCSTA, BCSSA, BCASBO, and ASTSBC to establish regionally-appropriate standards and best practices in a variety of areas over the coming year, including:
 - Ride times, student walking, etc.
 - Communications with local stakeholder groups
 - Joint planning between school districts and local transit providers
 - Student safety on buses
 - Route management practices (i.e. scheduling, route planning, driving, etc.)
 - Supervision and training
 - Fueling and maintenance to support efficiency

2) Is this funding ongoing?

- Yes, this is ongoing funding. While the Ministry of Education is committed to working with the Ministry of Finance to periodically review the total funding amount, it is not expected that annual increases will be available. This is why it is important to ensure that we are being efficient when making investments in this area, and continue to work towards the principles and recommendations identified through the Service Delivery Project (i.e. optimizing bus routes, sharing expertise, building capacity).

3) How was the \$14.7M amount determined?

- The \$14.7M provincial amount was determined by going back to the last time when transportation was fully-funded, and accounting for inflationary increases since then (Statistics Canada's Transportation Consumer Price Index was used as an escalator). A small additional increase was also included to reflect the impact that school closures has had on transportation over the past 10-15 years.

4) Are there restrictions on how and/or when the funding can be used? Are there reporting requirements?

- Yes, these funds are to help school districts manage the increased costs associated with student transportation, which can take a number of forms (i.e. bus services, working with transit operators, special needs student transportation, financial incentives for parents, in some cases subsidies for extra-curricular transportation activities, etc.). The funding is intended to be used to promote accessibility for students and affordability for families.
- For those school districts currently charging fees for standard bus service to catchment schools, funding must be used for the purpose of eliminating these fees for parents of eligible riders, and cannot be used for any other purpose. Any additional funding available above and beyond what is required to eliminate rider fees for standard catchment school service can be used to improve other aspects of your school district's local transportation system.
- Please note that fees for courtesy riders (i.e. non-eligible students, students within walk limits, students attending school-of-choice, international, etc.) do not have to be eliminated.
- For those school districts not currently charging rider fees, the following are examples of the types of outcomes envisioned for this funding:
 - Enhancing services (e.g. new or amended routes, amended walk limits, additional services)
 - Reduced ride times
 - New measures to support affordability for families (e.g. transit pass rebates, other financial benefits for parents)
 - Improved student safety (e.g. relocation of bus stops, supervision on buses, incentives to support safe walking or cycling routes to schools, etc.)
- The intent is for the funding to be used in the 2016/17 school year; however, the Ministry of Education recognizes that some flexibility may be required on timing, given that many school districts have already established their routes, policies, etc. for September 2016, and additional

lead time may be required in order to plan and implement some types of changes.

- Prior to the flow of funds, Ministry of Education staff will be working with all school districts to collect high-level information on each school district's plans for this funding. Once there is clear information in place regarding each school district's planned use(s) for the incremental funding, the funding will be flowed as soon as possible. Going forward, a minor report-back process will be implemented, to ensure that there is accurate and up-to-date information on the accomplishments achieved with this additional funding.
- See #5 below for further information on information/reporting requirements and timelines.

5) What are the requirements and timelines for submitting my plan to the Ministry of Education?

- School district plans for the use of transportation funding can be submitted to the Ministry of Education at any time, but **no later than September 30, 2016**. Once plans are received, they will be reviewed and funding decisions will be confirmed as soon as possible.
- Plans should include the following information, at a minimum:
 - Description of transportation services and supports currently provided (i.e. busing, special needs, special purpose, etc.)
 - If charging fees – most recent fee schedule
 - If operating a bus program (in-house or contracted):
 - total number of riders and percentage compared to total student population
 - number of routes
 - average kms run/day
 - average ride time
 - walk limit
 - other local policies and practices, as relevant
 - Overview of major issues and/or local stakeholder concerns with respect to student transportation services (e.g. fees, ride times, route design, etc.)
 - Overview of planned use(s) for funding and results/outcomes expected
 - Implementation considerations and timelines

6) How should funding be recorded on my financial statements?

- Funds will flow as a separate grant, and information on how it should be recorded on financial statements will be provided as part of the Ministry of Education's instructions for Amended Annual Budgets.

7) My school district does not operate the standard "yellow bus" service. Is my school district still eligible to receive funding?

- Yes, all school districts provide some level of transportation services and supports as part of their regular operations. This funding is intended to support school districts in improving the affordability of transportation services, as well as families by ensuring more equitable and affordable access to student transportation services.

- There are a range of different transportation service models and levels operating in the K-12 sector – some school districts own and operate yellow bus services, some have fully or partially-contracted out bus services, some provide financial supports to parents, some work directly with local transit providers, while some provide special needs and/or special purpose transportation. There are many ways that school districts can support students and families in this area, and the Ministry of Education is willing to consider a range of options and innovative approaches to meet the objectives noted above.
- If your school district has eliminated bus services altogether (or has never provided this type of service), re-establishing a bus program may not be the most viable option at this time. There are other options that could be explored, including financial incentives for parents, bus pass rebates in conjunction with local transit providers, or focusing on special needs/special purpose.

8) My school district has protected transportation, maintaining optimal service standards, and made reductions in other areas instead. Is there flexibility to allocate this funding to other priorities?

- Yes, in some cases. The Ministry of Education recognizes the importance of flexibility, and is supportive of the principle that every school district should have the opportunity to benefit from this initiative.
- As noted above, school districts will need to submit their planned use(s) for this additional funding to the Ministry of Education. If it can be clearly demonstrated as part of this process that optimal service standards have been maintained at the cost of other reductions, then school districts will have an option to reallocate funding within their budget towards other priorities.

9) My school district is interested in working with transit providers (i.e. BC Transit or local partners) to explore options to improve student transportation services and supports in my school district – how should my school district go about doing this?

- Engaging with your local transit operators as soon as possible is strongly encouraged, so that appropriate planning and resourcing discussions can take place well in advance of implementation.
- Please note that the Ministry of Education has been engaging with the Ministry of Transportation and Infrastructure and BC Transit at a provincial level. If you are interested in working more closely with your local transit providers please indicate this as part of your plan.

10) Will additional capital funds be allocated in addition to operating funding?

- No, this announcement involves operating funding only. The Planning and Major Projects Division is committed to working with school districts and the Association of Transportation Supervisors of BC as part of the annual bus acquisition process to ensure that sufficient capital resources are available to support this initiative.

11) Is the Ministry of Education getting back into the business of transportation?

- No, decisions on transportation remain under the discretion of local Boards of Education – the intent here is to provide financial support to school districts, and help provincially coordinate on the administrative side (i.e. sharing of expertise/capacity building, working with transportation partners at the provincial level, establishing provincial contracts with vendors to support local planning, analysis, and consultations in this area).

12) How do these investments align with the Service Delivery Project, specifically the recommendations in place regarding Bus Route Optimization?

- As noted above, annual funding increases are not a realistic expectation. This means that it is important to ensure that investments continue to be made as efficiently as possible. The recommendations identified in the Transportation Business Case speak to the importance of optimizing bus routes, sharing expertise, and building capacity in a coordinated manner, all of which will be critical as we work together to manage down costs over time.
- A number of school districts have indicated a willingness to participate as part of a Bus Route Optimization project. The Ministry of Education remains committed to working with these school districts to optimize their services, beginning with a thorough needs-assessment. Once a shared understanding of school districts' needs is established, the Ministry of Education will work with BCEM, the Ministry of Transportation and Infrastructure, BC Transit, the Service Delivery Project Steering Committee, and other partners as required to implement cost-effective solutions (i.e. shared planning resources, optimization services and software, etc.).

13) What resources will be available to school districts to implement changes and/or make adjustments to their local transportation policies, procedures, or operations?

- See above. As part of this funding announcement, the Ministry of Education has received an additional \$1M to support school districts in implementing changes. Specifically, the funding is to be used to establish centrally-coordinated 'shared services' in the administration of student transportation, building capacity and ensuring efficiency in this area.
- The Ministry of Education is currently working to gain a better understanding of school district needs in a number of areas, with an aim to establishing centrally-coordinated supports/services in a number of areas, including:
 - Shared expertise and planning tools (i.e. vendor(s) to support transportation reviews, data analysis, options development, consultations and engagement, etc.)
 - Software products to support rider data analysis, route mapping/design, etc.
 - Best practices research and information
- The Service Delivery Project Steering Committee will be reviewing options for how best

to establish these supports over the coming months.

14) Why was this funding decision made so late?

- In May 2016, the Minister of Education announced an additional \$25M in ongoing funding for school districts to help relieve cost pressures. Even with this investment, the Ministry of Education, local MLAs, other Ministries, and local transit operators have continued to field concerns and hear frustrations from the public, parents, and communities about student transportation. This additional funding is intended to respond to these concerns.
- The Ministry of Education recognizes that budget decisions have already been made for 2016/17, and that flexibility may be required to allow for sufficient planning and consultations locally. The Ministry of Education is working to put in place centrally-coordinated services/supports as soon as possible, to assist school districts with this work.

15) When will school districts actually receive their funding?

- Funding will be added to the CDS grant payment schedule shortly, once school districts' plans are approved and finalized.

16) How does this align with work underway to develop a Rural Education Strategy?

- All school districts, not just rural school districts, provide some form of student transportation. That being said, many rural school districts face unique challenges in transporting students across widely-dispersed geographic areas, and this issue (among others) will be looked at as part of the Rural Education Strategy. In addition to looking at the impact of school closures on rural communities, the impact of school closures on transportation and the importance of transportation in rural communities must also be explored.

17) Who can I contact if I have further questions?

- Kim Abbott, Executive Director – Sector Resourcing & Service Delivery (Kim.Abbott@gov.bc.ca).

18) Where do I submit my school district's plan?

- EDUC.SRSD@gov.bc.ca – Subject: School District __ Transportation Investment Plan.
- Given the timelines involved, there is no set template to follow at this time.

ITEM 6 Information

TO: Education Committee
FROM: Secretary Treasurer
SUBJECT: Ministry of Education Clarification Regarding Seismic Mitigation Funding

Background/Rationale

Attached is correspondence received from Mike Roberts, Chief Executive Officer, BCSTA regarding clarification and expectations for School Districts to meet a 95% school space utilization rate.

Correspondence addressed to BCSTA Chair, Teresa Rezansoff, is also attached which clarifies the Ministry's policy for qualifying for seismic mitigation funding.

Tracy Orobko

Subject: FW: MOE Clarification regarding SMP Eligibility
Attachments: SMP Clarification to BCSTA July 4 2016.pdf; MOE capital-division-contact-list.pdf

From: Mike Roberts [<mailto:MRoberts@BCSTA.ORG>] **On Behalf Of** BCSTA
Sent: Tuesday, July 05, 2016 2:44 PM
To: Board Chairs
Cc: Secretary Treasurers; Superintendents; Alan Chell; Christine Younghusband; Donna Sargent; Gloria Jackson; Gordon Swan; Mike Roberts; Stephanie Higginson; Teresa Rezansoff
Subject: MOE Clarification regarding SMP Eligibility

Dear Board Chairs *cc Superintendents, Secretary Treasurers*

Please find attached the Ministry of Education response to BCSTA's request for clarification of expectations for school districts to meet a 95% school space utilization rate. While more technical information is included within the MOE Capital Plan Instructions (link below), the letter provides a simplified explanation of past practice as it relates to current practice for you and your board.

We suggest that it will be important for boards and senior district staff to discuss the letter's content as well as the local implications of the Capital Plan Instructions. Your district may wish to contact your designated Ministry representative for additional clarification if you have any specific follow-up questions. A listing of Ministry contacts is attached for your reference.

BCSTA will also consider inviting Ministry reps. to present on this topic at one of our upcoming events should that be of general interest to boards. Please do not hesitate to contact BCSTA at any time if you have general follow-up questions or requests, and enjoy a well-deserved summer break.

MIKE ROBERTS

Chief Executive Officer
BC School Trustees Association (BCSTA)
P (604) 734-2721 | M (604) 754-5222 | W bcsta.org

From: Mason, Shanna EDUC:EX [<mailto:Shanna.Mason@gov.bc.ca>]
Sent: July 4, 2016 11:43 AM
To: Teresa Rezansoff <TRezansoff@BCSTA.ORG>; Mike Roberts <MRoberts@BCSTA.ORG>
Subject: Clarification regarding SMP Eligibility

Good Morning Teresa and Mike,

Attached is the letter we previously discussed. I hope you find this letter helpful.

I have also provide a link to the recently released Capital Plan Instructions. We will be referencing these in our new Ministry Newsletter and holding webinars throughout the summer.

<https://www2.qa.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/current-resources>

Please feel free to call me anytime.

Shanna Mason

Assistant Deputy Minister

Planning & Major Projects

Ministry of Education

Shanna.mason@gov.bc.ca

250-356-6750



July 4, 2016

Ref: 188582

Teresa Rezansoff, Chair
BC School Trustee Association
Email: trezansoff@bcsta.org

Dear Teresa Rezansoff:

Re: Policy for qualifying for seismic mitigation funding under our Capital Program

I am writing in response to your request for clarity regarding the Ministry's policy for qualifying for seismic mitigation funding under our Capital Program. As we have received this question from other school districts and members of the public, we have included clarification in our 2016/17 Capital Plan Instructions that were released last week.

Firstly, I want to commend the hard work of many of your association members for their efforts to support the development or updating of Long Range Facilities Plans that ensure the best use of available classroom space in their school districts. Optimizing classroom space, when it involves consolidating schools, can be a very difficult process for teachers, students, administrators, Board Members and parents. I am confident though that redirecting the resulting operating and capital savings to instruction and programming will make a positive and meaningful impact on current and future student learning.

In regards to clarity on the Ministry's policy for qualifying for seismic mitigation funding, from 2003/04 through to 2008/09 the Ministry included "*Capacity Utilization Thresholds*" within our Annual Capital Plan Instructions. The capacity utilization thresholds applied to qualifying specifically for "*new*" space (new space includes adding land, classrooms or whole schools to the school asset inventory that do not currently exist).

In terms of qualifying for "replacement or rejuvenation" (which would include seismic mitigation) funding was contingent upon "capacity utilization analysis of surrounding schools" and the instruction that "funding would not be supported if adequate space is available at nearby schools to accommodate current and future enrollment".

.../2

In the 2009/10 Capital Plan Instructions, the Ministry replaced the “capital utilization thresholds” for qualifying for new space with a requirement for school districts to provide business cases (referred to as Project Identification Reports and Project Definition Reports) when requesting capital funding for all projects; including seismic mitigation.

Business cases require assessment and demonstration of capital investment needs, including an assessment of current and future enrollment across the school district and within neighbouring schools, **and** assessment of all reasonable options for meeting the identified need. **The Capital Plan Instructions since 2009/10 have not included “capacity utilization thresholds” but they have been used as a guideline in evaluating business cases for capital investment.** We have included a description of utilization guidelines and their application in our 2016/17 Capital Plan Instructions.

This means, justification of funding of each capital project, including seismic mitigation, requiring school districts to first demonstrate they have taken steps to address capital needs through means within their control. These steps should include utilizing available classroom space across the school district to reduce or eliminate the need for capital funding and to eliminate operating inefficiencies.

This approach has allowed greater flexibility in determining what is reasonable given the unique enrollment trends and practical realities within school districts. For urban school districts with low overall enrollment growth and shifting enrollment across schools, **working toward achieving** a District wide utilization average of 95% allows variations in enrollment between schools and room for growth over the 10 year planning horizon while minimizing operating and capital costs. For smaller school districts, utilization guidelines are lower in recognition of practical realities.

In terms of seismic mitigation funding, high seismic risk schools with high utilization (current and forecasted), located within families of schools with equally high utilization, would likely result in the development of a positive business case for investment. High risk seismic schools with low utilization (current and forecasted) and/or located within families of schools with low enrollment would likely result in the least cost option for mitigating the seismic risk being consolidated into neighbouring schools or partial demolition of portions of the school. This is why the development of a Long Range Facilities Plan is so important to establishing capital funding priorities.

I hope this helps clarify that the Ministry does not have a requirement that every school operates at 95% in order to qualify for seismic funding or that the School District is operating at 95%. But we do expect a clear demonstration of the efficient utilization of the space available to ensure funding is going to the best possible use.

Should you wish to review the documents referenced they can be located at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/resources-archive/capital-planning-documentation>.

I am also hopeful the clarity provided in the 2016/2017 Capital Plan Instructions will avoid similar confusion of application of policy in the future. Please do not hesitate to call if you have any further comments or questions.

Sincerely,

A handwritten signature in blue ink, consisting of several overlapping loops and a trailing line.

Shanna Mason, Assistant Deputy Minister
Capital Division

pc: Dave Byng, Deputy Minister, EDUC
Mike Roberts, BCSTA, MRoberts@BCSTA.ORG

ITEM 7 Information

TO: Education Committee
FROM: District Parent Advisory Council ("DPAC")
SUBJECT: District Parent Advisory Council Update

Submitted on Behalf of Cyndi Polovina, Chair

There are two vacant positions that will need to be filled at the upcoming meetings. The position of Secretary is vacant as well as one position for a third Member at Large.

DPAC would like to extend thanks to all the parent volunteers in our School District. We also would like to applaud all parents who support their children's learning in and out of the classroom through other means, whether through fundraising, helping with homework, and/or making sure their children are nourished, well-rested, on-time and ready to try their best each day.

Thanks also to the Board of Education and to the School District staff who make us feel heard and as partners in our children's education.