Sooke School District
3143 Jacklin Road, Victoria, BC V9B 5R1
(250) 474-9800
www.sd62.bc.ca

Public Notice – Board of Education Public Meeting

The Inaugural public meeting of the Board of Education for School District 62 (Sooke) will be held on **November 3, 2026 at 6:00 pm.**

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

To encourage more public participation, the meeting will be **livestreamed** via Microsoft town hall. To join the meeting please click here: Follow Link

- Anyone who has the link can attend the meeting online. Ensure you have the Microsoft Teams app downloaded on your device.
- Members of the public will have the opportunity to ask questions related to agenda items discussed at the meeting:
    - Select the **Q&A** function at the top of your Teams window.
    - Type in the **Ask a question** text box at the top of the Q&A panel. When asking a question, please identify yourself. **Anonymous questions will not be responded to.**
    - You will be notified that your question was received and will be published after a moderator approves it.
    - Members of the media can direct their questions to the Communications Manager at School District 62 for a response following the meeting.

If you have questions regarding the meeting or how to access it, 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.

SOOKE SCHOOLS 62
Shaping Tomorrow Today

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BOARD OF EDUCATION
PUBLIC MEETING

November 3, 2026: 6:00 p.m. – 7:15 p.m.

AGENDA

1. **ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES** – Brian Jonker
With gratitude and respect, we acknowledge that we live, learn, and work on the traditional territories of the Coast Salish: T'Sou-ke Nation, SĆIA̓NEW (Beecher Bay) Nation, and the Nuu-chah-nulth: Paaʔčiidʔatḥ (Pacheedaht) Nation. We also recognize that some of our schools are located on the traditional territories of the MÁLEXEŁ (Malahat) Nation, and the Lək̓ʷəŋən peoples of Songhees and Esquimalt Nations. (Words gifted by the Nations SD62 works with)

WELCOME AND BLESSING – Elder Shirley Alphonse

OATHS OF OFFICE AND ELECTIONS

1.1 Election Returns – Brian Jonker
1.2 Oaths of Office Ceremony – Brian Jonker
1.3 Election of Board Chair - Brian Jonker
1.4 Election of Vice-Chair – Board Chair
1.5 Election of BCSTA and BCSPEA Representatives – Board Chair
   a. British Columbia Public School Trustee Association (BCSTA) Representative and Alternate
   b. British Columbia Public School Employees Association (BCPSEA) Representative and Alternate

Recommended Motion: That the Board of Education of School District 62 (Sooke) direct the Secretary Treasurer to destroy the ballots from the November 3, 2026, elections.

2. **AGENDA** (page 2)
Call for amendments and additional items

3. **MINUTES** (page 12)
Call for corrections to minutes of the Public Board meeting of October 27, 2026.

4. **INFORMATIONAL ITEMS AND ANNOUNCEMENTS** (No Report)

5. **EDUCATIONAL PRESENTATIONS** (No Presentations)

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6. INDIGENOUS EDUCATION COUNCIL (No Report)

7. CORRESPONDENCE & DELEGATIONS

7.1 No Correspondence
7.2 Standing Delegations (CUPE, SPEAC, SPVPA, STA) – 5 minutes each
7.3 Other Delegations – 5 minutes each

8. FINANCE, FACILITIES AND SERVICES (No Report)

9. EDUCATION PROGRAM (No Report)

10. STUDENTS (No Report)

11. FOUNDATIONS AND GOVERNANCE

Trustee Liaison Reports – Board of Education (No Reports)

12. ADMINISTRATION – (No Report)

13. PERSONNEL (No Report)

14. UPCOMING EVENTS

- Indigenous Veterans Day – November 8
- Remembrance Day (schools closed) – November 11
- Resources Committee Meeting – November 17
- SPEAC General Meeting – November 18
- Education Committee Meeting – November 19
- BCSTA Trustee Academy – November 26-28
- BCPSEA Symposium – November 30-December 1
- Education Committee – December 1
- Resources Committee Meeting – December 8
- Next Public Board Meeting – December 15

15. RISE AND REPORT

16. 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.

17. ADJOURNMENT

SOOKE SCHOOLS 62
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Information Note
Public Board Meeting

November 3, 2026

Agenda Item 1 – Oath of Office and Election of the Chair, Vice-Chair and Representatives to BCSTA and BCPSEA

BACKGROUND:

- The inaugural meeting of the Board of Education follows the requirements outlined in By-Law 1-20 and regulation A-320.
- The Secretary Treasurer will preside to administer the Oaths of Office.
- Following the Oaths of Office, the Secretary Treasurer will preside over the Election of the Chair of the Board of Education.
- Aligned with regulation A-320, after the election of Chair, the Secretary Treasurer will vacate the Chair and turn the remainder of proceedings to the newly elected Chair of the Board of Education.
- The newly elected Chair of the Board of Education will then preside over the election proceedings for:
  - Vice Chair of the Board of Education;
  - British Columbia School Trustee Association (BCSTA) Representative and Alternate; and
  - British Columbia Public School Employees Association (BCPSEA) Representative and Alternate.

ANALYSIS

- The roles and responsibilities of the Board Chair and Vice Chair are outlined in Board Bylaw #1-20, section 1.7.

NEXT STEPS:

- Hold the inaugural meeting of the Board of Education on November 3, 2026.

Prepared by: Brian Jonker, Secretary Treasurer

Attachments: 1. Election Summary Report
2. Declaration of Official Election Results

ELECTION SUMMARY REPORT

SCHOOL DISTRICT NO 62 (SOOKE) TRUSTEE ELECTION

OCTOBER 17, 2026

Summary for: All Municipalities, All Tabulators, All Counting Groups

Municipalities Reported: 5 of 5 Voting Places: 23 of 23

Votes Cast:

	Advance Voting	Special Voting	Mail In Voting	Voting Day	Total
City of Colwood	6389			6670	13,059
District of Highlands	569			691	1,260
City of Langford	15052	278	351	18112	33,793
District of Metchosin	2247			2606	4,853
Town of View Royal	4			4	8
Total					52,973

	City of Colwood	**District of Highlands**	**City of Langford**	**District of Metchosin**	**Town of View Royal**	**Total**		**% of votes received**
Trudy Spiller	2829	288	6784	935	2	10838	Elected	20.46%
Mike Manhas	2421	260	6560	887	2	10130	Elected	19.12%
Cendra Beaton	2355	201	5947	839	2	9344	Elected	17.64%
Tom Davis	2008	185	5684	525	1	8403	Elected	15.86%
Russ Chipps	1830	204	4610	994	1	7639		14.42%
Mattie McMillan	1616	122	4208	673	0	6619		12.50%

Submitted

Neilane Mayhew, Chief Election Officer

School District No. 62 (Sooke)
2026 GENERAL SCHOOL ELECTION

DECLARATION OF OFFICIAL ELECTION RESULTS

I, Neilane Mayhew, Chief Election Officer for the School District No. 62 (Sooke), do hereby declare elected, the following candidates in the 2026 General School Election, who received the highest number of valid votes for the office of School Trustee, School District 62 (Sooke), Belmont TEA:

1. Trudy Spiller
2. Mike Manhas
3. Cendra Beaton
4. Tom Davis

And I hereby declare elected by acclamation for the office of School Trustee, School District 62 (Sooke), Milnes Landing TEA:

1. Ed Berlando
2. Amanda Dowhy
3. Laurie Szadkowski

Given under my hand at Victoria, British Columbia, this 21st day of October, 2026.

_____

Neilane Mayhew
Chief Election Officer

SOOKE SCHOOLS 62
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Board Information Note

November 3, 2026

Elected Positions Summary – Board of Education

ISSUE: Sharing background information and details about the responsibilities of the roles that will be determined by election at the Inaugural Board Meeting, on November 3, 2026.

BACKGROUND: The Board will elect its internal leadership roles at the Inaugural Board Meeting; the roles and responsibilities are described below. At the request of external organizations, the Board may, at its discretion, appoint representatives to external committees, agencies, and organizations to share information on matters of mutual concern and to explore potential agreements with the District.

Roles & Responsibilities:

Board Chairperson

The Board entrusts to its Chair primary responsibility for safeguarding the integrity of the Board's processes and representing the Board to the broader community.

The Board delegates to the Chair the following powers and duties:

1. Prior to each Board meeting, confer with the Vice-Chair, Superintendent and Secretary Treasurer on the items included on the agenda, and become thoroughly familiar with them.

2. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the *School Act*, the policies and procedures as established by the Board, and *Robert's Rules of Order*.

3. Perform the following duties during Board meetings:
   - 3.1 Ensure that all issues before the Board are well stated and clearly expressed.
   - 3.2 Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached.
   - 3.3 Direct the discussion by trustees to the topic being considered by the Board.
   - 3.4 Ensure that each trustee present votes on all issues before the Board.
   - 3.5 Make recommendations for Board representative appointments to the Board of Education

4. Keep informed of significant developments within the District.

5. Keep the Superintendent and the Board informed of all matters coming to their attention that might affect the District.

6. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.

7. Convey directly to the Superintendent such concerns or questions as are related to them by trustees, parents, students, or employees which may significantly affect the administration of the District.

8. Bring to the Board all matters requiring a corporate decision of the Board.

9. Act as the chief spokesperson for the Board by stating positions consistent with Board direction and policies (except for those instances where the Board has delegated this role to another individual or group.

10. Act as a signing officer for the District.

11. Serve as an officer of the Board authorized to witness the use of the Board's corporate seal.

12. Represent the Board, or arrange alternative representation, at official meetings or other public functions.

13. Ensure that the Board engages in regular assessments of its effectiveness as a Board

Vice Chairperson

Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair. The Board Chair may, on an as needed basis, delegate the presiding officer task to the Vice-Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures.
3. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.

Board Chairperson & Vice Chair Legal Reference: Sections 65, 67, 85 School Act

BCSTA Representative and Alternate Representative:

British Columbia School Trustees Association (BCSTA)

Duties of the Board Representative:

- Attend Provincial Council meetings
- Represent the Board's positions and interests at the provincial level.
- Communicate to the Board about the work of the Provincial Council.
- Bring recommendations to the Board as and when necessary.
- Build positive relationships.
- Meetings: as called by Provincial Council. (Usually 4 per year, one at the AGM)

BCPSEA Representative and Alternate Representative:

Please see attached description from BCPSEA

Prepared by:

Paul Block – Superintendent

BRITISH COLUMBIA
PUBLIC SCHOOL
EMPLOYERS' ASSOCIATION

Role of the Board of Education
BCPSEA Trustee Representative

The role of BCPSEA Trustee Representative is defined as:

> "The liaison and communications conduit between Boards of Education and BCPSEA on human resources matters, including distribution of BCPSEA communications to board members while ensuring their board's voice is heard by BCPSEA."

Trustee Representatives **represent their Board** for BCPSEA business by:

- attending the BCPSEA Annual General Meeting and Representative Council meetings where they exercise *their Board's* voting authority.
- understanding the association's mandate and conflict of interest provisions. BCPSEA has a broad mandate focused on human resources including labour relations. Given the mandate, most association communications, activities and events are open to all trustees as they do not present conflict of interest concerns. The key area where conflict of interest is a consideration is those activities and events focused on collective bargaining.
- distributing BCPSEA communications to their Board of Education.

Trustee Representatives are encouraged to:

- understand and communicate BCPSEA work, initiatives, and issues updates to their boards
- discuss materials and bring comments, questions, and concerns from their board to BCPSEA
- participate in professional development that will lead to a better understanding of human resource issues in the public education sector
- have a close working relationship with senior staff in their district to facilitate mentoring and information sharing
- include BCPSEA as a regular discussion/information item on committee and/or board agendas
- attend BCPSEA conference calls, regional meetings and professional development opportunities
- encourage other trustees to access the BCPSEA website (www.bcpsea.bc.ca) and attend regional meetings, conference calls, and professional development opportunities.

Excerpts from BCPSEA Bylaws

2.3 Each member board of education shall appoint one representative to the Association, who must be a trustee of the member board of education. Each board of education member shall notify the Association in writing of the name and address of its representative.

2.4 No person with a direct or indirect pecuniary interest, within the meaning of the *School Act,* in teacher or support staff collective bargaining, is eligible:

a. to be elected to the Board of Directors of the Association
b. to represent a member at any general meeting of the Association
c. to represent a member at any other function of the Association

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MINUTES
BOARD OF EDUCATION
PUBLIC MEETING

October 27, 2026 – 7:00 p.m.

TRUSTEES: Amanda Dowhy, Board Chair
Cendra Beaton
Trudy Spiller
Christine Lervold, Vice Chair
Russ Chipps (online via MS Teams)

STAFF: Paul Block, Superintendent
Brian Jonker, Secretary Treasurer
Monica Braniff, Deputy Superintendent
D'Arcy Deacon, Associate Superintendent
Lisa Leclerc, Associate Superintendent
Fred Hibbs, Executive Director, Human Resources
Steve Tonnesen, Manager, IT – Operations

SECRETARY: Jenny Seal

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

The meeting was called to order at 7:00 p.m. by the Board Chair who acknowledged the territories of the First Nations.

2. AGENDA

2.1 Call for amendments and additional items

The Board Chair called for amendments to the agenda. BCPSEA Symposium – November 30-December 1 was added under section 14.

14. MOVED Cendra Beaton/Christine Lervold
That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of October 27, 2026, as amended.
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 corrections to minutes

The minutes of the Public Board meeting of September 29, 2026, were adopted by unanimous consent.

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4. INFORMATIONAL ITEMS AND ANNOUNCEMENTS

4.1 Board Chair Update – Amanda Dowhy

This being the final Board meeting of the term, the Board Chair reviewed Board accomplishments, including, a new Strategic Plan 2025-2029, Academy programs (BMX, Climbing, EMCS Softball, Journey Soccer) and Board Authorized Courses (Outdoor Education, Sport and Health Education and Career Education). More capital projects have been completed in this term than any other Board's term; SĆIȺNEW̱ SṮEŁIṮKEŁ Elementary, Prefabricated additions at Ruth King and David Cameron Elementary Schools and approval of North Langford Secondary School. Acknowledging the provincial election, the Board Chair affirmed the current Strategic Plan upholds human rights, reconciliation, kindness and inclusion across the district.

5. EDUCATIONAL PRESENTATIONS

5.1 Governor General Awards – Paul Block

The recipients of the Governor General Awards for 2025-26 were recognized and presented with a letter of acknowledgement. Congratulations to:
Brianna Norris - Belmont Secondary School
Amara Smith - Edward Milne Secondary School
Riley Pardell – Ecole Royal Bay Secondary School

6. INDIGENOUS EDUCATION COUNCIL

6.1 Indigenous Education Council Update – No report

7. CORRESPONDENCE & DELEGATIONS

7.1 Correspondence – Amanda Dowhy

a. Email from Jonathan L. Dated Sep 21, 2026, re: Pro d day dates
b. Email from Sooke Music Teachers' Association Dated September 29, 2026, re: Elementary School Music Programs

Correspondence listed in items 7.1 a and b was received by the Board.

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

CUPE 459 – Amber Leonard

The CUPE President spoke about the importance of the United Nations Declaration on the Rights of Indigenous Peoples and read Article 16. Over the last few months, it has been rewarding to see the professionalism, engagement, knowledge, skills and commitment of CUPE members. Teamwork is CUPE 459's greatest strength. Appreciation was expressed for the outgoing trustees and new trustees were welcomed.

SPEAC – Ash Senini

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The SPEAC Communications Vice President reviewed highlights from SPEAC's October meeting. Each month features a different school's Parent Advisory Council (PAC). In October, Ruth King PAC shared their fundraising campaign for a new playground. A well-attended 'Meet the Trustees' night was held at Belmont. SPEAC extended their congratulations to incoming trustees and expressed gratitude for Tom Davis and his many years of dedicated service with SPEAC.

SPVPA – Tess Vally
The Principal of Saseenos and Port Renfrew Elementary schools presented highlights from around the district.

STA - Rita Zeni:
The President of the STA relayed the busyness of September and October and highlighted events the STA has been involved in. The local office has been fielding inquiries about medical leave. Concerns were expressed about the change in practice regarding community service leaves. The first monthly meetup for neurodivergent teachers took place in early October. Two socials have taken place bringing together teachers with concerns about the incoming provincial government. Gratitude was expressed for Trustees Chipps and Lervold, and a welcome sent to re-elected and new trustees.

8. FINANCE, FACILITIES AND SERVICES
There was no Resources Committee meeting in October.

9. EDUCATION PROGRAM
There was no Education Committee meeting in October.

10. STUDENTS

10.1 Superintendent's Report – Paul Block
The Superintendent referred the Board to the report included in the meeting materials. Acknowledging the Board's many competing priorities, he highlighted several achievements during the term, including strengthened literacy supports; expanded partnerships, notably with the John Horgan Campus, of which the district is a founding partner; increased participation in dual credit trades programs, and more Red Seal recipients than any other district. The Board also maintained its commitment to student mental health, released the first Parent-District Handbook, and created 370 childcare and before- and after- school care spaces.

11. FOUNDATIONS AND GOVERNANCE

11.1 Trustee Liaison Reports – Board of Education
There were no reports.

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11.2 General School Election Results – Brian Jonker

The Secretary Treasurer reported on the results of the election through the report submitted by the Chief Election Officer. The 7 Trustees elected were: Cendra Beaton, Ed Berlando, Mike Manhas, Tom Davis, Amanda Dowhy, Laurie Szadkowski and Trudy Spiller.

11.3 Board Accomplishments & Highlights – Amanda Dowhy

A slide show titled "Four Years of Memories" reflected on the Board's term. The Chair expressed gratitude for the shared work of the Board during its term, highlighting contributions of each trustee.

12. ADMINISTRATION

12.1 Board of Education Work Plan for 2026/27 - Amanda Dowhy

A summary of the work plan was provided by the Board Chair, noting the work plan is a living document and subject to change.

13. PERSONNEL

There were no items discussed.

14. UPCOMING EVENTS

- Pumpkin Smash – November 1
- Inaugural Board Meeting – November 3
- Indigenous Veterans Day – Victoria cenotaph – November 8
- Remembrance Day (schools closed) – November 11
- Resources Committee Meeting – November 17
- Education Committee Meeting – November 19
- BCSTA Trustee Academy – November 26-28
- BCPSEA Symposium – November 30-December 1

15. RISE AND REPORT

16. QUESTION PERIOD

Members of the public had the opportunity to ask questions related to agenda items discussed at tonight's meeting. A member of the public asked the following question:

What steps will the district take to install lighting on the perimeter of Crystal View field?

The Superintendent answered that districts have joined region-wide to promote increasing visibility in the morning hours of permanent daylight savings. The district's Facilities department will do a review; however, 28 other schools will also need review. Partnerships are being investigated to contribute funds.

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17. ADJOURNMENT

The meeting was adjourned at 8:46 p.m.

The next meeting is November 3, 2026.

Certified Correct:

_____
Chairperson of the Board

_____
Secretary Treasurer