

Public Notice – Board of Education Online Public Meeting

A public meeting of the Board of Education for School District 62 (Sooke) **will be held on November 26, 2024, at 7:00 pm.**

Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.


Furthermore, the meeting will be livestreamed via MS teams, to encourage more public participation.

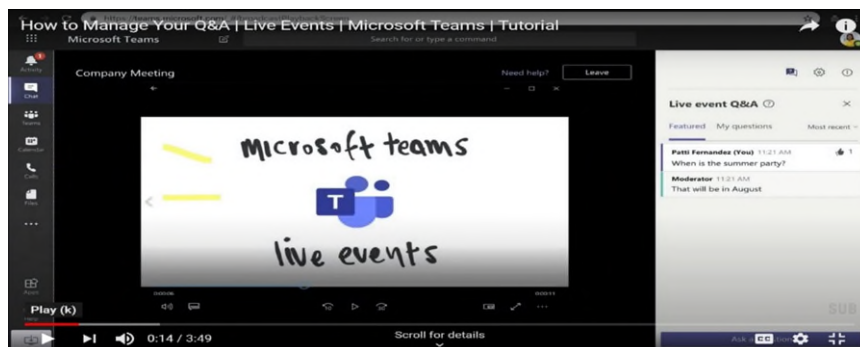
To join the in meeting please click here:

and click [Follow Link](#) .

To guide you, the following is information on how to join a live event in MS Teams.

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
 - Select the **Q&A**  function on the right side of the screen.
 - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
 - A reminder for Stakeholder groups to use the **Q&A** function.
 - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



If you have questions regarding the meeting and how to access it that aren't answered in the link above please email info@sd62.bc.ca. See link for upcoming and previous Board and Committee meetings [Public Meetings | Sooke School District \(sd62.bc.ca\)](#) materials.



**BOARD OF EDUCATION
PUBLIC MEETING
By Live Event
November 26, 2024 – 7:00 p.m.**

AGENDA

1. **CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES**
We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Sc'ianew Nation, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)
2. **AGENDA (page 2)**
 - 2.1 Call for amendments and additional items
Motion Requested: That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of November 26, 2024, as presented (or as amended).
 - 2.2 Report on In Camera Meeting – Amanda Dowhy
This notice is to inform the public that prior to this meeting an “in-camera” meeting of the Board was held where issues of legal, land and personnel were discussed.
3. **MINUTES (page 6)**
 - 3.1 Call for amendments to minutes
Motion Requested: That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of the October 22, 2024, as presented (or as amended).
4. **INFORMATION ITEMS AND ANNOUCEMENTS**
 - 4.1 Board Chair Update – Amanda Dowhy
5. **EDUCATIONAL PRESENTATIONS**
 - 5.1 Dunsmuir School Trip to South Africa March 16-26, 2026 – Fabian Duque-Park (page 14)



Motion Requested: That the Board of Education of School District 62 (Sooke) approve the Dunsmuir School Trip to South Africa March 16-26, 2026, subject to the oversight and direction of the Superintendent's Office.

5.2 New Logo for Belmont Secondary School – Laura Fulton

6. CORRESPONDENCE & DELEGATIONS

6.1 Correspondence

- a. Letter from Bob Beckett dated November 19, 2024, RE: PACE “Stand with Ukraine” performance. (page 27)

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

7. FINANCE, FACILITIES AND SERVICES

7.1 Resources Committee – Meeting of November 12, 2024 – Christine Lervold (page 28)

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Financial Forecast Report as presented at the Resources Committee meeting of November 12, 2024.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Minor Capital Report as presented at the Resources Committee Meeting of November 12, 2024.

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the Sustainable Rental Strategy as presented at the Resources Committee Meeting of November 12, 2024.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of November 12, 2024.

8. EDUCATION PROGRAM

8.1 Education-Policy Committee – Meeting of November 5, 2024 – Cendra Beaton (page 31)

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of November 5, 2024.

8.2 Adoption of Draft Revised Policies E-358, E-139 and E-331 – Paul Block (page 33)



Motion Requested: Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) ADOPT draft revised Policy E-358 “Pension Plan Membership”.

Motion Requested: Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) ADOPT draft revised Policy E-139 “Death Benefit for Excluded Employees”.

Motion Requested: Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) ADOPT draft revised Policy E-331 “Access and Appeal for Excluded Employees”.

9. STUDENTS

7:10 p.m.

- 9.1 Recipients of the Governor General Award – Amanda Dowhy/Paul Block (page 39)

10. FOUNDATIONS AND GOVERNANCE

- 10.1 Trustee Liaison Reports – Board of Education
BCPSEA – Cendra Beaton
BCSTA Provincial Council – Christine Lervold

- 10.2 Board Governance – Ebony Logins (page 40)

Motion Requested: That the Board of Education of School District 62 (Sooke) give First Reading of By-Law No. 1-20 “School Board Governance” at the November 26, 2024 Board meeting.

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the changes to Procedural Regulation A-411 “Order of Business for Board Meetings” as presented at the November 26, 2024 Board Meeting.

- 10.3 Indigenous Education Council Report – Jon Carr (page 56)

11. ADMINISTRATION

- 11.1 Board of Education 90 Day Work Plan – Amanda Dowhy (page 58)

12. PERSONNEL

- 12.1 Superintendent’s Report – Paul Block (page 59)



13. UPCOMING EVENTS

NA'TSA'MAHT Indigenous Education Family Métis Dinner – November 27, 2024

Education Policy Meeting – Dec 3, 2024

SPEAC Leadership Dinner (PAC Presidents and Vice-Presidents) - December 3, 2024*

Resources Committee Meeting - Dec 10, 2024

*Registration is through SPEAC

14. FUTURE ITEMS

15. QUESTION PERIOD

Members of the public have the opportunity to ask questions related to agenda items discussed at tonight's meeting using the QA function in MS Teams. Individuals must identify themselves and ask questions directed to the Chair. Members of the media can direct their questions to the Manager, Communications for response following the meeting.

16. ADJOURNMENT



MINUTES
BOARD OF EDUCATION
PUBLIC MEETING
October 22, 2024 – 7:00 p.m.

TRUSTEES: Amanda Dowhy, Board Chair
Ebony Logins (virtual – MS Teams)
Christine Lervold
Allison Watson

Cendra Beaton, Vice Chair
Russ Chipps (virtual – MS Teams)
Trudy Spiller

STAFF: Paul Block, Superintendent
Harold Cull, Secretary-Treasurer
D’Arcy Deacon, Associate Superintendent
David Strange, Associate Superintendent
Fred Hibbs, Executive Director, Human Resources
Farzaan Nusserwanji, Executive Director, Digital Solutions
Beth Kim, Digital Asset Management Analyst, Digital Solutions

REGRETS: Monica Braniff, Deputy Superintendent

SECRETARY: Jenny Seal

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 7:01 p.m. by the Board Chair, who acknowledged the traditional territories of the First Nations.

2. AGENDA

2.1 Call for amendments and additional items

22. MOVED Allison Watson/Trudy Spiller
That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of October 22, 2024, as presented.
CARRIED



2.2 Report on In Camera Meeting – Amanda Dowhy

This notice is to inform the public that prior to this meeting an “in-camera” meeting of the Board was held where issues of legal, land and personnel were discussed.

3. MINUTES

3.1 Call for amendments to minutes

23. MOVED Cendra Beaton/Christine Lervold
That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of September 24, 2024, as presented.
CARRIED

4. INFORMATION ITEMS AND ANNOUNCEMENTS

4.1 Board Chair Update – Amanda Dowhy

The Board Chair discussed the recent provincial election and the campaign preceding. The effect of this on the school communities can't be ignored and she called on members of the District to uphold the values and beliefs of the District. Low voter turnout was disappointing and the close election results highlight the importance of every vote. Considering this, the Board and District will continue to protect the human rights of students and families, protect Indigenous rights and ensure safety and inclusivity in schools.

The Trustee/Student Forum and other upcoming engagement events were discussed. Transportation bus passes have been delivered to schools. This allows the District to collect an accurate picture of ridership and shift as needed. A reminder regarding the availability of fee waivers was given. In closing, the Board Chair shared her reading of *Atomic Habits* by James Clear, in which the author draws attention to systems that are not geared towards neurodiverse learners; a reminder that we all learn differently.

5. EDUCATIONAL PRESENTATIONS

5.1 School Trip - Huntington Beach, California – Royal Bay Secondary School– Jacob Wheating

This trip will provide an opportunity for students in the Girls Lacrosse Program to attend the Surf City Winter Classic lacrosse tournament in Huntington Beach, California, January 30, 2025 to February 3, 2025.



24. **MOVED Allison Watson/Christine Lervold**
That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary School Trip to Huntington Beach, California, subject to the oversight and direction of the Superintendent's Office.
CARRIED

Trustee Beaton declared a conflict of interest for item 5.2

- 5.2 School Trip – Alaskan Cruise – Royal Bay Secondary Music Program – Karen Snowsell
Karen Snowsell will be taking approximately 100 students from various music programs who will get to perform on the ship. Students from other parts of BC will also be attending. This trip was chosen by parents and fundraising started last year. Concerns were brought up regarding the environmental impact of cruises. It was suggested that these concerns are important and best addressed through a revision of the existing policy. Also noted, was the gendered language in the trip package and a request for forms across the District be updated.

25. **MOVED Allison Watson/Trudy Spiller**
That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary Music Program Alaskan Cruise, subject to the oversight and direction of the Superintendent's Office.
CARRIED 6/1.

- 5.3 School trip – Galapagos – Belmont/EMCS – Megan Bondurant
Environmental fees make this trip more expensive, and flights are long, however, students will be experiencing a tremendous amount of culture. The Galapagos Islands are known as a living museum of natural history.

26. **MOVED Cendra Beaton/Christine Lervold**
That the Board of Education of School District 62 (Sooke) approve the Belmont/EMCS School Trip to Galapagos, subject to the oversight and direction of the Superintendent's Office.
CARRIED

6. **CORRESPONDENCE & DELEGATIONS**

6.1 Correspondence

- a. Email from Dr. R Nelems RE Mobile Youth Services Team (MYST) Report dated September 26 2024.



27. **MOVED** Christine Lervold/Cendra Beaton
That the Board of Education of School District 62 (Sooke) receive the above noted correspondence.
CARRIED

- b. School District 62 Advocacy Letter to Provincial MLA Candidates

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

STA – Mary McEachern

Mary McEachern introduced herself as a teacher of grade 1 at Wishart Elementary. She is on the Joint Education Change Committee (JECC). Being on the Executive, she works with the District Health and Safety Committee, the Joint Integration Implementation Committee (JIIC) and the STA Bargaining Committee. She shared her appreciation for the Board Chair's acknowledgement of neurodivergent student learning needs. She noted that Employer-STA relations are improved.

SPEAC – Tom Davis

The next SPEAC meeting is November 20th. SPEAC will be participating in the Strategic Plan District Partners Forum on November 25, 2024. SPEAC is anticipating the results of the recent provincial election.

CUPE 459 – Dana Savage

Amber Leonard is away, and Dana Savage spoke in her absence. Amber Leonard has been acclaimed as the CUPE 459 President and Trudy Court as the Vice-president. There is much work happening around the District while students and staff settle in. CUPE is looking forward to the management led Pro-D day coming up November 22nd.

PVP – Krista Leaky

Krista Leaky shared a presentation featuring recent events at various schools. National Day for Truth and Reconciliation was marked by a choir singing over the PA, drumming, sharing circles, art projects, button making, roasting Bannock over a fire and assemblies. The Terry Fox Run was held and fundraising efforts for Cancer research were recognized. A student vote was held at Centre Mountain Lellum and Poirier and welcome back BBQs took place at Dunsmuir and École John Stubbs. Day to Day Kindness was celebrated at École Poirier and John Muir hosted a Fall Fair. A shout out was sent to Gary & Wayne in Facilities for installing an accessible gate in the Gaga Ball pit. Sooke Elementary had the Interactivity Board



Game Café at their Meet the Staff Evening and Grade 5 students look forward to bowling with Residents at Ayre Manor. Finally, nature-based learning was explored by making of apple sauce.

7. FINANCE, FACILITIES AND SERVICES

7.1 Resources Committee Meeting of October 8, 2024 – Christine Lervold

Trustee Lervold provided an overview of the Resources Committee Meeting of October 8, 2024, and expanded on the three agenda items: Catchment Changes, Childcare Spaces & Enrolment.

28. MOVED Christine Lervold/Allison Watson
That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of October 8, 2024.
CARRIED

8. EDUCATION PROGRAM

8.1 Education-Policy Committee Meeting of October 1, 2024 – Cendra Beaton

Trustee Beaton provided an overview of the Education-Policy Committee Meeting of October 1, 2024. Highlights from a presentation by Wayne Kelly were shared.

29. MOVED Cendra Beaton/Allison Watson
That the Board of Education receive the Q1 Strategic Plan Report as presented at the October 1, 2024 Education - Policy Committee Meeting.
CARRIED

30. MOVED Cendra Beaton/Trudy Spiller
That the Board of Education for School district 62 (Sooke) give Notice of Motion to draft Revised Policies E-358 “Pension Plan Membership”, Policy E-139 “Death Benefits for Excluded Employees”, and Policy E-331 “Access and Appeal for Excluded Employees”.
CARRIED

31. MOVED Cendra Beaton/Allison Watson
That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of October 1, 2024.
CARRIED

8.2 Adoption of Draft Policies & Regulations – Paul Block



No feedback was received on the revised Policies E-110, E-152 or E-123. Feedback was received regarding revised Policy D-121 “Animals on District Property and in Classrooms”, so the Notice of Motion has been extended until the November 26, 2024 Board Meeting.

32. **MOVED** Cendra Beaton/Trudy Spiller
Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) adopt Draft Revised Policy E-110 “Job Descriptions for Excluded Employees”, Draft New Policy E-152 “Salaries and Benefits for Excluded Employees”, and Draft Revised Policy E-123 “Probationary Period for Excluded Employees”.
CARRIED

9. STUDENTS

- 9.1 **2024/25 Enrolment Update – Paul Block**
The Superintendent presented the finalized September 1701 enrolment and provided a breakdown of growth at each level. The K-12 growth is up 4.3%, however, there was a decrease in Online Learning and English Language Learning. Reasons for this unexpected drop are being investigated and could be attributed to Federal immigration rule changes and work permit changes. Kudos to Monica Braniff, the Digital Solutions Department, D’Arcy Deacon and Dave Strange for compiling this data.

10. FOUNDATIONS AND GOVERNANCE

- 10.1 Trustee Liaison Reports – Board of Education
Trustee Lervold attended the Victoria Family Court & Youth Justice Committee Meeting on September 26, 2024. The committee is Chaired by the Mayor of Metchosin and representatives from across municipalities. Topics included the Mobile Youth Service Team Case Report.

EMCS Society – Amanda Dowhy reported the Society had their AGM last week.

VISTA – At the Vancouver Island School Trustees Association Conference October 3-4, Trustees had the honour of being in the presence of Residential School survivors. Superintendent Paul Block was part of a panel that presented at VISTA.
- 10.2 Indigenous Education Council Report September 10, 2024 – No report
- 10.3 Strategic Plan Development Update – Paul Block
The Superintendent reviewed past milestones in the development of the 2025-2029 Strategic Plan and listed the engagements and timelines that are upcoming. The



Trustee Student Forum held on October 15th was a success, with 16 middle school and 24 secondary students in attendance. Feedback from the forum is being compiled and analysed to contribute to the direction of the Strategic Plan.

10.4 Spencer and Centre Mountain Lellum Catchment Changes - Paul Block

Centre Mountain Lellum has grown quicker than expected. All general instruction classrooms are filled. David Cameron, which feeds into Centre Mountain Lellum, has had 8 classrooms added creating additional enrolment pressure at Centre Mountain Lellum. Spencer Middle School student numbers are in decline, however, will see growth return in 2026/2027. In order to meet the growth over the next 5-7 years, the catchments in these areas will need adjustments now.

33. **MOVED** Cendra Beaton/Allison Watson

That the Board of Education for School District 62 (Sooke) direct the Superintendent to review the Spencer and Centre Mountain Lellum catchment areas per Board Policy F-502 and bring back any proposed changes to the Board for their consideration.

CARRIED

11. ADMINISTRATION

11.1 Board of Education 90 Day Work Plan – Amanda Dowhy

The Board Chair provided an overview of the work plan spanning November to January.

12. PERSONNEL

12.1 Superintendent's Report – Paul Block

The Superintendent provided the Board of Education an update on Learning, Engagement and Growth. The Vancouver Island School Trustees Association (VISTA) Conference was attended by the Superintendent and Trustees on October 4th and 5th. A student choir with members in grades K-3 sang for attendees. Highlights of the Trustee/Student forum held at EMCS on October 15th were shared by D'Arcy Deacon. There were many questions from students and great feedback was received. On October 17th Sooke School District SOGI School Leads attended the Provincial SOGI Educators Summit. Dave Strange spoke to the importance of this work now and into the future. A repository of educational materials is being built to share with students, parents and the community. Dave Strange emphasised that this work is a shared task for all of us and not just the SOGI Leads. Ruth King and David Cameron prefabricated classrooms welcomed students on September 25th and October 11th respectively. Gratitude goes out to the teachers, staff, PVP and parents for their flexibility and



support throughout the move. Also acknowledged is the work of the Capital Steering Committee, led by Harold Cull, and attended by Pete Godau, Ben Macklin, Windy Beadall, Mark Kaercher and Mhairi Bennett. The Superintendent discussed current recruitment processes in our growing district. An announcement is anticipated mid-November regarding the search for a new Secretary-Treasurer. Recruitment efforts are underway for the leadership of the new SCÍĀNEW STĒLIT̄KĒŁ Elementary School, as well as Vice Principal of Inclusive Education Services, for which interviews will take place November 7th. Finally, Belmont hosted a tri-district cross country event and acknowledgment goes out to Tiffany Evans for organizing. Both the 4 km Junior Boys Race and the 4 km Junior Girls Race were won by students in our District.

13. **UPCOMING EVENTS**

BCSTA Provincial Council October 25-26, 2024*
Halloween October 31, 2014
BCPSEA Fall Symposium November 7-8, 2024*
SPEAC Power-Up Parent November 7
National Indigenous Veteran's Day – November 8, 2024
Remembrance Day November 11, 2024
BCSTA Trustee Academy November 21-23, 2024
*Only Trustee Liaison representative will attend

14. **FUTURE ITEMS**

15. **QUESTION PERIOD**

Members of the public have the opportunity to ask questions related to agenda items discussed at tonight's meeting using the QA function in MS Teams. Individuals must identify themselves and ask questions directed to the Chair. Members of the media can direct their questions to the Manager, Strategic Communications for response following the meeting.

16. **ADJOURNMENT**

The meeting was adjourned at 9:02 p.m.

Certified Correct:

Chairperson of the Board

Secretary-Treasurer



INTERNATIONAL EDUCATIONAL TRIPS
APPLICATION INFORMATION
STEP ONE

This form must be completed as part of a detailed approval process. It must be reviewed and supported by the Principal and Associate Superintendent (for trips outside of Canada and continental USA) and submitted to the Board of Education for approval at least six months prior to date of departure. Once the field trip has been approved, trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: DUNSMUIR M.S. Date Submitted: OCTOBER 16/2024

Principal: LISA LECLERC

Supervisor (Educator in charge): FABIAN DUQUE-PARK

Destination of Trip: SOUTH AFRICA

Departure Date: MONDAY MAR 16 2026 Return Date: THURS. MAR. 26, 2026

Grade level(s): 7 + 8 No. of students involved: min. 18

*option to include gr. 9, 10, 11 if we open district-wide.
We have a contact at Royal Bay who is interested.

Part B:

SUPERVISION:

1 a) Name of Lead Supervisor: FABIAN DUQUE-PARK (male) (tchr-librarian, SD62)

b) Names of Supervisors (indicate male/female/other, teacher, parent/guardian, volunteer, etc.):

JAMES DODD - MALE - FULL TEACHER SD62

KATLYN MARSH - FEMALE - GR 7 tchr. SD62

(Note: Volunteers have obtained Criminal Record Checks (as per Policy E-118). Copies filed with school principal prior to trip departure.)

c) Names of Supervisor or tour company representative with firsthand knowledge of customs and culture of country being visited:

EF TOURS

TRAVEL:

2. Method of travel/transportation:

ARCRAFT, BUS (COACH), WALKING BY FOOT

ITINERARY:

3. Brief Itinerary and Details (attach a detailed itinerary): PLEASE SEE ATTACHED

Destination	Accommodation	Contact Person	Phone Number	Date
JOHANNESBURG	HOTEL	SUPERVISOR OR EF TOUR GUIDE	TBD	MAR 16 / 17, 2026
CAPE TOWN	HOTEL	" "	"	MAR 21, 2026

PLANNING DETAILS:

4. Educational Objectives:

- a. Describe the curricular and/or extra-curricular relevance students will receive from the International Education trip.

CULTURAL EXPOSURE, HANDS-ON LEARNING TO ENHANCE GLOBAL AWARENESS

PERSONAL - SOCIAL GROWTH, ADAPTABILITY, INDEPENDENCE.

GR. 7 SCIENCE CURRICULUM - EVOLUTION.

- b. Follow-up activities for students.

SHARING AT A CULTURAL NIGHT - HAVING A BOOTH. MEMORY BOOK

FOR STUDENTS (JOURNAL REFLECTION / PICTURE BOOK BY + FOR STUDENTS

5. Supervision:

- a. Proposed adult/gender/student ratio: 1:6 (minimum 1:10)
- b. Evidence of experience for supervising staff:

ALL THREE STAFF HAVE LED OR CHAPERONED STUDENT TRIPS, DOMESTIC AND INTERNATIONAL. JAMES IS A SEASONED TRAVELLER.

- c. Arrangements or coverage of supervising staff's assignment (if necessary):

N/A.

- d. First Aid Arrangements:

FABIAN AND KAITLYN HAVE FIRST AID, EF TOUR GUIDE HAS FIRST AID.

6. Accommodation Arrangements:

- Billet Hotel/Motel Camping Other: _____

7. Student Participation

Selection process for participating students:

FRANK + FABIAN INTO NIGHT, OPEN SIGN-UP. EXPANDING TO OTHER MIDDLE OR SECONDARY SCHOOLS AS REQUIRED OR NEEDED.

(Parents/guardians have been notified that if a student compromises safety of self or others and does not adhere to previously established expectations, that student and possibly a supervisor may be returned home at the expense of the parent/guardian.)

FINANCES

- 8. Total per student cost for the International Education trip: \$6928.00 / STUDENT
- 9. Total per student cost to be paid by each student: \$6928.00 / STUDENT (add. \$ for lunch + spending needed)
- 10. Source of funds (include amounts when there is a difference between total cost and amount paid per student): FAMILY FUNDED, LIMITED FUNDRAISING OPTIONS TBD.
- 11. TTOC time required? Yes No
- 12. Total per staff cost for International Field Trip: 0
- 13. Total per staff cost to be paid by each staff member: 0
- 14. Total overall cost of the International Educational trip: \$6928.00 / STUDENT. EXACT COST
- 15. Commercial tour company assisting with arrangements (if applicable): TBD BASED ON ENROLLMENT
 - a. Company name: EF TOURS
 - b. Contact person: SARAH MCGEE
 - Phone: 1-800-387-1460 / 1.778.504.7049
 - E-mail: sarah.mcgee@ef.com

LIABILITY COVERAGE

16. Describe the arrangements that have been made to ensure that all applications have adequate health and cancellation insurance for travelling out of the country:

GROUP TRAVEL PROTECTION PLAN IS INCLUDED. IT INCLUDES HEALTH + BAGGAGE INSURANCE, EF TOURS TRIP CANCELLATION IS INCLUDED.

17. What provisions have been made regarding proof of citizenship or immigration status and/or required vaccinations?

ALL PARTICIPANTS WILL REQUIRE A PASSPORT TO TRAVEL. ANY VACCINATIONS WILL REQUIRE A VISIT TO A TRAVEL MEDICAL FACILITY.

18. Unique Risk/Safety Considerations: AIR TRAVEL, WILD LIFE, POSSIBLE

DISEASE OR ILLNESS, BUS TRAVEL + TRANSPORTATION
(Parents/guardians have been notified in writing that should the tour/program be cancelled for any reason; the district is not responsible for any costs involved.)

INSURANCE AND ALTERNATE DESTINATION PLANS

- Cancellation Insurance Options Communicated to Parents and Students Yes
- Medical and Trip Insurance Options Communicated to Parents and Students Yes

WILL BE COMMUNICATED

Details (attach documentation): IF APPROVED, ALL DETAILS WILL

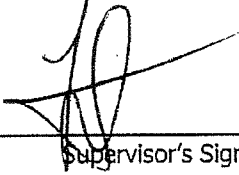
BE COMMUNICATED TO FAMILIES + STUDENTS. ALSO SEE ATTACHED.

Information to Parents/Guardians:

Please include a sample of proposed letter or notices to parents/guardians.

Parental Consent Forms:

Please include a sample of proposed parental/guardian consent forms.



Supervisor's Signature

Oct 16/24

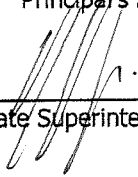
Date



Principal's Signature

Oct. 16 / 24

Date



Associate Superintendent's Signature

Nov 20/24

Date



EDUCATIONAL
TOURS

Your Price Quote

Discover South Africa

Prepared For
Fabian Duque-Park

Prepared On
November 19, 2024

Your Tour Number
2835078BA

Your Tour Website
www.ef-tours.ca/2835078BA

Total Price

Price valid for travellers enrolled November 19, 2024 - November 30, 2024

Student
\$6,928

or \$449 / 15 mos

Adult
\$8,138

or \$530 / 15 mos

Student Price Breakdown

Program Price	\$6,580
Peace of Mind	FREE
Global Travel Protection Plan	\$199
CFAR Insurance Add-On	\$149

For every 6 paying travellers, 1 chaperone travels FREE

Adult supplement required for age 20 and older at the time of travel, roomed in twin accommodation. Students, travelers under age 20, will be roomed in triples or quads.

Program Price valid for today. Program price includes HST/GST where applicable, (domestic tours only), departure taxes, and airport fees. Please call 1-800-387-1460 for more information.

To view EF's Booking Conditions, visit ef-tours.ca/bc which outline full price inclusions, payment schedule, cancellation, and refund policies.

We understand that plans sometimes change due to unforeseen circumstances. EF's Peace of Mind Program allows your entire group to change your tour or departure date. Your group can feel secure planning your trip, knowing that your plans are flexible.

Travellers may also purchase the Global Travel Protection Plan and, if applicable, the Cancel For Any Reason (CFAR) Insurance Add-On. Please visit ef-tours.ca/coverage for complete terms, conditions and exclusions by referring to the Zurich Certificate of Insurance.

Itinerary shown is for 2026 travel. Itineraries are subject to change biannually, please call for more details.

EF Educational Tours is registered with TICO (registration #2395858) Consumer Protection BC (registration #73991) and a holder of a Quebec permit with the Office de la protection du consommateur (OPC permit #702732). For residents of Quebec: Effective November 1, 2021, contribution to Travel Agent Compensation Fund (FICAV) of \$3.50 per \$1000 is included in the Program Price. Find out more at fican.gouv.qc.ca/en.

Your travel details

Total Length
11 days

Departing From
Victoria (BC)

Requested Travel Dates
Monday, March 16, 2026 - Thursday, March 26, 2026

Your Departure Date Range

Earliest
Sat. Mar. 14

Requested
Mon. Mar. 15

Latest
Wed. Mar. 18

Everything you get

Tour Inclusion

Round trip economy class flights, hotels with private baths roomed in triples or quads, breakfasts and dinners (see your itinerary for meal details), on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at www.ef-tours.ca/2835078BA.

Full-time Tour Director

Your dedicated Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

Expert Local Guides

Your expert local guides add cultural insight and global perspective on your sightseeing tours.

Personalized Learning Support

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project.

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11 DAYS

Included in the program fee:

- Round trip airfare
- Transfers to and from the airport and hotel and between destination cities (as per program itinerary)
- Overnight in hotels with private bathrooms
- Continental breakfast daily
- Dinner daily
- Full-time services of an EF Tour Director

Not included in the program fee:

- Customary gratuities for your tour director, local guide and driver
- Portage
- Personal Insurance
- Beverages and lunches
- Public transportation to free time activities

Overnight stays: Johannesburg (2); Kruger Park (2); Capetown (3).

Sightseeing tours led by an expert: Johannesburg; Capetown.

Entrances included: Apartheid Museum; Cradle of Humankind; Maropeng Visitor Centre; Sterkfontein Caves; Kruger National Park; Toboggan ride; Graskop Gorge Lift; District Six Museum; Table Mountain summit; Robben Island; Cape Point Nature Reserve; Kirstenbosch Botanical Gardens.

Optional Excursions: Langa Township Tour

Please note that the following is a sample timed itinerary for this EF tour with approximate addresses, activity durations, and transfer times. Exact timing may vary based on available flights, hotel location, scheduled activity bookings, traffic, etc. Your EF Tour Director is available to the group 24/7 while on tour. EF works with Group Leaders to ensure that travellers have a safe and memorable experience while on tour.

Day 1 - 2: Fly to South Africa**Day 3: Johannesburg****Morning: Arrive in Johannesburg and meet your Tour Director at the Airport**

Welcome to Johannesburg, the heart of South Africa and the largest city in the world that isn't situated on a lake, river or coastline.

10:00am: Guided Sightseeing of Johannesburg

With your Tour Director, get acquainted with the City of Gold, so called because miners used to collect the gold dust that would settle on the nearby mountains after strong storms. Make your way into downtown Johannesburg, where you'll find a dense shopping district and see some of the largest buildings on the African continent.

1:00pm: Group lunch at a restaurant in Johannesburg**3:00pm: Visit the Apartheid Museum**

Learn about the tumultuous history of South Africa as you explore this museum complex with your guide. See weapons used to enforce apartheid and listen to an interview with Nelson Mandela from when he was in hiding.

5:00pm: Travel by private motorcoach to the hotel**6:00pm: Group dinner at the hotel in Johannesburg****9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out****Day 4: Johannesburg | Gauteng province****7:00am: Wake-Up call****8:00am: Breakfast at Hotel****9:00am: Transfer from the hotel to the Cradle of Humankind**

10:00am: Visit the Maropeng Exhibition Centre
Today, travel to the Cradle of Humankind. This area is a World Heritage Site thought to be where humankind originated. Visit the Maropeng Exhibition Centre and discover the origins of modern humans as you explore various exhibits, including an underground boat ride!

12:00pm: Free time for lunch at the Exhibition Centre

2:00pm: Take a guided tour of the Sterkfontein Caves and learn about the world-famous fossils that were discovered here

5:00pm: Travel by private motorcoach to the hotel in Johannesburg**6:00pm: Group dinner at the hotel in Johannesburg****9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out****Day 5: Johannesburg | Kruger National Park****6:00am: Wake-Up call****7:00am: Breakfast at Hotel****8:00am: Transfer from the hotel to the Kruger National Park area via Graskop Gorge****9:00am: Visit the Graskop Gorge**

Experience the breathtaking Graskop Gorge. You will have the opportunity to take an elevator down to the forest below, where you will find walkways, suspension bridges, and interactive exhibits on a trail that runs through an Indigenous forest.

12:00pm: Ride the Long Tom toboggan

Today, your group will visit the Long Tom mountain pass. Be sure to admire the surrounding landscape as you take a turn on the longest toboggan ride in Africa.

1:00pm: Group lunch at a local restaurant

5:00pm: Arrive in the Kruger National Park area
Welcome to Kruger National Park! Here, you will experience one of Africa's largest game reserves as you participate in game drives and bush walks.

6:00pm: Group dinner at the hotel in the Kruger National Park area**9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out****Day 6: Kruger National Park****5:00am: Wake-Up call****6:00am: Breakfast at Hotel****7:00am: Full day Game Drive at Kruger National Park**

This morning set out early before sunrise for a full day game drive in open safari vehicles in the Kruger National Park. Take in the extraordinary panoramas of the Kruger National Park in the company of one of highly qualified game rangers. The game rangers are experts in sensing and following the movements of wildlife, so there are excellent chances for spectacular wildlife sightings. It isn't unusual to spot all of Africa's "Big Five" wildlife species in a single day - along with a host of other fascinating species of mammals, birds and reptiles. Stop at midday to take a break and enjoy a delicious bush lunch.

6:00pm: Group dinner at the hotel in the Kruger National Park area

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 7: Kruger National Park | Johannesburg | Cape Town

5:00am: Wake-Up call

6:00am: Breakfast at Hotel

7:00am: Travel into Kruger National Park for a morning bush walk

7:30am: Morning Bush Walk

Set off on an early morning bush walk. Catch a glimpse of the local bird population and take this opportunity to admire Kruger National Park one last time before returning to Johannesburg.

9:00am: Travel by private motorcoach to Johannesburg

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

4:00pm: Fly to Cape Town

As your plane lands amid vineyards, sandy beaches and flat-topped mountains, you'll see why Cape Town is considered to be one of the most beautiful cities in the world. Today enjoy some free time along the waterfront.

6:30pm: Travel by private motorcoach to the hotel in Cape Town

7:00pm: Group dinner at the hotel in Cape Town

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 8: Cape Town

6:00am: Wake-Up call

7:00am: Breakfast at Hotel

8:00am: Travel from the hotel to central Cape Town

10:00am: Guided sightseeing of Capetown

What better way to get to know Cape Town than with an incredible panoramic view? A cable car will take you to the summit of Table Mountain (weather permitting)-a phenomenally beautiful sandstone plateau that cradles the city. Head back down the mountain and pass Devil's Peak and Lion's Head, two mountain peaks that flank Table Mountain, on your way to the Company's Garden. The "Company" in question is the Dutch East India Company, and the garden was originally built on its orders to provide vegetables for the colonists.

12:00 pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine the boundaries of where groups can go during this time.

1:30pm: Visit the District 6 Museum

District 6 was originally a vibrant community of freed slaves, merchants, immigrants and artisans when it was established in 1867. However, as the 20th century approached, many were forced out of their homes into outlying suburbs as the district was reclaimed as a white area.

3:00pm: Excursion to Robben Island

Discover a place of exile and isolation at Robben Island. A leper colony for nearly 400 years, it became a stark prison during apartheid. Step inside Nelson Mandela's maximum-security cell where the revolutionary leader was held for 18 years, and walk through the lime quarries where the prisoners were used for hard labor. Despite its grim reputation, the island later came to symbolize triumph in the face of adversity and the power of the human spirit.

5:30pm: Group dinner at a restaurant in central Cape Town

7:00pm: Travel by private motorcoach to the hotel in Cape Town

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 9: Cape Town

6:00am: Wake-Up call

7:00am: Breakfast at Hotel

8:00am: Travel from the hotel to the Cape Peninsula for a full day excursion

10:00am: Visit Cape Point Nature Reserve

Visit the Cape Point Nature Reserve, home to an array of wildlife and the Cape Point lighthouse. Nearby, visit an African penguin colony before stopping at the naval hamlet known as Simon's Town.

12:00pm: Group lunch at a local seafood restaurant

2:00pm: Visit the Boulders Penguin Colony

4:00pm: Visit Kirstenbosch Botanical Gardens

On your way back to Cape Town, stop to wonder at this vibrant botanical garden nestled at the foot of Table Mountain. Take in the stunning flora and fauna, all set against a breathtaking backdrop that is uniquely Cape Town.

6:30pm: Group dinner at a restaurant in central Cape Town

8:00pm: Travel by private motorcoach to the hotel in Cape Town

9:30pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 10: Cape Town | Depart for Home

7:00am: Wake-Up call

8:00am: Breakfast at Hotel

9:00am: Travel from the hotel to central Cape Town

10:00am: Optional Activity – Langa Township Tour

Head to Langa, a former South African township or dormitory-styled, racially divided suburb. En route, you'll gain local insight into the socio-political realities of pre and post-apartheid. With your expert guide, you'll visit the local community center where residents can learn job and life skills. There's an opportunity to purchase some locally produced arts and crafts. On your guided walking tour, you'll connect with locals before visiting a local preschool and a shebeen (community center).

**if your group does not select this optional excursion, you will have supervised exploration time with your Group Leader and Chaperones*

Afternoon: Transfer to the airport for your return flight

Your tour director assists with your transfer to the airport, where you will check in for your return flight home.

Day 11: Arrive Home

The itinerary is subject to change.

For complete financial and registration details, please refer to the Booking Conditions at www.eftours.ca/bc.



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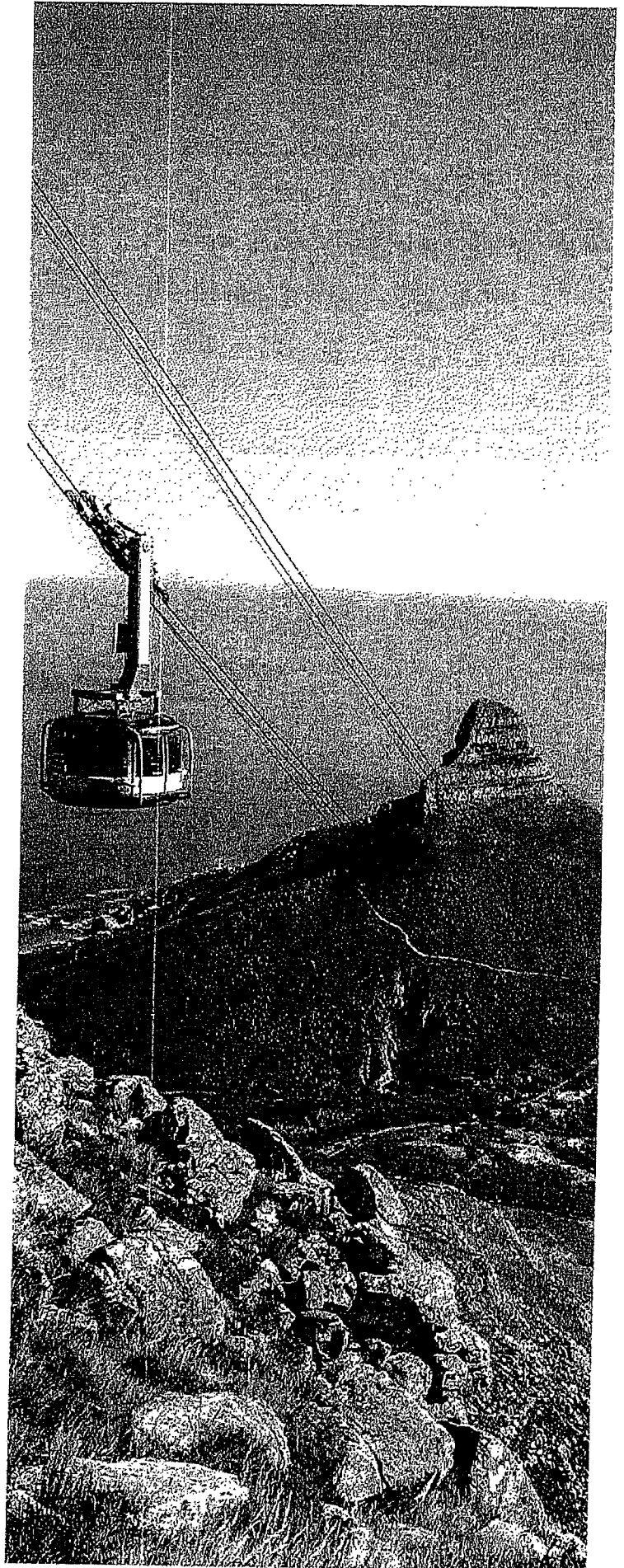
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Dunsmuir Middle School

3341 Painter Road, Victoria, BC V9C 2J1

<https://dunsmuir.web.sd62.bc.ca> | 250-478-5548

DRAFT

[insert date here]

Dear Families:

We are excited to inform you that *Dunsmuir Middle School* is planning an international trip to South Africa from March 16 to March 26, 2026. This trip offers a unique, extra-curricular, opportunity for students to explore the rich culture, history, and natural beauty of South Africa, while fostering global awareness and personal growth.

Trip Details:

- Dates: March 16 – March 26, 2026
- Cost: \$6,800 per student
The cost includes: flights, accommodation, breakfast and dinner, guided tours, health insurance, and transportation to/from/within South Africa.
- Additional Costs:
 - Lunches (approximately \$15–\$20 per day)
 - Spending money for souvenirs and personal items
 - Gratuities for guides, drivers (approximately \$50–\$75)

We believe this will be an unforgettable learning experience, allowing students to connect classroom learning to real-world settings. To ensure the safety and well-being of all participants, the trip will be carefully supervised by experienced staff members and a certified tour company.

If you are interested in having your child participate, please join us for an informational meeting on [Insert Date and Time] at [Insert Location]. During this session, we will go over the itinerary, safety protocols, and answer your questions. Further payment details will be provided at the meeting.

We look forward to the possibility of your child joining us for this incredible adventure.

Sincerely,

Fabian Duque-Park, Kaitlyn Marsh, James Dodd
Dunsmuir Middle School, 250-478-5548

DRAFT

**SCHOOL CONSENT FORM
FOR CHILD PARTICIPATING IN MODERATE RISK
INTERNATIONAL EDUCATIONAL TRIP**

Date:

Dear Families/Guardians:

I hereby give my consent and acknowledge by my signature that: <insert child name>

Students will be going to South Africa and will be away from the school from
March 16, 2026 to March 26, 2026. They will be travelling by coach bus, aircraft, and by foot. _____
Initial

On this field trip, up to 18 students minimum will be:
Sight-seeing, taking part in cultural activities, visiting wildlife refuge, seeing museums, visiting natural
wonders. _____
Initial

The students will be supervised by at least three school employees (teachers) accompanied by
a reputable tour educational tour company (EF Tours) _____
arrangements that will not be modified or reduced. As a group we will travel together for all events but
there will be occasions when your child will not necessarily be supervised by an adult. _____
Initial

My child has no illnesses, allergies or disabilities that may require special attention, except as
described here (include medications) (add additional attachments if you need more information): _____
Initial

I am aware of the usual risks and dangers inherent in participation in all of the activities associated
with this trip and of the possibility of personal injury, death, property damage or loss resulting from
the activities. The dangers and risks may include, but are not limited to: (provide specific
and comprehensive information on any risks that are applicable. Some examples follow.) _____
Initial

- Animals
- Unorthodox or high-risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall
students back at any time. _____
Initial

I will supply suitable equipment and clothing for my child's participation in all activities associated
with the field trip, including: _____
Initial

I am aware that I should contact the school for further information if I am unaware what clothing
and equipment is required for the activities or possible weather conditions of this field trip. My
child and I understand that it is our responsibility to ensure my child has all necessary equipment
and clothing. _____
Initial

My child and I understand that the school's Code of Conduct applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any costs to send my child home.

_____ Initial

Accidents can be the result of the nature of the activity and can occur with or without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above, is suitable for your child.

_____ Initial

In signing this Consent, I am not relying on any oral or written representation or statements made by the School Board and its servants, agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent.

_____ Initial

I am 19 years of age or more and have read and understand the terms of this Consent and understand that it is binding upon me, my heirs, executors and administrators.

_____ Initial

Date:

Signature of Witness

Signature of Parent/Guardian

Printed Name of Witness

Printed Name of Parent/Guardian

Address

Address

NOTE: This Consent must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.

Vancouver Island Supports Ukraine

936 Loch Glen Pl., Langford, BC, V9B4Z5 November 19, 2024

Re: PACE “Stand With Ukraine” performance

SD62 Board Chair Amanda Dowhy,

Dear Chair Dowhy, and Trustees,

On behalf of **Vancouver Island Supports Ukraine**, we would like to take this opportunity to express our deepest appreciation to Ms. Sandy Webster-Worthy, her team of production volunteers, parents, and the scores of students and special guests who made this event the success that it was.

Not only did the event raise more than \$10,000 that will be used to provide diesel generators to power up schools that double as community bomb shelters in western Ukraine, but it provided us with an opportunity to attend rehearsals and discuss with students the impact that they themselves would make on families half the world away.

During the first rehearsal that we attended, Ms. Webster-Worthy invited us to talk with the students about our past three deployments and what we hoped to achieve on our upcoming visit. We were astonished and so impressed with the number of insightful questions and comments regarding any number of subjects including how their contributions would make a difference in Ukrainian lives, what it meant to give “hope” to Ukrainian families after 1000 days of war, and the importance of seeing the world as a global community.

Sitting with the students on the stage was so inspirational, hearing their perspective and wanting to know more about how one can be empowered to make a difference in the lives of others who may be in need, both internationally and in our own back yard.

Bob Beckett

Team Leader – Vancouver Island Supports Ukraine

250-818-2791

Committee Report of Resources Committee Meeting of November 12, 2024

Present: Christine Lervold, Trustee (Committee Chair)
 Ebony Logins, Trustee (Committee Member)
 Amanda Dowhy, Trustee
 Paul Block, Superintendent
 Harold Cull, Secretary Treasurer
 Monica Braniff, Deputy Superintendent
 Ceilidh Deichmann, SPVPA
 Ed Berlando, STA
 Tom Davis, SPEAC
 Trudy Court, CUPE
 David Lee-Bonar, Assistant Secretary Treasurer
 Mhairi Bennett, Director, Facilities
 Mark Kaercher, District Principal, Capital Planning
 Nicole Gestwa, Network Analyst, Digital Solutions

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:00 pm by the Committee Chair, who acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in our schools; Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)

2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated October 8, 2024, at its Public Board Meeting on October 22, 2024.

3. PRESENTATIONS

4. BUSINESS

4.1 Catchment Changes – David Cameron Catchment – Mark Kaercher

Mark Kaercher spoke to the continued growth in student enrolment and subsequent new school construction and expansions that prompted this review of school capacities and catchment areas. Staff are proposing to change the pathway for David Cameron students from Centre Mountain Lellum to Spencer Middle School to balance enrolment in our middle schools. The process will follow Board policy with a full consultation process and transition period to



provide options for families to consider with full implementation targeted for September 2026.

4.2 Quarter 1 Financial Forecast – David Lee-Bonar

David Lee-Bonar presented a financial forecast based on actual revenues and expenditures as at September 30, 2024. Due to a significant number of outstanding items to be estimated, forecasting accurately is difficult and is historically understated in this quarter. Staff estimate a surplus of \$2.453 million (1.38%) which is \$850,982 less than the budgeted surplus but does include space mitigation strategies as we begin planning for the spaces required for September 2025. Assumptions used in the forecast and next steps were explained.

The Committee discussed several items of the forecast and supported the following motion going forward to the Board for their consideration:

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Financial Forecast Report as presented at the Resources Committee meeting of November 12, 2024.

4.3 Quarter 1 Minor Capital Update – Mhairi Bennett

Mhairi Bennett provided an updated on the minor capital projects that have been supported by the Ministry of Education and Child Care for 2024/25. A video of the kitchen upgrade at Savory was highlighted which reflected the great partnerships between many groups.

The Committee supported the following motion going forward to the Board for their consideration:

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Minor Capital Report as presented at the Resources Committee Meeting of November 12, 2024.

4.4 Community Rental Strategy – Mhairi Bennett

Mhairi Bennett presented options of school rental strategies to the community, and summarized challenges and benefits associated with each. The Committee discussed the challenges in renting spaces and the previous discussions of the Board and Committee on this issue. The Committee also discussed the differences between renting out gyms, classrooms and fields. Trustees recommended reaching out to our municipalities to discuss the space needs of our communities and how we can continue to address those needs. The intent of the discussions is for staff to receive confirmation from the Board on which rental strategy to pursue and will create a rental fee schedule necessary to support it for implementation in 2025/26.

The Committee supported the following motion going forward to the Board for their



consideration:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the Sustainable Rental Strategy as presented at the Resources Committee Meeting of November 12, 2024.

5. **ADJOURNMENT AND NEXT MEETING DATE:** December 10, 2024





COMMITTEE REPORT OF THE EDUCATION-POLICY COMMITTEE

**School Board Office
November 5, 2024 – 6:00 p.m.**

Present: Cendra Beaton, Trustee (Committee Chair)
Allison Watson, Trustee (Committee member)
Trudy Spiller, Trustee (Committee member)
Amanda Culver, STA
Dana Savage, CUPE
Melissa Horner, SPVPA
Sandra Arnold, SPEAC
Paul Block, Superintendent/CEO
Dave Strange, Associate Superintendent
D'Arcy Deacon, Associate Superintendent
Monica Braniff, Deputy Superintendent

Guests: Matthew Kemshaw, Mike Bobbitt, Patrick Gale

1. **CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**

We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Sc'ianew Nation, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)

2. **Opening Remarks from Chair, Cendra Beaton**

The Chair welcomed the committee members. Indigenous Veterans Day and Remembrance Day were acknowledged by the Chair. Recognition was given to those service members, past and present, for their service and sacrifice.

The Chair spoke to the passing of former Senator and Chair of the Truth and Reconciliation Commission, Murray Sinclair and followed this by inviting members of the committee to share celebrations and highlights from across the district. Committee members introduced themselves and shared a celebration or highlight from the past month.

3. **COMMITTEE REPORT** of October 1, 2024 Education-Policy Committee meeting

The committee report for the October 1, 2024 Education-Policy Committee meeting was received by the committee. No errors or omissions were noted.

4. **BAA COURSE PROPOSALS**

There were no BAA course proposals for this meeting.

5. **NEW BUSINESS**

- a. DEI Committee Presentation – Monica Braniff and D’Arcy Deacon
Monica Braniff and D’Arcy Deacon provided an update on the work being done in the district related to Diversity, Equity and Inclusion. The presentation was well received and the committee followed with commentary and questions. The committee is encouraged by the plans to move this work forward.

- b. Feeding Futures Presentation – Dave Strange, Matthew Kemshaw, Mike Bobbitt, and Patrick Gale
The team provided an update on the work being done in the district related to school food programming. The presentation was well received, and the committee followed with commentary and questions.

6. **REVIEW OF POLICIES/REGULATIONS**

There were no policies/regulations for this meeting.

7. **FOR INFORMATION**

- a. Research Project Approval – ‘BRIDGE’ – Broadening Relationships Through Intergenerational Dementia Guidance and Education – Dr. Jodie Gawryluk, UVic Institute of Aging and Lifelong Health

8. **FOR FUTURE MEETINGS**

9. **ADJOURNMENT AND NEXT MEETING DATE:** Dec. 3, 2024

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

November 26, 2024

Draft revised Policy E-358 "Pension Plan Membership" is scheduled for adoption.

RECOMMENDATION

Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) ADOPT draft revised Policy E-358 "Pension Plan Membership".

School District #62 (Sooke)

PENSION PLAN MEMBERSHIP	No.: E-358
	Effective: Apr. 26/88 Revised: Mar. 14/89; Oct. 25/05; Reviewed: Oct. 1/24; Oct. 22/24; Nov. 26/24

SCHOOL BOARD POLICY

Pensions for employees in the BC K-12 sector are governed by [BC Pension Corporation](#). Sooke School District employees without a valid BC Teacher Certification participate in the [Municipal Pension Plan](#) and those employees with valid BC Teacher Certification participate in the [Teachers' Pension Plan](#). The Board will comply with the terms of both Plans and encourages all employees to become familiar with the terms and conditions of their applicable plan.

All eligible employees who meet the requirements as determined by the relevant Plan rules will be enrolled **as a condition of employment**, unless the relevant Plan permits the employee to waive enrolment **and the employee executes all necessary documentation required to waive enrolment.**

~~Exempt employees who are hired on full time permanent status will join the plan immediately upon appointment without waiting their probationary period.~~

~~Employees who wish to purchase past service may make application to the relevant Plan.~~

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

November 26, 2024

Draft revised Policy E-139 "Death Benefit for Excluded Employees" is scheduled for adoption.

RECOMMENDATION

Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) ADOPT draft revised Policy E-139 "Death Benefit for Excluded Employees".

School District #62 (Sooke)

<u>DECEASED EMPLOYEE DEATH BENEFIT FOR EXCLUDED EMPLOYEES</u>	No.: E-139
	Effective: Feb. 9/82 Revised: May 14/91; Oct. 25/05; Jan. 26/21; Reviewed: Dec. 1/20; Dec. 15/20; Jan. 26/21; Oct. 1/24; Oct. 22/24; Nov. 26/24

SCHOOL BOARD POLICY

This policy applies to all excluded/non-unionized employees including Executive Officers, Principals and Vice-Principals and exempt employees.

In the ~~case~~ **event** of an **a permanent/continuing excluded** employee who, **at the time of death, was employed by the Board continuously for at least six (6) months, the Board shall pay one month's salary to** ~~dies while in the Board's employ, the estate~~ **of the deceased.** ~~will receive the employee's salary for a one-month period from the date of the employee's death.~~

To ensure that this benefit is not duplicated for the same estate, this policy will not apply if the employee has Death Benefits coverage as part of their employment contract or Collective Agreement (~~Exempt, CUPE, STA~~).

This payment is in addition to any amount earned by the deceased up to the date on which they were last employed by the Board.

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

November 26, 2024

Draft revised Policy E-331 "Access and Appeal for Excluded Employees" is scheduled for adoption.

RECOMMENDATION

Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) ADOPT draft revised Policy E-331 "Access and Appeal for Excluded Employees".

School District #62 (Sooke)

<u>ACCESS AND APPEAL FOR EXCLUDED EMPLOYEES</u>	No.: E-331-3
	Effective: Feb. 28/84 Revised: Reviewed: Oct. 1/24; Oct. 22/24; Nov. 26/24

SCHOOL BOARD POLICY

The Board has established avenues of access and appeal for employees covered by the collective agreement with the Canadian Union of Public Employees, Local 459, and for members of the Sooke Teachers' Association. It recognizes also that occasions might arise when staff members who are not in either of these groups experience a need for similar procedures.

This policy applies to all excluded/non-unionized employees including Executive Officers, Principals and Vice-Principals and exempt employees.

The Board expects that **excluded employees** staff members in this group will seek to resolve difficulties related to personnel matters **related to employment** by discussion with the individual(s) concerned and subsequently, if necessary, with **their supervisor and, if necessary, with the appropriate Executive Officer.** an executive officer of the Board.

If the matter remains unresolved, the excluded employee shall submit the particulars, in writing, to the supervisor. The supervisor shall consider the written submission and respond to the employee, in writing, within fifteen (15) business days. If the matter is not successfully resolved, the employee shall submit the matter, in writing, to the appropriate member of the District's Executive Team. The Executive Team member shall respond, in writing, to the employee and the supervisor within fifteen (15) business days. Should the matter remain unresolved, as a final step, the employee may submit the matter to the Board of Education. in accordance The purpose of this policy is to ensure staff members of the Board's intent to treat all employee groups equitably, including provision of access to the Board or a designated committee of the Board, should such access be the necessary final step in resolving an individual's concern. **The Board of Education shall consider the written submission of the concern and respond to the employee, in writing, within thirty (30) business days. Following the written decision from the Board of Education, the matter shall be deemed resolved.**

Governor General's Academic Medal



Lord Dufferin, Canada's third Governor General after Confederation, created the Academic Medals in 1873 to encourage academic excellence across the nation. Over the years, they have become the most prestigious award that students in Canadian schools can receive.

For nearly 150 years, the Governor General's Academic Medals have recognized the outstanding scholastic achievements of students in Canada. They are awarded to the student graduating with the highest average from a high school, as well as from approved college or university programs. Pierre Trudeau, Tommy Douglas, Kim Campbell, Robert Bourassa, Robert Stanfield and Gabrielle Roy are just some of the more than 50,000 people who have received the Governor General's Academic Medal as the start of a life of accomplishment.

Today, the Governor General's Academic Medals are awarded at four distinct levels: Bronze at the secondary school level; Collegiate Bronze at the post-secondary, diploma level; Silver at the undergraduate level; and Gold at the graduate level. Medals are presented on behalf of the Governor General by participating educational institutions, along with personalized certificates signed by the Governor General. There is no monetary award associated with the Medal.

School District #62 (Sooke)

BOARD GOVERNANCE BY-LAW	No.: 1-20
	Effective: Jan. 23/18 Revised: Jan. 26/21; Sept. 16/21 Reviewed: Sept. 16/21; Oct. 29/24; <u>Nov. 26/24</u>

SCHOOL BOARD GOVERNANCE BY-LAW**Purpose, Vision, Mandate, Mission, Values, and Beliefs****Purpose:**

~~Create a safe learning community in which all have the opportunity for a diverse education in a respectful, inclusive culture that promotes personal motivation, resilience and individualized learning.~~

Vision:

~~We honour student voice and choice through engaging, purposeful and experiential learning in a safe and respectful community.~~

We create learning environments where every individual is valued. Our schools are nurturing spaces that inspire purposeful and innovative learning, guiding students to become informed and responsible citizens.

Mandate:

1. To provide a personalized and flexible education that spans intellectual, human, social, emotional and career development, for every child, without pre-conditions.
2. To ensure accessibility, relevance, equity, quality, and accountability in all that it does.
3. To govern in a fiscally responsible and cost-effective manner.
4. To develop a capital plan that ensures the necessary physical plants required for present and future educational needs.
5. To provide choices of programs in order to accommodate different learning styles.
6. To focus on individualized student learning through continuous, evidence-based improvement and capacity building.
7. To support ongoing professional development for all staff.

Mission:

~~To help develop informed, literate and resilient citizens through engagement in a safe, respectful, inclusive and responsive School District # 62 learning community.~~

To cultivate a community where curiosity and lifelong learning flourishes in schools that empower voices and inspire growth, creativity, and success for all.

Values:

- Relationships,
- Choice,
- Respect,

- Integrity,
- Trust,
- Safety,
- **Inclusivity**
- **Collaboration**
- Diversity, and
- Equity

Beliefs:

In School District #62, we believe;

- ~~The quality of experience for students and staff should be engaging, purposeful and reflective of voice and choice;~~
- ~~All education partners, staff and citizens in the communities the District serves have a role in supporting student learning, each with distinct responsibilities;~~
- ~~In the commitment of fostering diversity and actively pursuing equity by understanding the complexities that affect achievement;~~
- ~~In fostering a district wide focus on learning and ensuring an equitable approach to enable everyone to have the opportunity to achieve their potential;~~
- ~~In continuous improvement through decision-making informed by gathering evidence that is strength and results-based;~~
- ~~We are growing at an unparalleled pace and it is necessary to manage this growth appropriately to ensure that the District continues to deliver successful education programs; and~~
- ~~That the shifting landscape due to the COVID-19 pandemic has reinforced the importance of public education in our community and has provided the unique position to learn from its challenges and work with our partner groups to leverage the opportunities discovered.~~

- **That continuous personal and academic growth is essential for success in an every-changing world.**
- **In empowering students to shape their own learning journey by valuing their voice and choice.**
- **That encouraging creative thinking and problem-solving nurtures innovation and adaptability.**
- **That diversity enriches our community and that every individual deserves to feel valued and included.**
- **That education partners, staff, families, and the community all play a vital role in supporting student learning, each with distinct responsibilities.**

SECTION I

BOARD

1.0 The Board is an elected Representative Assembly

The Board is the representative assembly that governs the provision of public-school education within School District No.62 (Sooke) on behalf of the people of British Columbia, represented by the Government of British Columbia, and the electors of the District.

1.1 Accountability and Responsibility

- 1.1.1 The Board will carry out its duties in accordance with the provisions of the *School Act* and all other relevant legislation, including Regulations and Ministerial Orders.
- 1.1.2 The Board is directly accountable to the Minister of Education for the way in which it discharges these duties and is generally accountable to the electorate of School District No.62 (Sooke) for:
 - (a) Anticipating the future of both students and the community, and aligning present work with future aspirations and expectations, by providing direction, policy parameters, a strategic work plan, an annual budget, and evaluation.
 - (b) Framing the culture of School District No.62 (Sooke).
 - (c) Hiring the Superintendent, and the regular periodic evaluation of the Superintendent thereafter.
 - (d) Securing the resources and making the primary allocation of resources.
 - (e) Risk assessment and risk management (including crisis preparedness).
 - (f) Evaluation of culture, consistency, outcomes, and constituent satisfaction.
- 1.1.3 The Board has, and is accountable to act on, a mandate from both the provincial government (and the people of British Columbia) and the residents of the District.

1.2 Rules of Order: Voting

- 1.2.1 The procedures of the Board will be governed by this By-Law and by any Standing Orders that the Board may adopt, and by Robert's Rules of Order, as most recently published, and in the case of any conflict between or among these, this By-Law has precedence, followed by any Standing Orders that the Board may adopt, followed by Robert's Rules of Order.
- 1.2.2 All Trustees present at a meeting of the Board must vote on all matters unless they declare a conflict of interest.

1.3 Trustees' Oath of Office

- 1.3.1 Individuals hold office for a term as Trustees upon swearing or affirming the Oath of Office in accordance with the School Act.
- 1.3.2 Every member of a Board shall act in accordance with the Members' Oath of Office and is subject to action according to these By-Laws and any relevant provincial enactment for failure to do so.

1.4 Organizational Meeting of the Board

- 1.4.1 The Organizational Meeting of the Board shall be held within 30 days of the post-election deadline for applying for a judicial recount.
- 1.4.2 The Organizational Meeting of the Board shall be convened and may be chaired by the Secretary-Treasurer of the School District No.62 (Sooke).
- 1.4.3 Notwithstanding 4.4, the Board may appoint a Chair of the Organizational Meeting, from among its members.
- 1.4.4 At its Organizational Meeting, the Board of Education shall consider the election of a Chairperson and Vice-Chairperson of the Board and may conduct such other business as they see fit.
- 1.4.5 The Board shall, if a Chairperson is not elected, choose a Chairperson *pro tem* (temporary) solely for the purpose of presiding over the meetings of the Board until a Chairperson is elected or appointed.
- 1.4.6 During the years in which there is not a trustee election, a part of the regular December Board meeting will include the election of a Chairperson and Vice-Chairperson of the Board as well as provincial representatives.

1.5 Officers: The Board Chairperson and Vice-Chairperson

- 1.5.1 Only a Trustee currently elected to the Board may serve as the Chairperson or Vice-Chairperson of the Board.
- 1.5.2 The term of office of the Chairperson and of the Vice-Chairperson is one year and they may be re-elected.
- 1.5.3 Where a vacancy occurs in the office of the Chairperson or the Vice Chairperson, the Board shall, at its first meeting after the vacancy occurs, elect one of its members to fill the vacant office for the balance of the term of the office.

1.6 Election of the Chairperson and Vice-Chairperson of the Board

- 1.6.1 Nominations for, and the election to, the position of Chairperson and Vice-Chairperson shall be conducted using a secret ballot process at a Board meeting.
- 1.6.2 The candidate receiving the majority (50% plus one) of the votes cast shall be declared elected.
- 1.6.3 If no candidate receives a majority of the votes cast, the candidate(s) who received the fewest votes will be removed from the list of those eligible to be elected, and a second ballot shall be cast and counted to determine the outcome of the election.
- 1.6.4 If, among two candidates, there is a tie vote, both candidates may speak to the Board for no more than 3 minutes, after which the Chairperson of the Meeting shall cause a final vote to be taken.
- 1.6.5 If the final vote for the election of the Chairperson of the Board is a tie vote, the election of the Chairperson of the Board shall be deferred to the next meeting of the Board.

- 1.6.6 Any Trustee may be nominated to serve as Chairperson or Vice-Chairperson, provided that any nominee must consent to the nomination and must agree to serve in good faith if elected.
- 1.6.7 Any member who is not present at the Board meeting may have their name put forward for nomination *in absentia* provided the Board Secretary has received a direct communication from the Board member stating their wish to have their name stand for the office of Chairperson or Vice-Chairperson.
- 1.6.8 A consent provided pursuant to 1.6 is only effective for the election immediately following the date of the consent.
- 1.6.9 When nominations have been called for a third time without any additional nominations being made and assented to, a vote shall be conducted under the supervision of the Secretary-Treasurer.
- 1.6.10 The Chairperson of the meeting, with the advice and consent of Trustees, shall appoint two people to distribute, collect and count the ballots, which will be collected in such a way as to:
 - (a) Ensure that no vote is cast by any person except a Trustee; and
 - (b) Conceal the vote of each Trustee.
- 1.6.11 The election of the Chairperson shall be completed prior to commencing the procedure for the election of a Vice-Chairperson.

1.7 Responsibilities of the Chairperson and Vice-Chairperson of the Board

- 1.7.1 The Chairperson will carry out their duties in accordance with the *School Act*, these By-Laws, and any other By-Laws, policy or other decisions of the Board.
- 1.7.2 The Chairperson, when present, will call and preside at all meetings of the Board, and ensure that meetings of the Board are conducted in accordance with 1.2 of this By-Law and Policy A-400, "School Board Meetings".
- 1.7.3 The Chairperson is responsible for safeguarding free, open, respectful debate that is conducive to a full understanding of what is material to each issue or question.
- 1.7.4 The Chairperson is the only agent of and spokesperson for the Board.
- 1.7.5 Notwithstanding 1.7, the Board may delegate to another Trustee the role of agent of the Board for a particular task or range of tasks, subject to such terms and conditions as are mutually agreed and provided that the delegation is in writing, and the Chairperson may delegate to another Trustee the role of spokesperson for the Board on a particular matter or range of matters, subject to such terms and conditions as are mutually agreed and provided that the delegation is in writing.
- 1.7.6 The Vice-Chairperson will carry out their duties in accordance with the *School Act* and these By-Laws.
- 1.7.7 In the absence of the Chairperson, the Vice-Chairperson, when present, will call and preside at all meetings of the Board, and ensure that meetings of the Board are conducted in accordance with 1.2 of this By-Law.

- 1.7.8 The Vice-Chairperson will fulfill the obligations otherwise fulfilled by the Chair of the Board in dealing with any complaint against the Chair of the Board.
- 1.7.9 In the absence or inaccessibility or inability of the Chairperson to act, the Vice-Chairperson shall carry out the duties of the Chairperson.
- 1.7.10 The Vice-Chairperson shall have such other duties and powers as the Board may specify.

1.8 Meetings of the Board; Quorum

- 1.8.1 At the Organizational Meeting or at the first meeting of the Board following the Organizational Meeting, the Board shall schedule regular meetings of the Board for the duration of the terms of office of the Board.
- 1.8.2 Regular meetings of the Board shall be held at least monthly from September to the following June, [and at least once in July or August each year.]
- 1.8.3 Regular meetings of the Board may be cancelled by the Chairperson of the Board, provided that at least seven days' notice is given to all Trustees and provided that no two consecutive meetings of the Board are cancelled.
- 1.8.4 The Chairperson of the Board may call a Special Board Meeting for the purpose of dealing with any urgent or timely matter or matters; and shall call a Special Board Meeting upon receiving a written or emailed request from at least three Trustees.
- 1.8.5 The Chairperson of the Board shall determine the day and time and place at which the Special Board Meeting will be held, bearing in mind the need to have as many Trustees as possible in attendance.
- 1.8.6 The Board Secretary shall give notice of the day and time, and place at which a Special Board Meeting will be held, and shall provide to each Trustee, by email or printed document(s) a copy of the proposed Agenda and supporting documents, if any.
- 1.8.7 No item may be added to the Agenda circulated in advance of a Special Board Meeting unless the addition has the unanimous consent of all Trustees, including those not present at the meeting.
- 1.8.8 No business shall be conducted at any meeting of the Board unless a quorum is present and, in the event a quorum is lost, the Chairperson must adjourn the meeting.
- 1.8.9 A quorum continues to be present at a meeting if a Trustee excuses him/herself briefly with the intention of returning to the meeting.
- 1.8.10 A Trustee may, at any time, ask the Chairperson to recess a meeting for a brief time and the Chairperson may, at their sole discretion, recess a meeting for a brief and stated period of time.
- 1.8.11 Trustees may participate in or attend a meeting or committee meeting of the board by telephone or other means of communication, provided that all trustees and other persons participating in or attending the meeting are able to communicate with each other in real time.
- 1.8.12 If a trustee participates in or attends a meeting of the board by telephone or other means of communicating as provided in 1.8.11, the trustee is to be counted for the purposes of establishing a quorum.

1.9 Committees of the Board; External Committees

- 1.9.1 The Board may establish such Standing or Special Committees as it sees fit to establish, provided that the motion to establish a committee shall indicate and include:
- (a) Whether the Committee is a Standing or a Special Committee;
 - (b) The terms of reference;
 - (c) The membership, and the Chairperson of the Committee shall be named;
 - (d) The budget.
- 1.9.2 Committees do not decide or act on behalf of the Board: they report to the Board.
- 1.9.3 Trustees of the Board of Education are members of all standing committees, *ex officio*.
- 1.9.4 The Board may appoint a Trustee or a staff person, or a Resident of the District to a board or committee established by the Minister of Education, or another Minister of the Crown, or another organization or institution, subject to such terms and conditions as it expresses in the resolution of appointment.

1.10 Indigenous Education Councils

1.10.1 In establishing an Indigenous Education Council,

- (a) a board must invite each local first nation to designate two persons as members of the Indigenous education council,
- (b) a board must invite each non-local first nation, if an eligible first nation person of the non-local first nation is enrolled in an educational program provided by the board, to designate one person as a member of the Indigenous education council.
- (c) a board must appoint those persons designated under (a) and (b), and
- (d) after seeking advice from each local first nation, and subject to the considerations set out in subsections (2) and (3), a board may appoint additional persons who bring perspectives relevant to the Indigenous student population served by the board, recognizing this population may include first nation, Métis and Inuit students.

1.10.2 In establishing an Indigenous education council, a board must consider the distinctions and diversity among the Indigenous student population served by the board and ensure that the composition of the Indigenous education council reasonably reflects the distinctions and diversity of the Indigenous student population.

1.10.3 Despite subsection 1.10.2, in establishing an Indigenous education council, a board must make reasonable effort to ensure that the number of persons appointed under subsection 1.10.1 (d) who are not representatives of local first nations is not greater than the total number of persons who are either designated by local first nations under subsection 1.10.1 (a) or appointed as representatives of local first nations under subsection 1.10.1 (d).

1.10.4 Annually, and when a vacancy occurs on an Indigenous education council, a board must work with the Indigenous education council to review and, if necessary, appoint members in accordance with subsection 1.10.1.

1.11 Rules for the Conduct of the Business of an Indigenous Education Council

1.11.1 An Indigenous education council must comply with the following rules in the conduct of its business:

- (a) the protocols, laws, customs and traditions of local first nations must be respected;
- (b) the Indigenous education council must
 - (i) be guided by the need to support strong and effective relationships between the board and the local first nations,
 - (ii) acknowledge its work is undertaken in the local first nations' territory and have deference to the views and perspectives of members representing local first nations, and
 - (iii) consider the distinctions and diversity of the Indigenous student population in advising the board.

1.12 Board Consultation with Indigenous Education Councils

1.12.1 A board must consult with the Indigenous education council on the following matters:

- (a) the procedures to be carried out by the board to recruit and hire board staff who develop and deliver programs and services for Indigenous students or whose role involves significant interaction with Indigenous students;
- (b) the activities and resources to honour National Day for Truth and Reconciliation and National Indigenous Peoples Day;
- (c) the activities that a board proposes for the purpose of
 - (i) professional development relating to cultural competencies, including the 9th Professional Standard for Educators in BC established under section 10(1) of the *Teachers Act*, and
 - (ii) non-instructional time focused on enhancing Indigenous student achievement or integrating Indigenous worldviews and perspectives into learning environments;
- (d) any annual reports made by the board to the Ministry of Education and Child Care regarding the activities of the Indigenous education councils;
- (e) the reports made by the board in accordance with the Ministerial Order M302/20, the Enhancing Student Learning Reporting Order;
- (f) the implementation of initiatives funded by special grants paid under section 115(1) of the *School Act* that have a particular relevance to or impact on Indigenous students.
- (g) other policy matters impacting Indigenous students.

1.12.2 A board must consult with only the members of the Indigenous education council that are representatives of local first nations on the following matters:

- (a) how to reflect or integrate the distinct languages, cultures, customs, protocols, traditions, practices or history of local first nations into the learning environments and staff training offered by the board;

(b) how to integrate the worldviews and perspectives of local first nations into learning environments.

SECTION II

TRUSTEES

- 2.10 The Board consists solely of the Trustees most recently elected within the District and sworn into office, or an Official Trustee if one is appointed by the Minister.
- 2.20 Each Trustee is elected in a Trustee Electoral Area of the District, in the expectation that they will bring a distinct 'lived experience' to the deliberations of the Board. Notwithstanding election in Trustee Electoral Areas, each Trustee, in making decisions about matters before the Board, shall have primary regard for justice, fairness, and excellence and what is best for the District as a whole.
- 2.3 Limitations on the Role of Trustees
- 2.3.1 The Board is a single entity and a representative assembly, and no individual Trustee has any right of access to, or of agency within or on behalf of the organization or operations of School District No.62 (Sooke) except as the result of a prior and express decision of the Board. Specifically, but without restricting the generality of the foregoing, individual Trustees have no right to access information kept by School District No.62 (Sooke) regarding individual students and/or their parents or guardians, staff, volunteers, suppliers or contractors, or the public.
- 2.3.2 A Trustee is not the representative of the Board or of School District No.62 (Sooke), except as the result of a delegation of that representative function, made by the Board or by the Chairperson of the Board or the Superintendent of Schools.
- 2.4 Duties of Trustees
- 2.4.1 Each Trustee owes to School District No.62 (Sooke):
- (a) The duty of loyalty, and the duty to avoid conflict of interest.
 - (b) The duty to act in good faith.
 - (c) The duty of diligence, care, and prudence.
 - (d) The duty of skill.
 - (e) The duty of full disclosure of any and all information and knowledge the trustee has which could be material to any matter under discussion.
 - (f) The duty to comply with the law, including the *School Act*, the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection Act* and all other relevant legislation.
- 2.4.2 It is the duty of each Trustee to:
- (a) Attend all meetings of the Board and of Committees of the Board of which they are a member, or to advise the Chairperson of the meeting that they will be absent.
 - (b) Observe the By-Laws, Rules of Order, and the decisions of the Chair of any meeting they attend as a participant.

- (c) Prepare well for all meetings and for the examination of all issues before the Board.
- (d) Be familiar with the Board's by-laws, policies and procedures, on an on-going basis.

2.4.3 These duties are further represented in Policy A-105, "Trustee Code of Conduct".

SECTION III

THE SUPERINTENDENT

- 3.1 The Superintendent is appointed by and is accountable to the Board, subject to such terms and conditions as are embodied in a contract of employment.
- 3.2 The Superintendent is the Chief Executive Officer of School District No.62 (Sooke) and has overall responsibility for the day-to-day management and the efficient operation of the District offices, schools, and facilities and services, and the supervision of all employees of School District No.62 (Sooke).
- 3.3 The Superintendent shall adhere to the requirements of the *School Act* and all other relevant legislation, including Regulations and Ministerial Orders. The Superintendent shall implement approved Board policy.
- 3.4 The Superintendent is responsible for the development, approval and implementation of administrative procedures.
- 3.5 The Superintendent is the only official spokesperson for School District No.62 (Sooke).
- 3.6 Within six months of hiring a Superintendent, the Board with the advice of the Superintendent, shall develop and adopt a process for regular periodic formative reviews and evaluations of the performance of the Superintendent in the role of Superintendent.
- 3.7 A formal and formative review and evaluation of the performance of the Superintendent shall be conducted within 18 months of the Superintendent being hired [and thereafter in accordance with the Superintendent's contract of employment].

SECTION IV

THE SECRETARY-TREASURER

- 4.1 The Secretary-Treasurer of School District No.62 (Sooke) is the Secretary of the Board, and the Secretary-Treasurer may delegate this role to another person, subject to the advice and consent of the Board and in no case for a term that exceeds the term of office of the incumbent Board.
- 4.2 The Board Secretary is responsible to keep a complete and accurate record of the proceedings of all meetings of the Board, in such form and detail as the Board may determine, provided that no meeting of the Board shall be recorded, verbatim, in any form whatsoever, by transcription or by use of audio or visual or audio-visual equipment or services without the prior knowledge and consent of the Board, and in no case may an *in camera* session of the Board be recorded in any form whatsoever.
- 4.3 The Board Secretary shall inform the public of all Regular and Special Board meetings, in

whatever way(s) the Board Secretary considers are most likely to provide ample and widespread notice.

- 4.4 The Secretary-Treasurer may not chair any meeting of the Board except the Organizational meeting and the portion of the regular December meeting specifically set aside for the purpose of the electing the Board Chair.

SECTION V

DEFINITIONS

In these By-laws, unless the context otherwise requires:

ADOPT, to is a motion indicating that the meeting approves the action; or, in the case of a report, that every recommendation contained in a report is adopted as if the Board approved each recommendation separately.

APPROVE, to is a motion indicating that the meeting agrees with a specific proposed action or report.

BCSTA means British Columbia School Trustees' Association.

BL means these By-laws.

BOARD means the governing Board of Education of the School District No.62 (Sooke), often referred to colloquially as the school board.

BOARD MEMBER means a member of the Board of Trustees (school board), including the Board Chair and Vice-Chair.

BOARD WORK SESSION means a private session of the Board for a specific purpose (i.e. in-depth budget analysis). A Board Work Session is not a meeting of the Board. No quorum is required and no motions may be made.

BY-LAWS means these By-laws.

CHAIR means the Chair of the Board.

DAY means calendar day.

DISTRICT means the geo-political jurisdiction within which School District No.62 (Sooke) operates schools and provides K -12 education.

FIPPA means the *Freedom of Information and Protection of Privacy Act*.

IN CAMERA (PRIVATE) means a private session of the Board that is convened during the course of a regular or special Board meeting to discuss sensitive/confidential issues.

INCUMBENT TRUSTEE means the trustee has taken their oath of office.

MEETING means the Organizational Meeting of the Board, or a Regular or Special Board Meeting, whether held as a public or as a Private Meeting.

MEMBER means a member of the school board and is synonymous with Board member.

MINISTER means the Minister of Education.

ORGANIZATIONAL MEETING means the first meeting of the Board following a general election of Trustees.

PERSONAL INFORMATION means recorded information about an individual who could be identified solely by reference to the information, and includes names, addresses and telephone numbers, the individual's age, sex, sexual orientation, family status, race, national or ethnic origin, beliefs, identifying numbers (such as student number or social insurance number), or information about an individual's employment, health or educational history.

PIPA means the *Personal Information Protection Act*.

QUASI-JUDICIAL is having a partly judicial character by possession of the right to hold hearings on and conduct investigations into disputed claims and alleged infractions of rules and regulations and to make decisions in the general manner of courts. Essentially judicial in character but not within the judicial power or function as constitutionally defined.

QUORUM is a majority (more than half) of the Trustees holding office at the time of the meeting.

REGULAR BOARD MEETING means the regular periodic scheduled meeting of the Board at which time motions may be passed. A quorum is required in order for any business to be conducted.

RECEIVE, to means a motion by which the Board acknowledges that a report has been presented, but the Board is not bound by its findings or recommendations.

ROBERT'S means the most current of Robert's Rules of Order, the procedural manual adopted and followed by the School Board.

SA means the *School Act*.

SECRETARY means the Secretary Treasurer or Designate.

SPECIAL BOARD MEETING means a Board meeting other than a regular meeting, held to address a specific matter or issue of concern. A quorum is required and motions may be passed at this meeting.

SPECIAL COMMITTEE means a Committee that is established for a fixed term or to provide a special report or to undertake a specific negotiation or task on the completion of which the Committee will be discharged.

STAFF means personnel employed in the School District.

STANDING COMMITTEE means a Committee that is established to function without term, and for a general purpose.

SUPERINTENDENT means the Superintendent of Schools for the Board.

TRUSTEE means a member of the Board of Education of the Sooke School District #62 or an Official Trustee appointed by the Minister of Education.

VICE-CHAIR means the Vice-Chairperson of the Board.

Other relevant definitions are found in the *School Act*, and the Regulations made according to the School Act.

DRAFT

School District #62 (Sooke)

ORDER OF BUSINESS FOR BOARD MEETINGS	No.: A-411
	Effective: 22/09/81 Revised: 24/11/81; 22/03/83; 22/03/84; 24/03/87; 08/12/98; Jan. 19/15; Apr. 27/21 Reviewed: Jan. 19/15; Apr. 27/21; Nov 26/24

PROCEDURAL REGULATIONS**PUBLIC BOARD MEETING**

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES
2. AGENDA
 - 2.1 Call for amendments and additional items
 - 2.2 Approval of the agenda:
'That the public agenda be approved as presented (or as amended).'
3. MINUTES
 - 3.1 Call for amendments to regular minutes
 - 3.2 Approval of regular minutes:
'That the following minutes be adopted as presented (or as amended).'
 - 3.3 Disclosure to public of previous in camera minutes (enclosed in public package)
4. INFORMATIONAL ITEMS AND ANNOUNCEMENTS
- ~~5.~~ EDUCATIONAL PRESENTATIONS (10 minutes)
- ~~5-6.~~ INDIGENOUS EDUCATION COUNCIL
- ~~6-7.~~ CORRESPONDENCE & DELEGATIONS
 - ~~6-17.1~~ Correspondence
 - ~~6-27.2~~ Standing Delegations (CUPE, STA, SPEAC, Students, CPF) (5 minute presentations)
 - ~~6-37.3~~ Other Delegations (~~10-5~~ minute presentations)
- ~~7-8.~~ FINANCE, FACILITIES AND SERVICES
 - Resources Committee
- ~~8-9.~~ EDUCATION PROGRAM
 - Education-Policy Committee
- ~~9-10.~~ STUDENTS
- ~~10-11.~~ FOUNDATIONS AND GOVERNANCE
 - Trustee Liaison Reports
- ~~11-12.~~ ADMINISTRATION
- ~~12-13.~~ PERSONNEL
- ~~13-14.~~ UPCOMING EVENTS
- ~~14-15.~~ FUTURE ITEMS RISE AND REPORT
- ~~15-16.~~ QUESTION PERIOD

16.17. ADJOURNMENT

School District #62 (Sooke)

ORDER OF BUSINESS FOR BOARD MEETINGS	No.: A-411
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PROCEDURAL REGULATIONS**IN CAMERA MEETING**

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES
2. AGENDA
 - 2.1 Call for amendments and additional items
 - 2.2 Recommended Motion:
'That the Board of School Trustees adopt the in camera agenda.'
3. MINUTES
 - 3.1 Call for amendments to in camera minutes
 - 3.2 Adoption of in camera minutes:
Recommended motion: 'That the following in camera minutes be adopted as presented (or amended).'

In camera business items:

4. PERSONNEL
- 4.5. FINANCE, FACILITIES AND SERVICES
- 5.6. STUDENTS
- 6.7. FOUNDATIONS & GOVERNANCE
7. PERSONNEL
8. FUTURE ITEMS
9. ADJOURNMENT



Information Note – Agenda Item 10.3

School District 62 – Indigenous Education Council Update

November 26, 2024

Background

Bill 40 legislation requires boards to establish and maintain an Indigenous education council (IEC) to support the board to provide comprehensive and equitable education and support services for Indigenous (First Nations, Metis, and Inuit) students and improve Indigenous student outcomes. This includes advising on the appropriate integration of Indigenous worldviews and perspectives, advising on grants in relation to Indigenous students, and ensuring respect for local First Nations in whose territories boards operate school by, for example, giving priority to local cultural content, protocols, and language.

Update

In alignment with the IEC policy & functions, below is a summary of the IEC's work to date:

1. The reset IEC has met 5 times since the release of Bill 40: 2 times for planning & reviewing membership with First Nations and 3 times as a collective with all members.
2. Indigenous Education Targeted Funding – budgets reviewed, discussed, and approved for the 2024/25 budget and 2023/24 carryover.
 - a. School Supply & Honouraria budgets, letters and guidelines reviewed.
 - b. Staffing allocations FTE reviewed and discussed.
 - c. Carryover funds discussion - to go towards expanding NA'TSA'MAHT Student & Family Advocate FTE
 - d. Indigenous Education Targeted Funds Spending Report 2023/24 – reviewed and approved.
3. Indigenous Education Council Capacity Funds – budgets reviewed, discussed approved. Capacity building includes IEC members attending FNEESC Annual Conference, Indspire Gathering and FNEESC Regional Session.
4. Other grants:
 - a. Feeding Futures Grants – info presented, discussion & allocation to First Nations & NIE
 - b. Student & Family Affordability Grants – info presented, discussion & allocation to First Nations & NIE
5. Human Resources – started discussions, processes on IEC involvement in hiring panels in advisory capacity.
 - a. 2024/25 Interviews: IEC Member Representative participation in interviews for Secretary Treasurer, District Vice-Principal of Inclusive Education, and invitation to Elementary Vice-Principal Pool interview

6. IEC Terms of Reference – currently updating each meeting as a working document
7. District Website – IEC will have a dedicated page with information of members and photos.
8. District Indigenous Student Composition – reviewed & discussed.
9. Elder Circle Consultation Process – reviewed & discussed.
10. District Indigenous Events – planning & discussion
 - a. NA'TSA'MAHT Dinners & Celebrations
 - b. NA'TSA'MAHT Land-based Days
 - c. NA'TSA'MAHT Lahal Tournaments
 - d. NA'TSA'MAHT Graduation Celebration
 - e. School engagements with community
11. Ministerial Order M217 – Reviewed & discussed to ensure alignment.
12. Job Descriptions on positions that have significant interaction with Indigenous students & culture/language program delivery – reviewed & will be further discussed next meeting.
13. Inclusive Education Presentation – reviewed # of self-identified students in each designation category – discussion with IES Vice-Principal
14. Early Learning & Childcare – engagements & projects with First Nations discussed.

Next Steps

1. Continue discussion on Indigenous Education programs, job descriptions and involvement in hiring.
2. Continue discussion in the planning of Indigenous celebration & events (as listed above)
3. Involvement in Strategic Planning discussions
4. Continue inviting School District Departments for information.
5. Review & discuss the 'How Are We Doing Report' when it is released.

Respectfully Submitted,

Tara Jensen – Indigenous Education Council Co-Chair

Jon Carr – Indigenous Education Council Co-Chair (Non-Voting)

Font Colour Legend:
Blue – Education Policy
Green – Resources
Red – Ad Hoc/District Partners
Black – Board of Education

Board of Education 2024-25 90 Day Work Plan Summary December 2024 – February 2025

Action		December 2024	January 2025	February 2025
Approve			<ul style="list-style-type: none"> - Budget Principles & Assertions, Plan & Timelines (Resources Committee) 	<ul style="list-style-type: none"> - Amended Budget - School Fees
Review		<ul style="list-style-type: none"> - Annual Budget Recalculation and Draft Budget Process (Resources Committee) 	<ul style="list-style-type: none"> - Policy positions for submission to BCSTA AGM - Quarter 2 Operational Plan 	<ul style="list-style-type: none"> - 2nd Quarter Reports: <ul style="list-style-type: none"> - Strategic Plan Q2 - Financial forecast - Enrolment update - Minor & Major Capital Work - BoE Receive & Review 2025-2029 Draft Strategic Plan
Complete		<ul style="list-style-type: none"> - Organizational Meeting of the Board - Board Elections - BoE Committee Assignments 	<ul style="list-style-type: none"> - BCSTA Policy/Motions for AGM - BCPSEA Annual General Meeting (Jan 30-31) – Trustee Rep 	<ul style="list-style-type: none"> - District Partner Budget Presentations (Feb.18) - BCSTA Provincial Council (Feb 22) - Municipal Partner Meetings (Chair, S-T & CEO) - TBD
Engage		<ul style="list-style-type: none"> - SBO Winter Luncheon Chili Cookoff (Dec. 20) - Attend school holiday functions 	<ul style="list-style-type: none"> - Board & New MLAs Meeting (TBD) - Municipal Partner Meetings (Board/ Council) - TBD 	



Board Information Note

Public Board Meeting

November 26, 2024

Agenda Item 11.1: Superintendent's Update

LEARNING

Exciting Achievements for Our Secondary School Teams

It's been an exciting and successful season for several of our secondary school teams, and we're thrilled to share their accomplishments!

- **Edward Milne Senior Boys Soccer:** This talented team went undefeated in the regular season. While they were narrowly edged out in the Lower Island final by Spectrum Secondary, with a hard-fought 4-3 loss, their impressive performance throughout the season is something to be proud of.
- **Royal Bay Senior Boys Soccer:** The Royal Bay Senior Boys Soccer team had a standout season, clinching both the Lower Island Finals and the Island Championship. They will be representing our district at the Provincial Championships from November 21–23.
- **Royal Bay Senior Girls Volleyball:** The Royal Bay Senior Girls Volleyball team dominated their season, winning both the Lower Island AAAA Championships and the Island Championships. They're now preparing to compete in the Provincial Championships in Surrey this weekend (November 28–30).
- **Belmont Junior Boys Varsity Football:** The Belmont Junior Boys Varsity Football team had an undefeated regular season and went on to win the Island Championship. Although they were knocked out in the Provincial Quarter Finals, their success this year sets a strong foundation for the 2025/26 football season.

We are incredibly proud of these athletes and their hard work, and we look forward to continuing to support them in their future competitions. Congratulations to all of our teams for their outstanding performances!

ENGAGEMENT

2025-2029 Strategic Plan Engagement – Leadership & DPAC Forums

November has been an exciting and productive month as we continue to gather valuable input for the development of the District's Strategic Plan. On November 6th, the District's Leadership Team came together to review data, engage in thoughtful discussions, and begin shaping the direction of our plan. A week later, on November 13th, representatives from the District Parent Advisory Council (DPAC) joined us to dive deeper into the data, exchanging ideas and insights on the future of student learning, engagement, and addressing the challenges of growth.

The feedback and responses received so far have been truly inspiring. Our community's commitment to the future of public education in the Sooke School District is clear, and it is evident that we share a collective vision for fostering an environment where every student can thrive. As we move forward, we are excited to continue this collaborative effort to ensure that the Strategic Plan reflects the needs and aspirations of our students, families, and staff.

Willway Sports Court Accessibility

Willway Elementary School was excited to open up a new Sport Court at their school, but for one student, the design created an accessibility barrier. Through his advocacy, and the use of the District's Accessibility Feedback Mechanism, this was very quickly addressed. The concern was brought forward on a Wednesday and by that Friday morning, the student was starting his day alongside his peers. It is a beautiful example of the connection between our Facilities Department, Inclusive Education, and our Communications Department.



Since the Accessible BC Act came into effect in September 2024, our District has implemented an accessibility feedback mechanism as part of broader legislative requirements. The District's Accessibility Advisory Group, chaired by Deputy Superintendent Monica Braniff, includes diverse members: a parent/guardian with lived experience, the District Principal of Inclusive Education Services, CUPE, STA, and Human Resources representatives, and a member from NA'TSA'MAHT Indigenous Education. The group meets five times a year to identify accessibility barriers and recommend solutions, with additional support from other District teams as needed.

GROWTH

Recruitment Processes

Secretary Treasurer

With Harold Cull's retirement just a month away, I am excited to announce that the recruitment process for his successor has reached a successful conclusion. We are pleased to introduce Brian Jonker as the new Secretary-Treasurer for the Sooke School District.

After a comprehensive, nation-wide search, Brian emerged as the successful candidate. He joins us from the provincial government, where he has served as the Executive Director of the Marine Branch Policy, Programs, and Partnerships Division within the British Columbia Ministry of Transportation and Infrastructure. Over the course of his 15-year career in the provincial government, Brian has held several senior roles, including Executive Director of the Arts and Culture Division at the BC Ministry of Tourism, Arts, Culture, and Sport, and Executive Director of the Independent Schools, International Education, and Partner Relations Division at the BC Ministry of Education.

Additionally, Brian has gained invaluable experience in various capacities within the Ministry of Education, further strengthening his leadership expertise in the public sector. We are thrilled to welcome Brian to the Sooke School District family and look forward to introducing him to our community.

SĆIΛNEW STEŁITKEL Elementary Principal



Camille McFarland will be the principal of SĆIΛNEW STEŁITKEL Elementary, which is set to open in September 2025. Camille will transition from her current role as Principal at Sangster Elementary in February 2025 to begin preparations for the opening of the new school. Her initial focus will be on staffing, including the hiring of a Vice Principal, followed by class assignments and scheduling. A new principal for Sangster Elementary will be announced prior to the winter break.

District Vice Principal of Inclusive Education Services

After 32 years of dedicated service, we are bidding farewell to Janine Brooks, our exceptional District Principal of Inclusive Education Services. While we will certainly miss her leadership and passion for inclusive education, we are excited to announce the appointment of a new District Vice Principal of Education Services. As Mark Johnson steps into the District Principal role, Corrinne Kosik, currently the Vice Principal at Savory Elementary, will transition into her new position on January 1, 2025. We are confident that under her leadership, we will continue to see the growth and success of our Inclusive Education Services team. A new Vice Principal for Savory Elementary will be announced before the winter break.



Corrinne in action!



Janine & husband Keith, ready for retirement!