

## 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 **August 26, 2025 at 7:00 pm.**

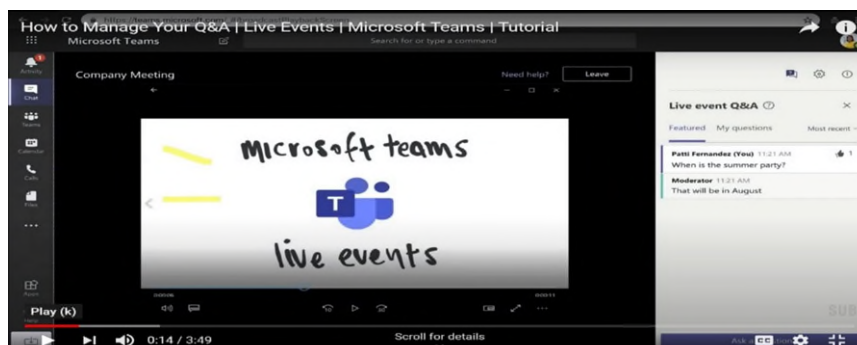
**Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.**

Furthermore, the meeting will be livestreamed via MS teams, to encourage more public participation. To join the meeting please click here: [Follow Link](#)

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

### [How to attend a Live event in Microsoft Teams](#)

- 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 a 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](mailto: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*

**August 26, 2025 – 7:00 p.m.**

### **AGENDA**

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

*With gratitude and respect, we acknowledge that we live, learn, and work on the traditional territories of the Coast Salish: T'Sou-ke Nation, SCÍΛNEW (Beecher Bay) Nation, and the Nuuchah-nulth: Paaʔčiidʔath (Pacheedaht) Nation. We also recognize that some of our schools are located on the traditional territories of the MÁLEXEL (Malahat) Nation, and the Ləkʷəŋən peoples of Songhees and Esquimalt Nations. (Words gifted by the 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 August 26, 2025, 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 5)**

##### **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 June 24, 2025, as presented (or as amended).

#### **4. INFORMATIONAL ITEMS AND ANNOUNCEMENTS**

##### **4.1 Board Chair Update – Amanda Dowhy**

#### **5. EDUCATIONAL PRESENTATIONS – No presentations**

**6. INDIGENOUS EDUCATION COUNCIL - No Report**

**7. CORRESPONDENCE & DELEGATIONS**

- 7.1 Correspondence – none received
- 7.2 Standing Delegations (STA, CUPE, PVP, SPEAC) – 5 minutes each
- 7.3 Other Delegations – 5 minutes each

**8. FINANCE, FACILITIES AND SERVICES - No Report**

- 8.1 Transportation Update – Brian Jonker (page 12)
- 8.2 Summer Major and Minor Capital Projects Update – Brian Jonker (page 14)

**9. EDUCATION PROGRAM - No Report**

**10. STUDENTS**

- 10.1 2025/26 Enrolment Update – Monica Braniff (page 15)

**11. FOUNDATIONS AND GOVERNANCE**

- 11.1 Trustee Liaison Reports – Board of Education
- 11.2 Update on BCSTA Trustee Leadership Program (per motion #79) – Paul Block

**12. ADMINISTRATION**

- 12.1 Board of Education 2025-26 Meeting Calendar (page 16)

**13. PERSONNEL**

- 13.1 Superintendent's Report – Paul Block (page 29)

**14. UPCOMING EVENTS**

- Labour Day (STAT) – September 1<sup>st</sup>
- 1<sup>st</sup> Day of School – September 2
- Education-Policy Meeting – September 9
- Resources Committee Meeting – September 16
- Audit Committee Meeting – September 17
- Indigenous Learning Day/Non-Instructional Day – September 22
- September Board Meeting – September 23
- National Day for Truth and Reconciliation (STAT) – September 30
- VISTA Conference (Vancouver Island School Trustee Association) - October 3-4

**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**



**MINUTES  
BOARD OF EDUCATION  
PUBLIC MEETING  
June 24, 2025 – 7:00 p.m.**

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**TRUSTEES:** Amanda Dowhy, Board Chair  
Cendra Beaton  
Trudy Spiller

Christine Lervold, Vice Chair  
Russ Chipps (online via MS Teams)  
Allison Watson

**STAFF:** Paul Block, Superintendent  
Brian Jonker, Secretary-Treasurer  
Monica Braniff, Deputy Superintendent  
D'Arcy Deacon, Associate Superintendent  
Dave Strange, Associate Superintendent  
Fred Hibbs, Executive Director, Human Resources  
Steve Tonnesen, Manager, Digital Solutions - Operations

**ABSENT:** Ebony Logins

**SECRETARY:** Jenny Seal

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

The meeting was called to order at 7:02 p.m. by the Board Chair who acknowledged the territories of the First Nations.

**2. AGENDA**

**2.1 Call for amendments and additional items**

97. MOVED Christine Lervold/Trudy Spiller  
That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of June 24, 2025, as presented.  
CARRIED UNANIMOUSLY

**2.2 Report on In Camera Meeting – Amanda Dowhy**

The Board Chair informed 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.



The chair advised that Trustee Chipps has declared a conflict of interest relating to budget and Trustee Lervold declared a conflict of interest relating to local CUPE bargaining that does not relate to budget.

### 3. MINUTES

#### 3.1 Call for amendments to minutes

The proposed amendments to the May 27, 2025 public meeting minutes were displayed on both screens in the room.

98. MOVED Cendra Beaton/Christine Lervold  
That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of May 27, 2025, as amended.  
CARRIED with 5 votes FOR and 1 OPPOSED

### 4. INFORMATION ITEMS AND ANNOUNCEMENTS

#### 4.1 Board Chair Update – Amanda Dowhy

The Board Chair highlighted that June is Pride month and National Indigenous Heritage month. Kindness; Inclusion and acceptance is seen in schools and consequently, to increased feelings of safety. In recognition of National Indigenous Heritage month, the Chair encouraged everyone to learn more about Indigenous Heritage.

Committee assignments will take place over the summer and will be announced in September and in place for October meetings.

The Chair shared her appreciation and gratitude towards all SD62 students for their community engagement, hard work and dedication, and to staff for their hard work. In closing, the Chair wished everyone a restful, safe, healthy and happy summer.

99. MOVED Cendra Beaton/Christine Lervold  
That the Board of Education of Schools District 62 (Sooke) direct the Board Chair to write letters of recognition to all SD62 Valedictorians of the 2025 graduating class.  
CARRIED with 5 votes FOR and 1 OPPOSED

### 5. EDUCATIONAL PRESENTATIONS – no presentations

### 6. INDIGENOUS EDUCATION COUNCIL – no report

### 7. CORRESPONDENCE & DELEGATIONS

#### 7.1 Correspondence – none received

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



#### STA – Rita Zeni

The STA president reflected on the past year, her first year as President of the STA. She contrasted what schools were like when she was a student, to what they are like now. She credited trustees for advancements in sexual health curriculum, inclusion, Indigenous reconciliation, and a focus on belonging and diversity which have made schools better. That said, the STA President encouraged trustees to vote on the budget this evening in alignment with their values.

#### SPEAC – Tom Davis

The SPEAC President, having finished his first year as president, shared his gratitude for the trustees and the work they are doing. Shared values amongst our Board, makes SD62 unique. Children growing up in this District are able to be themselves.

#### SP/VPA – Rob McCallister

Rob McCallister introduced himself as the Vice Principal of Spencer Middle School and a parent of two students in the District. He shared a presentation highlighting events taking place in schools, over the month of June.

#### CUPE 459 – Trudy Court, 2<sup>nd</sup> Vice-president

The CUPE 2<sup>nd</sup> Vice President read Call to Action #55 and reminded staff to reach out to administrators before visiting any site during the summer, as CUPE are busy with maintenance that can necessitate limited access. CUPE is pleased to report there were 8 successful applicants for the CUPE bursary this year, awarding \$8,000 to students.

### 7.3 Other Delegations – no reports

## 8. **FINANCE, FACILITIES AND SERVICES**

### 8.1 Resources Committee Meeting of June 10, 2025 – Christine Lervold

Trustee Lervold provided an overview of the June Resources Committee meeting.

#### 100. MOVED Christine Lervold/Cendra Beaton

That the Board of Education of School District 62 (Sooke) allow all three readings of the Amended Capital Plan Bylaw 2025/26-CPSD62-02 at its meeting of June 24, 2025.  
CARRIED UNANIMOUSLY

#### 101. MOVED Christine Lervold/Trudy Spiller

That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Amended Capital Plan Bylaw 2025/26-CPSD62-02.  
CARRIED UNANIMOUSLY



102. **MOVED Christine Lervold/Trudy Spiller**  
That the Board of Education of School District 62 (Sooke)  
receive the report from the Resources Committee Meeting of June 10, 2025.  
**CARRIED UNANIMOUSLY**
- 8.2 **Annual Budget Bylaw** – Brian Jonker  
The Chair reviewed the budget development process highlighting opportunities for  
partner, public and trustee input.
103. **MOVED Cendra Beaton/Russ Chipps**  
That the Board of Education of School District 62 (Sooke) give second and third  
readings to the 2025/26 Annual Budget Bylaw, specifying a total of \$239,357,761.  
**CARRIED UNANIMOUSLY**
- 8.3 **Idlemore Intersection** – Brian Jonker  
The Secretary-Treasurer provided an overview of the Idlemore project and the land  
disposition bylaw.
104. **MOVED Trudy Spiller/Russ Chipps**  
That the Board of Education of School District 62 (Sooke) allow all three readings of  
the *Disposal of Real Property Bylaw No. 2025-01*.  
**CARRIED UNANIMOUSLY**
105. **MOVED Cendra Beaton/Trudy Spiller**  
That the Board of Education of School District 62 (Sooke) give first, second and  
third reading to Disposal of Real Property Bylaw No. 2025-01 in order to authorize  
the transfer of a 0.498 acre section of the west field of the Saseenos Elementary  
property located at 6066 Sooke Road to the Ministry of Transportation and Transit  
to construct a signalized intersection at Idlemore Road and that staff proceed to  
satisfy the requirements of *the Disposal of Land or Improvements Order (M193/08)*.  
**CARRIED UNANIMOUSLY**
- 8.4 **Invitation to the Indigenous Education Council to Participate in Budget and Committees  
going forward** – Allison Watson
106. **MOVED Allison Watson/Russ Chipps**  
That the Board of Education of School District No. 62 (Sooke) write a letter to the  
Indigenous Education Council (IEC), inviting them to participate in the 2026/27  
budget deliberation process, and in subsequent years thereafter. This invitation  
includes the opportunity for the IEC to engage directly with the Board on budgetary  
matters that support students and advance the work of the IEC, in a manner and  
format that the IEC determines is appropriate.  
**CARRIED UNANIMOUSLY**



- 107: MOVED Allison Watson/Cendra Beaton  
That the Board of Education of School District No. 62 (Sooke) write a letter extending an open invitation to the Indigenous Education Council (IEC) to explore and define how they may wish to expand their advocacy and collaboration with the Board, including the option to appoint a representative to participate on the Education-Policy Committee and the Resources Committee, should they see this as a meaningful avenue for engagement.  
CARRIED UNANIMOUSLY

## 9. EDUCATION PROGRAM

- 9.1 Education-Policy Committee Meeting of June 3, 2025 – Christine Lervold  
Trustee Lervold provided an overview of the June Education-Policy Committee meeting.
108. MOVED Christine Lervold/Cendra Beaton  
That the Board of Education of School District 62 (Sooke) receive the 2025-26 Operational Plan.  
CARRIED UNANIMOUSLY
109. MOVED Christine Lervold/Trudy Spiller  
That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations C-111 "International Education and Non-Resident Students".  
CARRIED UNANIMOUSLY
110. MOVED Christine Lervold/Trudy Spiller  
That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations C-112 "Ordinarily Resident".  
CARRIED UNANIMOUSLY
111. MOVED Christine Lervold/Trudy Spiller  
That the Board of Education of School District 62 (Sooke) receive the report from the Education Policy Committee meeting of June 3, 2025.  
CARRIED UNANIMOUSLY

## 10. STUDENTS

- 10.1 Report on Cross Border Safety – D'Arcy Deacon  
The Associate Superintendent reviewed the report submitted to the Board as per Motion #96, carried at the May Board meeting.

## 11. FOUNDATIONS AND GOVERNANCE

- 11.1 Trustee Liaison Reports – Board of Education – No reports  
The Board Chair introduced item 11.2, noting the live version has updated language around the requested motion.



#### 11.2 BCSTA Trustee Leadership Program – Paul Block

As per motion #79 that was carried at the April 22<sup>nd</sup> board meeting; “That the Board of Education of School District 62 (Sooke) direct staff to investigate the cost and schedule of the BCSTA Trustee Leadership Program for all trustees to participate in, which is designed to enhance the governance skills of trustees through a focus on good governance, theory and practices, and report back to the Board”, the Superintendent presented the report.

#### 112. MOVED Cendra Beaton/Christine Lervold

That the Board of Education of School District 62 (Sooke) schedule the BCSTA to deliver the pilot learning module(s) on board governance no later than October 31, 2025 with an approved budget of \$2,500 to support travel and per diem costs of the facilitators.

CARRIED UNANIMOUSLY

### 12. **ADMINISTRATION**

#### 12.1 Board of Education 90 Day Work Plan – Amanda Dowhy

The Board Chair provided an overview of the 90 Day Work Plan and noted the MLA visits are initiated by the MLA offices. Trustees will be kept informed about what that schedule might look like. The Board Learning Series is an opportunity for the Board to look at their work and the systems in place to support that work.

### 13. **PERSONNEL**

#### 13.1 Superintendent’s Report – Paul Block

The Superintendent presented the monthly Superintendent’s update.

### 14. **UPCOMING EVENTS**

- June is National Indigenous History Month, Portuguese, Filipino and Italian Heritage Month, and Pride month.
- Saint-Jean-Baptiste Day – June 24
- Last day of school – June 26
- Canadian Multiculturalism Day – June 27
- SD62 Participates in Pride Parade – July 6
- Public Board Meeting – August 26
- First Day of School – September 2
- Education-Policy – September 9
- Resources Committee – September 16
- Public Board Meeting – September 23

### 15. **RISE AND REPORT**

### 16. **QUESTION PERIOD**





3143 Jacklin Road, Victoria, BC V9B 5R1  
sd62.bc.ca | 250.474.9800

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.

#### 17. **ADJOURNMENT**

The meeting was adjourned at 9:58 p.m.

Certified Correct:

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Chairperson of the Board

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Secretary-Treasurer





# Board Information Note

## Public Board Meeting

August 26, 2025

### Agenda Item 8.1 – Transportation Update

#### Background:

- School District 62 requires annual registration for all students requesting school bus transportation to ensure compliance with legislative requirements and to maintain accurate up to date rider lists.

#### Analysis:

- The table below includes the current state of registrations compared to last year.

	2024/2025	2025/2026 (August Update)
<b>On-time Registrations</b>	3,769	<b>2,722</b>
<b>Late Registrations</b>	1,047	<b>267 YTD</b>
<b>Total Riders</b>	2,878	<b>TBD</b>
<b># of Waivers</b>	660 (17.5%)	<b>362 YTD (13%)</b>

#### Next Steps:

- Continued implementation of the transportation communications plan as summarized in attachment 1.
  - Invoices will be loaded into School Cash Online by August 29, 2025.
  - Late registrations will be considered where space is available on a first come first served basis during the first two weeks of September.
  - First installment of fees is due September 15, 2025.
  - Families who require a fee waiver or alternate payment arrangements should reach out to their school principal.

Prepared by: Mhairi Bennett, Director of Facilities

#### Attachments:

- High-Level Annual Transportation Communications Plan

### Attachment 1: Transportation Annual Communications Plan Roll-Up

Distribution Date	Correspondence	Purpose	Status
Late February	Bus Registration Notice	Ensure all district families understand the process to register for busing	Complete
Mid April	Bus Registration Reminder	Remind families of registration window	Complete
Mid May	Ineligible Notice	As registrations are reviewed inform ineligible registrations	Complete
Mid June	Bus Pass Update	Let registered riders know what to do with bus passes at year end	Complete
Late July	Bus Schedule	Inform eligible on time registrations of their bus schedule	Complete
Late August	Fee Invoices	Notice to registered riders of invoice in School Cash Online account	
Early September	Late Registrations - Route Availability	Assigning routes to late registrants on a first come first served basis; based on available seats	
September 8th	Fee Reminder	Fee Reminder	
<b>September 15th</b>	<b>FIRST PAYMENT DUE</b>		
September 16th	Non Payment Notice	Non Payment Notice	
October 8th	Fee Reminder	Fee Reminder	
<b>October 15th</b>	<b>SECONDARY PAYMENT DUE</b>		
October 16th	Non Payment Notice	Non Payment Notice	
November 7th	Fee Reminder	Fee Reminder	
<b>November 15th</b>	<b>THIRD/FINAL PAYMENT DUE</b>		
November 16th	Service Disconnection	Service Disconnection	



## Board Information Note Public Board Meeting

August 26, 2025

### Agenda Item 8.2 – Summer Capital Project Update

#### BACKGROUND

- Over \$7.1M of minor capital and AFG project work was scheduled during the summer 2025 school closure. This includes 19 projects, spanning Sooke, Langford and Colwood.
- In addition to these projects, SCIANEW\_STEELTKE Elementary was scheduled to complete.
  - SCIANEW\_STEELTKE received occupancy permit on August the 11<sup>th</sup> and work to ready the building for staff and students continues.

#### ANALYSIS

- Below is a summary of the status of the 19 minor capital and AFG projects:

Facilities	Subject	Stage	Class	Planned Start	Planned End	Total Allocated
Sangster Elementary	Sewer Connection	COMPLETE	Major Capital	Jun 3, 2024	Aug 29, 2025	\$ 170,000.00
Transportation Office	Yard Expansion	COMPLETE	AFG	Oct 1, 2024	Jun 28, 2025	\$ 125,145.80
David Cameron Pre-fab	Site Upgrades	COMPLETE	Major Capital	Nov 26, 2024	Aug 29, 2025	\$ 160,000.00
David Cameron Pre-fab	Lift Station Upgrade	COMPLETE	Major Capital	Oct 28, 2024	Jan 31, 2025	\$ 58,515.00
Saseenos Elementary	Re-Roofing	COMPLETE	AFG	Jun 30, 2025	Aug 29, 2025	\$ 470,000.00
Royal Bay Secondary, Wishart Elementary	2025 Portable Moves	COMPLETE	Major Capital	Apr 1, 2025	Aug 29, 2025	\$ 1,200,000.00
Dunsmuir Middle School	Classroom Conversion	COMPLETE	OTHER	Jul 2, 2025	Aug 15, 2025	\$ 5,000.00
Dunsmuir Middle School	Portable Remediation ( Portable #3 )	COMPLETE	Initiative	Jul 21, 2025	Aug 31, 2025	\$ 50,000.00
Belmont Secondary	Heat Pump Replacement	Construction	SEP	Jul 1, 2024	Nov 15, 2025	\$ 680,000.00
John Muir Elementary	Mechanical Upgrade Phase 4a	Construction	CNCP	Jun 30, 2025	Aug 31, 2025	\$ 585,000.00
Millstream Elementary, Saseenos Elementary	Summer 2025 FIP	Construction	FIP	Apr 1, 2025	Aug 29, 2025	\$ 120,000.00
Poirier Elementary	Exterior Painting	Construction	AFG	Jun 30, 2025	Aug 29, 2025	\$ 65,000.00
Edward Milne Community School	Gym Bleacher Replacement & Floor Refinishing	Construction	OTHER	Jul 10, 2025	Aug 29, 2025	\$ 150,000.00
John Muir Elementary	Parking Lot Expansion	Construction	AFG	Aug 5, 2024	Aug 29, 2025	\$ 707,071.32
Transportation Office	Transportation Infrastructure	Construction	Special Funding (Grant)	Apr 1, 2024	Aug 29, 2025	\$ 1,370,000.00
Ruth King Elementary	Field Remediation	Procurement	Special Funding (Grant)	Jul 18, 2025	Sep 30, 2025	\$ 125,000.00
Savory Elementary	Interior Painting	Construction	AFG	Jun 30, 2025	Aug 29, 2025	\$ 80,000.00
Edward Milne Community School	Inclusive Washrooms	Construction	SEP	Sep 9, 2024	Aug 29, 2025	\$ 790,000.00
Saseenos Elementary	Field Remediation	Planning	Special Funding (Grant)	Jul 18, 2025	Sep 30, 2025	\$ 200,000.00
						<b>\$ 7,110,732.12</b>

- 12 Projects completed and/or on schedule
- 5 Projects at risk of schedule delay, working with contractors to resolve
- 2 Projects with confirmed delays, working with stakeholders to address impacts

#### NEXT STEPS

- Communications will be developed and sent to school communities as needed for the projects with delays impacting access and egress to school sites and/or have impacts to fields or outdoor play areas.
- Staff are actively working on communications with the City of Langford to distribute to school communities at Millstream and SCIANEW\_STEELTKE which are impacted by works underway by the City of Langford which will continue to impact the flow of traffic and entrance and egress to these sites for some time.

Prepared by: Mhairi Bennett, Director of Facilities



# Board Information Note

## Public Board Meeting

August 26, 2025

### Agenda Item 10.1 – 2025-26 Enrolment Update

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**ISSUE:** Preliminary snapshot of the 2025/2026 enrolment trends.

#### **BACKGROUND / FACTS:**

Monitoring and forecasting student enrolment is an ongoing and complex undertaking, particularly in light of Sooke School District's continued growth, the status of local, provincial, and national economies, as well as evolving immigration/migration patterns. Preliminary data indicates increases in enrolment throughout the district and across all grade levels.

There are three key trends under close observation as we approach the end of September and the Ministry 1701 enrolment count:

- Year-over-Year Growth: *What is the increase in enrolment compared to September 2024?*
- Summer Growth: *What do the numbers reveal regarding enrolment changes from late June through the final week of August 2025?*
- Current Enrolment & Capacity: *Is available space sufficient to accommodate all students?*

#### **ANALYSIS:**

- a) Year-over-Year Growth
  - We have been projecting enrolment growth for this school year of approximately 400 students, for a total of 13,700.
  - This time of the year is extremely fluid with registrations and withdrawals occurring daily. We remain cautiously optimistic that we will be close to our projections.
- b) Summer Growth
  - Summer growth has been slower in July/August than the summer of 2024 at 140 as opposed to 200. Approximately 60% of registrations are at the elementary level, with the remaining 40% split between middle and secondary. Registrations continue to come in as families connect directly with their neighbourhood schools.
- c) Current Enrolment & Capacity
  - We will continue to monitor our growth over the course of the year and have necessary space mitigation strategies in place as needed.

Prepared by: Monica Braniff, Deputy Superintendent

2025/26 CALENDAR

JULY						
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SEPTEMBER						
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Legend

- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday
- BOARD
- BOARD AGENDA SETTING
- ED-POLICY
- RESOURCES
- RESOURCES AGENDA SETTING
- AUDIT COMMITTEE
- GOVERNANCE
- PERSONNEL
- PRIORITY & PLANNING
- ECOW
- PARTNER BUDGET PRESENTATIONS

As per Administrative Regulation A-340, Education Policy Committee will ordinarily meet on the 1st Tuesday of every month. Resources Committee will meet on the 2nd Tuesday of the month, from September to June. Audit Committee will meet as needed during the school year.

As per Procedural Regulation A-400 Board meetings will be held each month on the 4th Tuesday except in July, August and December, when one meeting may be held at the call of the Chair.

- Apr 28 - 1st reading of budget
- May 26 - 2nd reading of budget

BCSTA EVENT - CLICK MONTH FOR DETAILS

- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday



2025

September



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01  LABOUR DAY	02	03	04  P&P 5-6	05	06	07
08	09  EDUCATION-POLICY	10  RESOURCES AGENDA SETTING	11  P&P 5-6	12	13	14
15	16  RESOURCES COMMITTEE	17  BOARD AGENDA SETTING/P&P 5:00-6:00 AUDIT COMMITTEE 6:30-8:00	18	19	20	21
22  INDIGENOUS LEARNING DAY (NON-INSTRUCTIONAL DAY)	23  BOARD MEETING	24	25  P&P 5-6	26	27	28
29	30  STAT - NATIONAL DAY FOR TRUTH AND RECONCILIATION	01	02  P&P 5-6	03	04	05
06	07	Notes:				

2025

October



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30  STAT - NATIONAL DAY FOR TRUTH AND RECONCILIATION	01	02  P&P 5-6	03  VISTA (CAMPBELL RIVER)	04  VISTA (CAMPBELL RIVER)	05
06	07  EDUCATION-POLICY	08  RESOURCES AGENDA SETTING	09  P&P 5-6	10	11	12
13  THANKSGIVING	14  RESOURCES COMMITTEE	15	16  P&P 5-6	17	18	19
20	21	22  BOARD AGENDA SETTING	23	24  NON-INSTRUCTIONAL DAY BCSTA FALL PROVINCIAL COUNCIL 9:00-12:00 (ONLINE)	25	26
27	28  BOARD MEETING	29	30  P&P 5-6	31	01	02
03	04	Notes:				

2025

November



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28 BOARD MEETING	29	30 P&P 5-6	31	01	02
03	04 EDUCATION-POLICY	05	06 P&P 5-6	07	08	09
10	11 REMEMBRANCE DAY	12 RESOURCES AGENDA SETTING	13 P&P 5-6	14	15	16
17	18 RESOURCES COMMITTEE	19 BOARD AGENDA SETTING	20	21 NON-INSTRUCTIONAL DAY	22	23
24	25 BOARD MEETING	26	27 P&P 5-6 BCSTA TRUSTEE ACADEMY NOV 27-29	28	29	30
01	02 EDUCATION-POLICY	Notes:				

2025

December



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01	02 EDUCATION-POLICY	03 RESOURCES AGENDA SETTING	04 P&P 5-6	05	06	07
08	09 RESOURCES COMMITTEE	10 BOARD AGENDA SETTING 5-6	11	12	13	14
15	16 BOARD MEETING	17	18 P&P 5-6	19	20	21
22	23	24	25 CHRISTMAS	26	27	28
29	30	31	01	02	03	04
05	06 EDUCATION-POLICY	Notes:				

2026

January



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 WINTER BREAK	30 WINTER BREAK	31 WINTER BREAK	01 NEW YEAR'S DAY	02	03	04
05	06 EDUCATION-POLICY	07 RESOURCES AGENDA SETTING	08 P&P 5-6	09	10	11
12	13 RESOURCES COMMITTEE	14	15 P&P 5-6	16	17	18
19	20 AUDIT COMMITTEE	21 BOARD AGENDA SETTING 5-6	22	23	24	25
26	27 BOARD MEETING	28	29 P&P 5-6	30	31	01
02	03 EDUCATION-POLICY	Notes:				

2026

February



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27 BOARD MEETING	28	29 P&P 5-6	30	31	01
02	03 EDUCATION-POLICY	04 RESOURCES AGENDA SETTING	05 P&P 5-6	06	07	08
09	10 RESOURCES COMMITTEE	11	12 P&P 5-6	13 NON-INSTRUCTIONAL DAY	14	15
16 FAMILY DAY	17 POSSIBLE PARTNER BUDGET PRESENTATIONS	18 BOARD AGENDA SETTING 5-6	19	20 BCSTA SPRING PROVINCIAL COUNCIL 9:00-12:00 (ONLINE)	21	22
23	24 BOARD MEETING	25	26 P&P 5-6	27	28	01
02	03 EDUCATION-POLICY	Notes:				

2026

March



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
23	24 BOARD MEETING	25	26 P&P 5-6	27	28	01
02	03 EDUCATION-POLICY	04 RESOURCES AGENDA SETTING	05 P&P 5-6	06	07	08
09	10 RESOURCES COMMITTEE	11 BOARD AGENDA SETTING 5-6	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 BOARD MEETING	Notes:				

2026

April



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31 BOARD MEETING	01	02 P&P 5-6	03 GOOD FRIDAY	04	05
06 EASTER MONDAY	07 EDUCATION-POLICY	08 RESOURCES AGENDA SETTING	09 P&P 5-6 BCSTA AGM APR 9-11 WESTIN BAYSHORE	10	11	12
13	14 RESOURCES COMMITTEE	15 AUDIT COMMITTEE	16 P&P 5-6	17	18	19
20 NON-INSTRUCTIONAL DAY	21 POSSIBLE ECOW	22 BOARD AGENDA SETTING 5-6	23	24	25	26
27	28 BOARD MEETING	29	30 P&P 5-6	01	02	03
04	05	Notes:				

2026

May



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	01	02	03
04	05 EDUCATION-POLICY	06 RESOURCES AGENDA SETTING	07 P&P 5-6	08	09	10
11 NON-INSTRUCTIONAL DAY	12 RESOURCES COMMITTEE	13	14 P&P 5-6	15	16	17
18 VICTORIA DAY	19	20 BOARD AGENDA SETTING 5-6	21	22	23	24
25	26 BOARD MEETING	27	28 P&P 5-6	29	30	31
01	02 EDUCATION-POLICY	Notes:				

2026

June



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01	02 EDUCATION-POLICY	03 RESOURCES AGENDA SETTING	04 P&P 5-6	05	06	07
08	09 RESOURCES COMMITTEE	10	11 P&P 5-6	12	13	14
15	16 AUDIT COMMITTEE	17 BOARD AGENDA SETTING 5-6	18	19	20	21
22	23 BOARD MEETING	24	25 P&P 5-6	26 NON-INSTRUCTIONAL DAY	27	28
29	30	01	02	03	04	05
06	07	Notes:				

2026

July



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	Notes:				

2026

August



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	Notes:				

## Board Information Note

### Public Board Meeting

August 26, 2025

#### Agenda Item 13.1: Superintendent's Update

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#### **Strategic Plan (2025-29)**

We began the planning process nearly two years ago to develop our new Strategic Plan. As my first plan with the Board of Education, I am incredibly proud of what we have created together. My hope is that everyone, including students, staff, and community members, will see themselves reflected in this plan.

Our learning goals place a strong emphasis on literacy and numeracy, since the data across the province clearly shows that these are the foundational areas where we must focus our efforts. At the same time, we are committed to creating meaningful opportunities for students to actively engage in their learning journey and to participate in decisions in their classrooms, their schools, and the district as a whole.

Another key priority is preparing students for success beyond graduation, whether that path leads to the workforce or to post-secondary education. Career exploration and planning will be embedded at every level of schooling, with a focus on equipping students to pursue their aspirations and to grow into responsible, contributing members of society.

The Strategic Plan can now be found on our website: [Strategic Plan | Sooke School District](#) where you will find a flipbook or a PDF to read through.

I would like to thank our students, staff, partners, and parents for sharing their voices, their experiences, and their hopes for what our district can achieve over the next five years. Your input has been invaluable in shaping the direction of this plan.

My gratitude also goes to Elder Shirley Alphonse, whose wisdom continues to guide our district. She reminds us of the importance of moving forward as one mind and one spirit, walking side by side, supporting one another, and working together. With a good mind and a good spirit, we do this for the well-being of our children and for the care of Mother Earth, who sustains us all.



With the launch of this new Strategic Plan, we are given an opportunity to start fresh and move forward with renewed purpose. As leaders of the system, we are here for one reason above all else: the growth and development of children.

This moment calls on us to reaffirm our commitment as ambassadors of the plan and as models of the values, vision, and mission of our district. By working together, we can ensure that the commitments we make on paper are brought to life in our schools, our classrooms, and our community.

I look forward to each of you being a part of this journey.

### **RBSS Student Awarded Cmolik Foundation Scholarship**



Congratulations to Avery Fagan, who recently graduated from Royal Bay Secondary. She has been awarded a \$50,000 scholarship with The Cmolik Foundation in recognition of her achievements in overcoming adversity and excelling in her studies. We wish Avery the best of luck as she attends the University of Victoria this fall to study psychology.

### **Additions to Curriculum Transformation**

To help us advance our objectives within the learning priority, we have created a new Technology Coordinator position and filled the Numeracy Coordinator role. Both will work under the guidance of District Principal Denise Wehner, supporting and enhancing the learning taking place in our classrooms.


**ENGAGEMENT**

## Territorial Acknowledgement

With the creation of our new Strategic Plan, we felt it was important to reconnect with the Nations we serve and the Nations whose land our schools are built upon. We are proud to recognize the Malahat Nation, on whose territory several of our schools are located.

The updated territorial acknowledgment, shared with our district by the Nations, is:

*With gratitude and respect, we acknowledge that we live, learn, and work on the traditional territories of the Coast Salish: T'Sou-ke Nation, SCÍΛNEW (Beecher Bay) Nation, and the Nuuchah-nulth: Paaʔčiidʔath (Pacheedaht) Nation. We also recognize that some of our schools are located on the traditional territories of the MÁLEXEL (Malahat) Nation, and the Ləkʷəŋən peoples of Songhees and Esquimalt Nations.*

I raise my hands to all Nations for being part of this, and to our NA'TSA'MAHT Indigenous Education Department for their guidance and assistance in this update.

## Communications and Community Relations Plan (2025-29)

Breaking away from past practices and embracing new approaches, our Communications Department has developed a Communications and Community Relations Plan to complement the work of our Strategic Plan over the next four years. While this plan is an internal document, it ensures strong alignment with our communications outreach and reinforces our commitment to building and strengthening the community organizations that are vital to the district's success.

A central focus of the Strategic Plan is enhancing student- and family-centered service by improving the quality of interactions with our front-line staff. Over the life of the plan, this will be achieved through targeted professional learning opportunities, practical resources for staff, and mentorship designed to foster consistent, positive engagement.


**GROWTH**

## IT Summer Projects

Just because school is out doesn't mean the work stops. In fact, for several of our departments, summer is one of the busiest times of the year. Our Information Technology (IT) team is a great



example. With fewer day-to-day tickets and requests from schools, staff, and students, they are able to focus their efforts on major projects that strengthen our systems and expand our capacity.

This summer, the IT team accomplished a tremendous amount of work:

- More than 900 wireless access points were refreshed across our schools and sites, improving service and availability, with valuable support from the Facilities Department.
- Our backup and recovery systems were enhanced to make them more resilient against cyberattacks and potential data loss.
- Core infrastructure upgrades were completed at our elementary schools.
- Secondary school computer labs were refreshed, giving students greater access to up-to-date software and learning resources.
- The IT team also set up the technology infrastructure at two new locations—SĆIΛNEW STĒLIT̓KĒL Elementary School and the John Horgan Campus.

I want to take a moment to acknowledge every single member of our IT team. We know your work is often behind the scenes and only noticed when there is a problem. But your dedication makes a real difference every day for our students, staff, and families. Thank you for ensuring our schools are well-prepared for the year ahead.

## **Major & Minor Capital Updates**

SĆIΛNEW STĒLIT̓KĒL Elementary School received occupancy in the third week of August. Last Thursday and Friday, school staff were invited to begin setting up their classrooms and learning spaces, and this important work will continue in the days ahead as they prepare to welcome students.

We extend our gratitude to the many school and district staff who have been instrumental in preparing for September. Teams from IT, Curriculum Transformation, Inclusive Education, NA'TSA'MAHT, and Transportation have been working diligently for months. From building shelves to installing Wi-Fi, their collective efforts have ensured that the school is ready for the next stage—when staff and students bring it to life.

Special acknowledgment is extended to Mark Kaecher, District Principal of Capital Projects, and Camille McFarlane, incoming Principal, whose leadership and dedication have been critical in bringing this project to completion.



Our facilities team is in their busiest season as they prepare to welcome students and staff back to school.

Across the district, a number of important projects are underway:

- **Belmont** – Heat pump replacement
- **EMCS** – Inclusive washroom renovation, bleacher replacement, gym floor refinishing
- **John Muir** – Parking lot expansion, mechanical upgrades
- **Saseenos** – Re-roofing, field remediation
- **Savory** – Interior painting
- **Poirier** – Exterior painting
- **Hans Helgesen** – Child care centre construction
- **Ruth King** – Field remediation
- **Transportation** – EV charging infrastructure

Several projects have already been completed ahead of schedule, including the sewer connection at Sangster and the portable remediation and classroom conversion at Dunsmuir.

Looking ahead, you'll also see new initiatives take shape this year as part of our ongoing commitment to environmental stewardship:

- EV charging infrastructure at Dunsmuir, Journey, and Spencer Middle School
- Energy efficiency upgrades at EMCS

## John Horgan Campus Update

The Sooke School District is well-prepared to welcome learners to the John Horgan Campus this September. The Fast Forward to Graduation program will launch with its first cohort of 15 full-time students on September 8, while the online learning team continues to support students district-wide from this location. The career education team is now fully established in the space and ready to foster growth in youth employment, trades, and transitions to post-secondary pathways. Efforts to expand dual credit and other post-secondary opportunities are actively underway.



## Staffing Updates

With the retirement of Associate Superintendent David Strange in the summer, we welcomed back Vanessa White as Acting Associate Superintendent. Vanessa was formally the District Principal of Safe Schools and has a wealth of experience in district and school administration. We anticipate posting for a permanent position later in the fall.

We are also welcoming some new faces to our school administration teams:

- Jason Bishop, Acting Vice Principal, Spencer Middle School
- Michelle Bond, Vice Principal, Royal Bay Secondary School
- Kimberly Scott, Vice Principal, Belmont Secondary School
- Conor Hart, Vice Principal, Journey Middle School
- Erin Russell, Acting Vice Principal, PEXSISEN Elementary
- Toby Owen, Vice Principal, Centre Mountain Lellum Middle School

In early August, we received notice of a resignation from Royal Bay Secondary Vice Principal, Stephanie Davies. We wish Stephanie all the best as she will be pursuing another career opportunity in a different sector. Responding to this vacancy are the following placements:

- Rob McAllister, Vice Principal, Royal Bay Secondary (originally assigned as Vice Principal, Centre Mountain Lellum for the 2025/26 school year)
- Toby Owen, Vice Principal, Centre Mountain Lellum Middle School (a member of the District's Middle School Vice Principal pool). Following a temporary placement at Centre Mountain Lellum in the 2024/25 school year, Toby will be welcomed back in a permanent VP role at the school.

Congratulations to Kathy Qumsieh, the successful candidate for the Records Management position and a valued member of our IT team for many years. In this role, Kathy will lead the implementation of systems, structures, and safeguards that enhance operational efficiency, mitigate risk, ensure compliance, preserve institutional history, and strengthen transparency, while also advancing privacy and protective measures for personal and sensitive data across the organization.