

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 December 19, 2023, at 7:00 pm.**

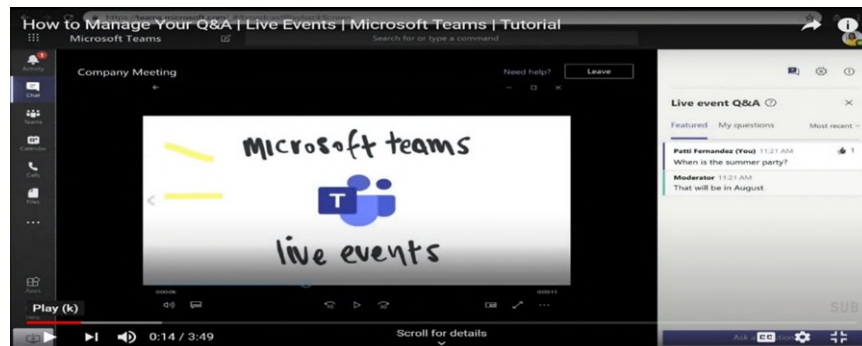
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

Furthermore, the meeting will be livestreamed via MS teams, to encourage more public participation. To join the in meeting please click here: [Public Board Meeting | Sooke School District \(sd62.bc.ca\)](https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84) 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
December 19, 2023 – 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)

TRUSTEE ELECTIONS

- 1.1 Chair
Vice-Chair
BCSTA Provincial Council Representative/Alternative
BCPSEA Representative/Alternate

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 December 19, 2023, as presented (or as amended).
- 2.2 Report on In Camera Meeting – Board Chair
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 November 28, 2023, as presented (or as amended).

4. INFORMATION ITEMS AND ANNOUNCEMENTS

- 4.1 Board Chair Update – Board Chair



5. EDUCATIONAL PRESENTATIONS

6. CORRESPONDENCE & DELEGATIONS

6.1 Correspondence (page 12)

- a. Email from Sooke Horseshoe Pitching Association, dated December 12, 2023, RE: Request for Letter of Support from the Board of Education

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

7. FINANCE, FACILITIES AND SERVICES

- 7.1 Resources Committee – Meeting of December 12, 2023 – Ebony Logins (page 13)
Motion Requested: That the Board of Education of School District 62 (Sooke) approve the proposed 24/25 budget principles, assertions and process as amended at the December 12, 2023, Resources Committee meeting.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of December 12, 2023.

8. EDUCATION PROGRAM

- 8.1 Education-Policy Committee – Meeting of December 5, 2023 – Allison Watson (page 16)
Motion Requested: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Procedural Regulations E-158 “Public Interest Disclosure – Whistleblower Protection”.

Motion Requested: That the Board of Education for School District 62 (Sooke) give Notice of Motion for draft new Policy and Regulations E-205 “Recruitment and Selection of Administrative Personnel.”

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of December 5, 2023.

9. STUDENTS

10. FOUNDATIONS AND GOVERNANCE

- 10.1 Na'tsa'maht Education Council Meeting of December 13, 2023 – Russ Chipps (page 38)
10.2 Trustee Liaison Reports – Board of Education
10.3 Statement of Financial Information – Harold Cull (page 41)



11. ADMINISTRATION

11.1 Board of Education 90 Day Work Plan – Board Chair (page 68)

12. PERSONNEL

12.1 Superintendent’s Report – Scott Stinson (page 70)

13. UPCOMING EVENTS

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
November 28, 2023 – 7:00 p.m.

TRUSTEES: Amanda Dowhy, Board Chair
Cendra Beaton
Christine Lervold
Allison Watson
Ebony Logins, Vice Chair
Russ Chipps (virtual)
Trudy Spiller

STAFF: Scott Stinson, Superintendent
Harold Cull, Secretary-Treasurer
Paul Block, Deputy Superintendent
Monica Braniff, Associate Superintendent
David Strange, Associate Superintendent
Fred Hibbs, Executive Director, HR
Farzaan Nusserwanji, Executive Director, IT
Steve Tonnesen, Manager, IT Operations

REGRETS:

SECRETARY: Kristina Ross

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

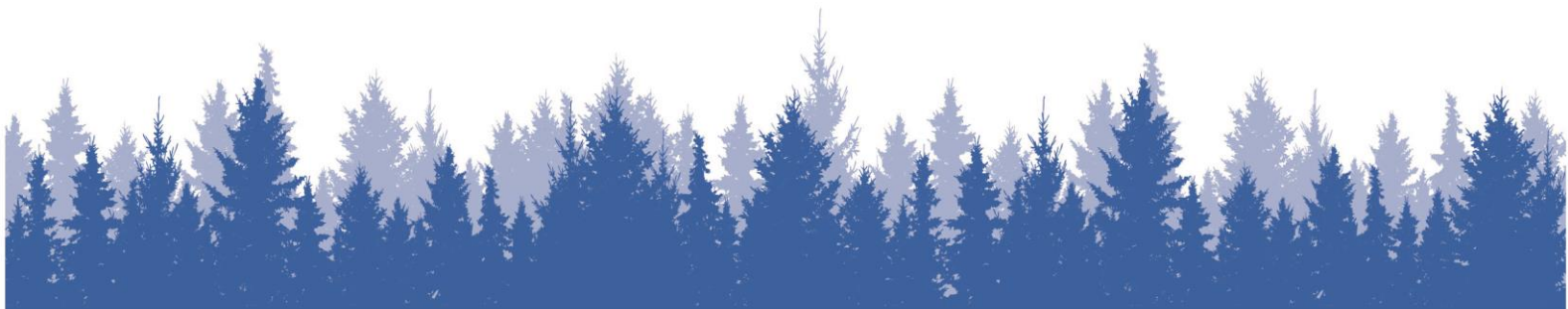
The meeting was called to order at 7:00 p.m. by the Board Chair, who acknowledged the traditional territories of the First Nations.

2. AGENDA

2.1 Call for amendments and additional items

175. MOVED Cendra Beaton/Christine Lervold
That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of November 28, 2023, 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

176. MOVED Cendra Beaton/Allison Watson
That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of October 24, 2023, as presented.
CARRIED

4. INFORMATION ITEMS AND ANNOUNCEMENTS

4.1 Board Chair Update – Amanda Dowhy

The Board Chair shared her condolences and support to the District of Sooke community after the passing of two members. She spoke work completed by the BCSTA Climate Action Working Group and shared a [report](#) from the working group along with several questions that they require feedback on. The Board Chair asked trustees to review the questions and for leadership to engage the staff. Further, she spoke about the introduction of [holocaust education](#) in the Grade 10 curriculum, the passing of [Bill 40-2023: School Amendment Act, 2023](#), and how it affects SD 62 and passed on her congratulations on to the Royal Bay Secondary School Senior Soccer Team, who placed second at the B.C. High School Soccer Championships.

5. EDUCATIONAL PRESENTATIONS

5.1 Governor General Awards – Scott Stinson

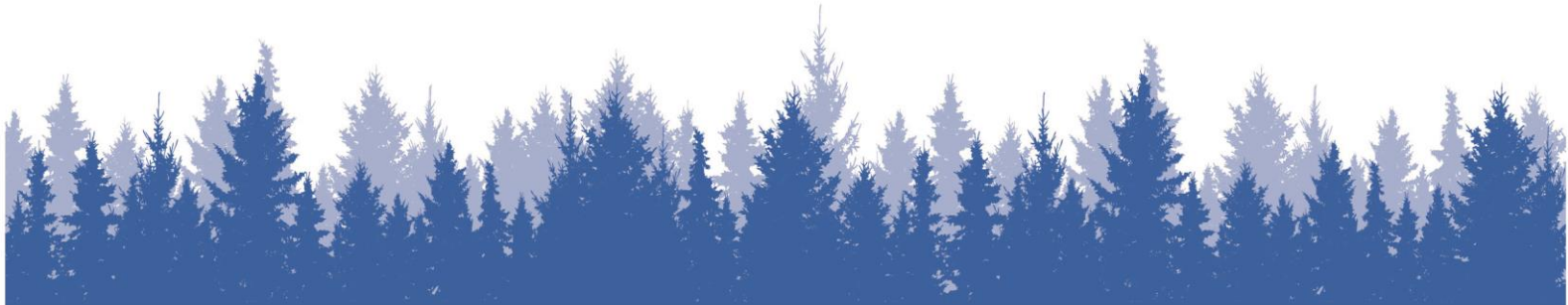
The Governor General Academic Award is awarded to the student who achieves the highest academic average upon graduation from a Secondary School.

- a. Belmont Secondary School Recipient – Katelyn Vandermark
- b. Edward Milne Community School Recipient – Rylan Domenichelli
- c. Royal Bay Secondary School Recipient – Naomi El-Nahas

5.2 Play & Learn Camp at Edward Milne Community School – Anne Bell

EMCS Society staff spoke about the Sooke Play and Learn Summer Camp, which helps students who are not yet meeting grade expectations through play-based learning activities targeting literacy and numeracy. They provided an overview of the program, and asked the Board of Education to consider the society during its budget planning cycle.

6. CORRESPONDENCE & DELEGATIONS



6.1 Correspondence

- a. Letter from Deputy Minister Zacharuk, dated October 12, 2022: FortisBC

177. MOVED Ebony Logins/Allison Watson

That the Board of Education of School District 62 (Sooke) receive the letter from Deputy Minister Zacharuk, dated October 12, 2022: FortisBC.

CARRIED

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

STA – Jennifer Anderson

Jennifer Anderson suggested that despite terminating the additional PRO D funding, the STA hosted its PRO D conference with keynote speaker Jo Chrona. She expressed concern about the portable at EMCS, one was removed and the other is empty waiting for an occupancy permit from the District of Sooke before it can be used.

CUPE 459 – Lou Leslie

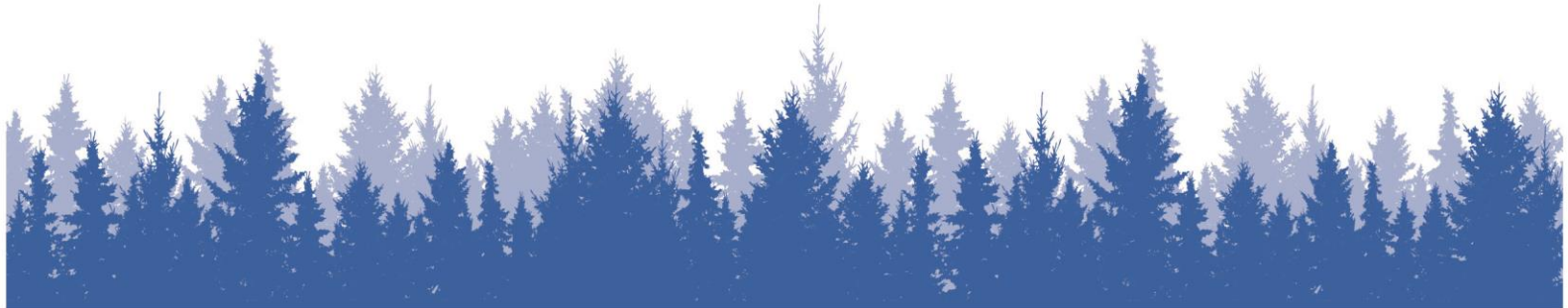
Vice President Lou Leslie congratulated the Governor General Academic Awards winners, their families and school communities. CUPE recently hosted the provincial trustees at the BCSTA Fall Academy where they were able to thank School Trustees for their work and dedication. She spoke of the need for affordable before and after school care in our school community and asked the Board of Education to again consider a Staff Affordability Fund, that would help staff weather the current increase in the cost of living.

PVP – Karen Sjerven

Karen Sjerven indicated that Remembrance Day Ceremonies were held District wide the week of November 6th. Elementary, Middle and Secondary Schools are participating in the 10,000 Tonight Initiative which will help feed the Western Communities in addition to Sooke and Port Renfrew. Centre Mountain Lellum Middle School celebrated its first anniversary with 700 cupcakes, and the Intramural Fall Sports schedule is underway.

SPEAC – Nevada Kaludjar

SPEAC thanked the presenters that participated in the November SPEAC Meeting. Topics included a presentation from Matthew Kemshaw on Growing Food and Promoting Health, Emergency Preparedness in SD 62, and the prefabricated additions at David Cameron and Ruth King Elementary Schools. SPEAC indicated that their next meeting will occur January 17, 2024, in addition to some workshops for parents.



7. FINANCE, FACILITIES AND SERVICES

7.1 Resources Committee Meeting of November 14, 2023 – Amanda Dowhy

The Board Chair provided an overview of the Resources Committee Meeting of November 14, 2023, to the Board of Education.

178. MOVED Cendra Beaton/Christine Lervold

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 14, 2023.

CARRIED

179. MOVED Cendra Beaton/Trudy Spiller

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 14, 2023.

CARRIED

180. MOVED Cendra Beaton/Christine Lervold

That the Board of Education of School District 62 (Sooke) accept the proposed changes to the catchment area for SCÍĀNEW STEĪĪTKEĪ Elementary School as presented at the Resources Committee Meeting of November 14, 2023.

CARRIED

181. MOVED Cendra Beaton/Trudy Spiller

That the Board of Education of School District 62 (Sooke) provide a one-time contribution of \$5,000 from surplus funds to support the Garry Oak Meadows project as requested. The funds will be provided to the City of Colwood for use on this project.

CARRIED

182. MOVED Cendra Beaton/Christine Lervold

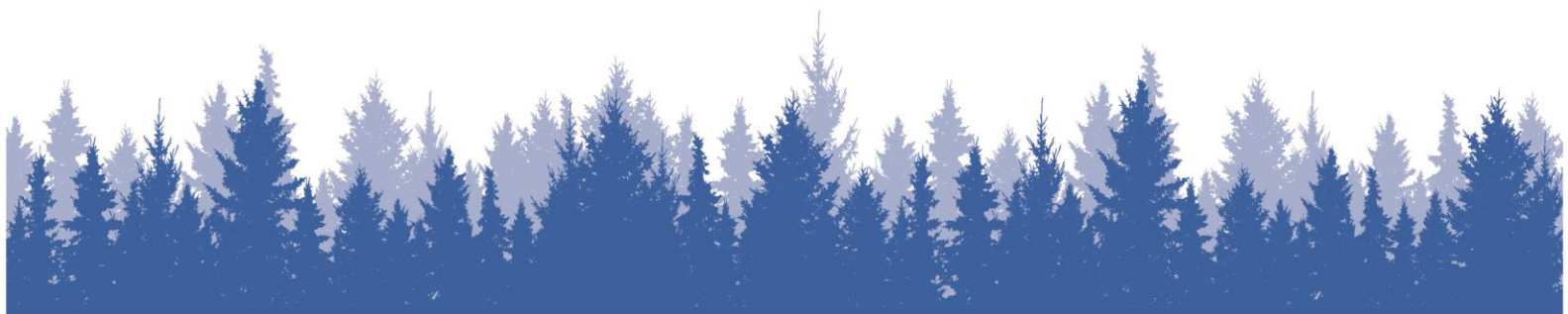
That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of November 14, 2023.

CARRIED

8. EDUCATION PROGRAM

8.1 Education-Policy Committee Meeting of November 7, 2023 – Allison Watson

Trustee Watson provided an overview of the Education-Policy Committee Meeting of November 7, 2023, to the Board of Education.



183. MOVED Allison Watson/Trudy Spiller
That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Report as presented at the Education-Policy Committee meeting of November 7, 2023.
CARRIED

184. MOVED Allison Watson/Cendra Beaton
That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of November 7, 2023.
CARRIED

8.2 Policy & Regulations Adoption – Scott Stinson

185. MOVED Allison Watson/Ebony Logins
Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) adopt draft Policy C-210 “Placement of Students”.
CARRIED

9. STUDENTS

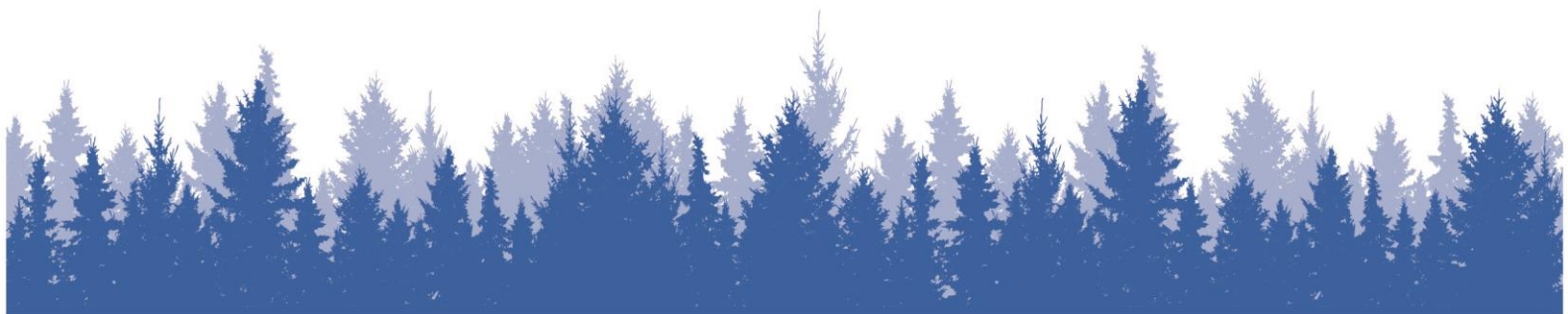
10. FOUNDATIONS AND GOVERNANCE

10.1 School Naming – Paul Block

Paul Block provided an overview of the school naming process for Eagle Ridge Community Centre.

186. MOVED Cendra Beaton/Russ Chipps
The Board of Education for School District 62 (Sooke) officially designate the secondary school located at Eagle Ridge Community Centre as QELENSEN Á,LEN Secondary and that staff communicate this decision to the Ministry of Education and Child Care and the broader school community.
CARRIED

187. MOVED Allison Watson/Christine Lervold
That the Board of Education of School District 62 (Sooke) write a Letter of Gratitude to Grandma Lavina Charles for the gifted name QELENSEN Á,LEN Secondary.
CARRIED



- 10.2 Na'tsa'maht Education Council Meeting of October 25, 2023 – Russ Chipps
Trustee Chipps provided an overview of the Na'tsa'maht Education Council meeting. Highlights included a review of the Indigenous students 1701 Report, an overview of the new Indigenous Information Management System, a review of the Elder Program and Role Model Program schedule, and upcoming community events.
- 10.3 BCPSEA Symposium – Cendra Beaton
Trustee Beaton provided a brief overview of the BCPSEA Symposium 2023: Insight and Opportunities, Human Resources in Education held November 2-3, 2023.
- 10.4 Trustee Liaison Reports – Board of Education
Trustee Beaton indicated that she is The Village Initiative Representative, and recently attended a meeting in which the group discussed the impact of its partnership. She thanked Associate Superintendent David Strange and Cindy Andrews for their leadership in this group.

11. ADMINISTRATION

- 11.1 Board of Education 90 Day Work Plan – Amanda Dowhy
The Board Chair provided an overview of the work plan to the Board of Education.

12. PERSONNEL

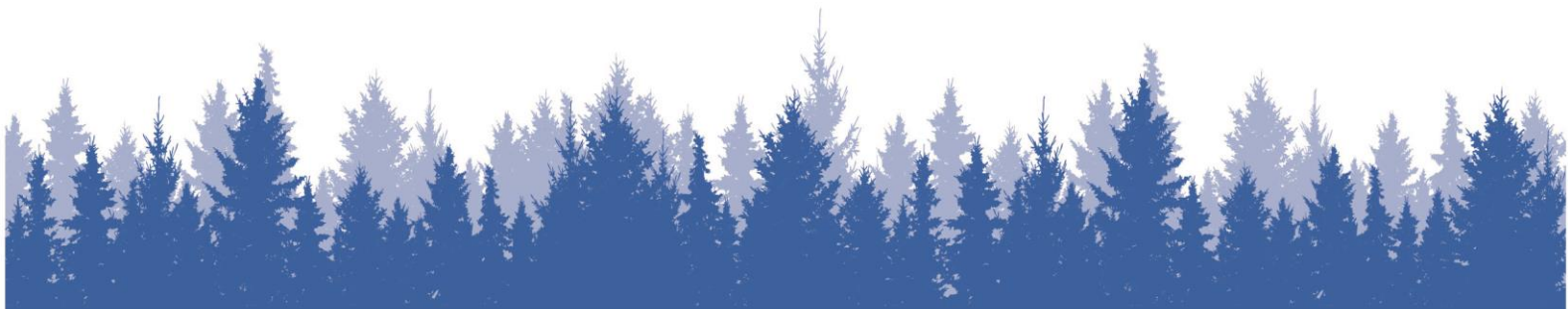
- 12.1 Superintendent's Report – Scott Stinson
The Superintendent provided the Board of Education an update on Learning, Engagement and Growth. He indicated that he had met with Leadership in the District to review their professional growth plans and toured their respective schools. Further, he advised that the District had been extremely busy responding to media requests in September through October and is currently on par with large school districts (e.g. Surrey) in this respect.

13. UPCOMING EVENTS

- December 5 – Education-Policy Committee Meeting
December 12 – Resources Committee Meeting
December 19 – Public Board Meeting
December 25-January 5 - Winter Break
January 8 – Schools Reopen

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.

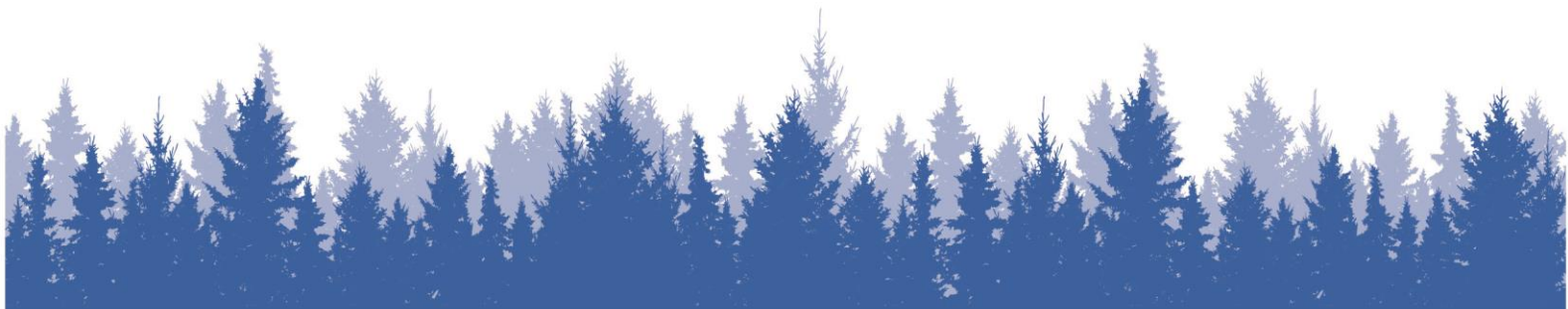
16. ADJOURNMENT

The meeting was adjourned at 9:07 p.m.

Certified Correct:

Chairperson of the Board

Secretary-Treasurer



Kristina Ross

From: Amanda Dowhy (Trustee) <adowhy@sd62.bc.ca>
Sent: Tuesday, December 12, 2023 8:47 AM
To: Kristina Ross
Cc: Scott Stinson; Paul Block; Harold Cull; Ebony Logins (Trustee)
Subject: Fwd: support letter
Attachments: 2023-MT-LTR-Sooke Horseshoe Pitching Association Grant Application.pdf; Letter to District 5yr plan.pdf; Filled in support letter.docx

Morning Kris,

Can you please add this as correspondence for this month's agenda.

Thanks!
Amanda

Sent from my iPhone

Begin forwarded message:

From: Sooke Horseshoe Pitching Association <sookehorseshoes@shaw.ca>
Date: December 12, 2023 at 8:36:25 AM PST
To: Trustees <Trustees@sd62.bc.ca>
Subject: support letter

CAUTION - EXTERNAL SENDER: This email originated from outside of School District 62. Do not click links or open attachments unless you have verified the sender and know the content is safe.

Good morning

We are the Sooke Horseshoe Pitching Association SHPA. We are applying for grants for all weather shelters over our pits. This will help to play all year round with all different types of weather. We are looking for a letter of support as we apply for these. I know that Ebony Logins has attended a few of our events and thought she could be a good input for us.

I have attached a letter to help you create such a request. Also our 2 to 5 year plan. A support letter from the Mayor

We have students from Journey and Edward Milne come down a participate. Although we are not allowed to charge for kids to play at any time we love having them come and learn a great sport. We have also had other organizations come and play Girl Guides and some business parties and even PRO D DAY camps for teachers This year we spent 20 hours with about 110 students coming out to try horseshoes.

HORSESHOES IS A FREE SPORT FOR CHILDREN AGES 8 TO 18. As BC Horseshoes does not allow us to charge children they even go to tournaments no charge Our annual fee for adults is \$55 for the year with \$25 going towards BC Horseshoes for insurance.

Thank you so much for your consideration in supporting us grow our sport in Sooke

Sooke Horseshoe Pitching Association

Committee Report of Resources Committee Meeting of December 12, 2023 via MS Teams

Present: Ebony Logins, Trustee (Committee Chair)
Christine Lervold, Trustee (Committee Member)
Trudy Spiller, Trustee (Committee Member)
Scott Stinson, Superintendent
Harold Cull, Secretary Treasurer
Paul Block, Deputy Superintendent
Ed Berlando, STA
Trudy Court, CUPE
Ceilidh Deichmann, SPVPA
Tom Davis, SPEAC
David Lee-Bonar, Assistant Secretary Treasurer
Randy Cobb, Manager, Transportation
Nicole Gestwa, IT

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:01 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

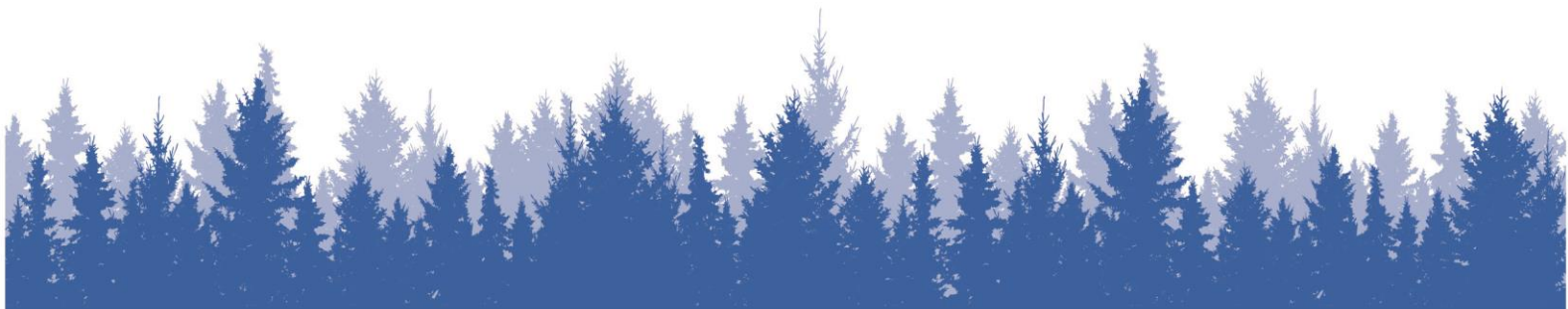
The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated November 14, 2023, at its Public Board Meeting dated November 28, 2023.

3. PRESENTATIONS

4. BUSINESS

4.1 24/25 Budget Principles, Assertions and Process – David Lee Bonar

Part of the Board of Education's annual work plan has the approval of the Annual Budget Principles, Assertions and Process which is typically completed in January. As the winter break is later in the year, staff asked Committee members to discuss the budget process and provide feedback on the principles, assertions, and process. The Committee discussed the



existing staff levels in the system, the impacts of the enrolment estimates and that partner groups will be able to provide their budget thoughts to the Board on February 20, 2024. Staff were asked to add an assertion to reflect the additional measures to be taken during the enrolment forecasting process.

As a result, the amended Budget Assertions for Board consideration are:

- 1) The provincial funding formula will remain the same and be based on per FTE funding;
- 2) Domestic enrolment will continue to grow, and current staffing levels (above CA requirements) will be partially used to address this growth;
- 3) *Staff will create multiple data points to consider when developing the domestic enrolment estimates to strengthen the process; and*
- 4) All negotiated/approved salary increases will be funded.

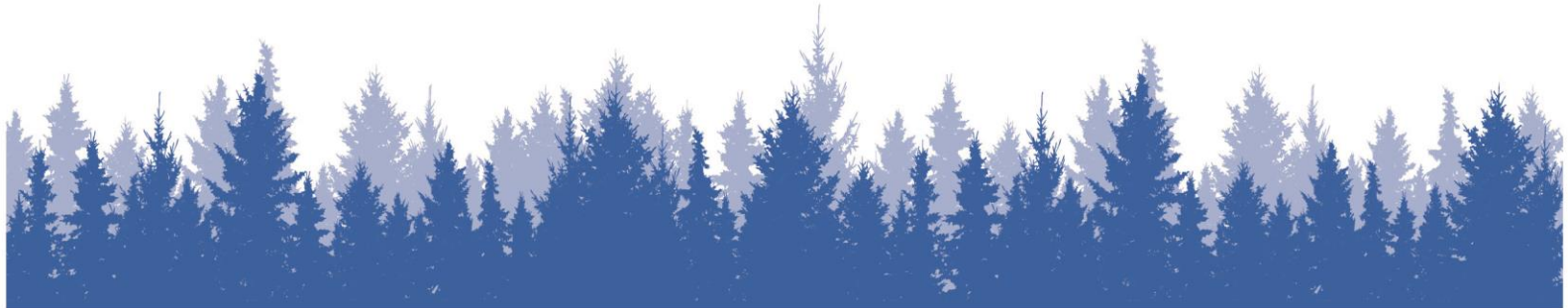
At the conclusion of the discussion, the following motion was put forth for recommendation.

Recommended Motion:

That the Board of Education of School District 62 (Sooke) approve the proposed 24/25 budget principles, assertions and process as amended at the December 12, 2023, Resources Committee meeting.

4.2 Strategic Plan Renewal Process – Harold Cull

As a continuation of the discussion at the November 14th Committee meeting, staff provided an overview of the Strategic Plan Renewal Process and key deliverables for this school year including the environmental scan being conducted. The Committee discussed the stakeholder survey that is out and provided feedback on the Vision/Mission/Values and Beliefs Statements. The Committee discussed adding a staff perspective to the statements and more of a SD62 context through language changes. The completed environmental scan will be brought back to the January Resources Committee meeting for information.



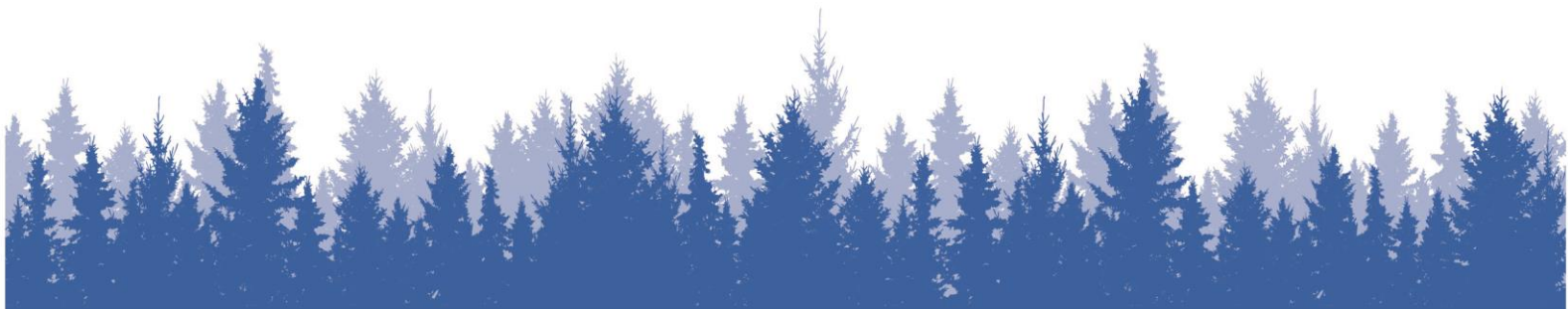
4.3 Transportation Safety Update – Randy Cobb

Staff provided the Resources Committee an update on District wide transportation safety issues including the driver and crossing guard training programs. The Committee discussed the idea of a rider tracking system and reviewed the “My Ride K- 12: Pilot Study that will commence in the Milnes Landing Zone in January 2024.

4.4 EMCS Portable – Harold Cull

Staff provided an update on the portable at EMCS. They reviewed the process and timeline and spoke about the difficulties staff encountered during the install. Further, staff discussed the lessons learned moving forward for future years and the great work that our CUPE staff completed in short order to obtain occupancy for the portable.

5. **ADJOURNMENT AND NEXT MEETING DATE:** January 16, 2024





**COMMITTEE REPORT OF THE
EDUCATION-POLICY COMMITTEE
School Board Office
December 5, 2023 – 6:00 p.m.**

Present: Allison Watson, Trustee (Committee Chair)
Cendra Beaton, Trustee (Committee Member)
Russ Chipps, Trustee (Committee Member)
Christina Kempenaar, STA
Betty-Lou Leslie, CUPE
Georgette Walker, SPVPA
Nevada Kaludjar, SPEAC
Scott Stinson, Superintendent/CEO
Paul Block, Deputy Superintendent
Dave Strange, Associate Superintendent
Monica Braniff, Associate Superintendent

Guests: Fred Hibbs, Cynthia Berenyi

CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

We are honoured to be meeting on the traditional territories of the Coast Salish: T'Sou-ke Nation and Sc'ianew Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees Nation.

1. Opening Remarks from Chair, Allison Watson

Chair Watson honoured and celebrated the selected name for the academy school, QELENSÉN Á,LEN Secondary School, and gave appreciation to the Nation for the gifting of the name. She also recognized the work of Lou Leslie and her contributions to the Education-Policy committee specifically, and the full district overall. Lou is retiring at the end of December and has given to the district in many ways, including as CUPE representative for Education-Policy. Chair Watson also took this opportunity to acknowledge Scott Stinson in his final Education-Policy meeting and shared thanks for his support as Superintendent. As we move into the new year, Chair Watson thanked the full committee for their work and encouraged members to reach out with any feedback on the committee.

2. a. COMMITTEE REPORT of Nov. 7, 2023 Education-Policy Committee meeting

The committee report for the Nov. 7, 2023 Education-Policy Committee meeting was received by the committee. No errors or omissions were noted.

b. Presentation - Research Project Approval Follow-Up – Berenyi, Cynthia – “Investigating Social-Emotional and Mindfulness Techniques to Enhance Learning, Development and Well-Being for Children”

Cynthia Berenyi's research project is grounded in her work with students who struggle with regulation, and in her own experiences with mindfulness. Her research focused on the impact of mindfulness on students' academic and social-emotional learning. Her methodology involved directly teaching students about mindfulness and social-emotional strategies over the course of 3-4 weeks. Her research involved pre and post surveys with students to reflect their responses to mindfulness, academic focus, social-emotional learning, and overall wellbeing at school. Data showed that students became more reflective about their focus and listening, maintained stronger friendships, improved emotional awareness, and reported feeling more confident and peaceful. Results showed students' growth in personal awareness and their greater ability to be present in the moment. Her recommendation is to embed mindfulness into the curriculum and support teachers in approaching the material with confidence and comfort. Appreciation was given for her work in the district and for bringing the findings back to this committee.

3. BAA COURSE PROPOSALS

There were no BAA course proposals for this meeting.

4. REVIEW OF POLICIES/REGULATIONS

- a. Draft Revised Policy and Regulations E-158 "Public Interest Disclosure – Whistleblower Protection" – Fred Hibbs

Fred Hibbs, Executive Director of Human Resources reviewed the legislation and related regulations that came into effect for school districts on December 1, 2023. Substantial changes to Policy E-158 are being proposed to reflect the revised legislative requirements under the Act. A ten-minute training video is included in the material to facilitate a thorough understanding of the legislation and required actions.

The proposed changes to Policy and Regulations E-158 are designed to reflect updated language and to support those needing to report a concern under the *Public Interest Disclosure Act* (PIDA). The regulations include a template that will guide a person through the steps involved in reporting a concern. The revisions also clearly identify the person responsible for overseeing the policy and for reviewing any complaints that are brought to the district. In addition, the definition of "wrongdoing" is also expanded to reflect the type of significant issues that may occur and be brought forward as a complaint under PIDA policy. The final change is the inclusion of comprehensive language that defines processes regarding urgent disclosures. These high-risk disclosures are ones that cannot be delayed through the process of investigation.

The committee's conversation reflected appreciation for the detail and alignment of the policy with Ministry requirements. Clarification was asked about what protection there is for the privacy of individual workers: All areas of the PIDA process are guided by the parameters defining Freedom of Information and Privacy. Mr. Hibbs communicated a late Ministry change to the legislation which states that School Board Trustees are not covered by this legislation as they are not considered employees of the district.

Recommended Motion

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Procedural Regulations E-158 "Public Interest Disclosure - Whistleblower Protection".

- b. Draft New Policy and Regulations E-205 "Recruitment and Selection of Administrative Personnel" – Scott Stinson

Through work of the Governance Committee, staff reviewed the processes of recruitment and selection of administrative personnel. The current proposed policy and regulations was worked on through the

Governance Committee and presented today for Notice of Motion. The policy reflects clear descriptors and processes for areas such as hiring pools and posting practices for excluded and administrative personnel. Draft Policy and Regulations E-205 also include a hiring matrix that outlines these processes and establishes accountability for the outlined steps.

Questions from the committee were brought forward around the equity hiring language included in the policy and regulations and how we will understand potential barriers and biases that potentially impact a hiring process.

Recommended Motion

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft new Policy and Regulations E-205 "Recruitment and Selection of Administrative Personnel".

6. NEW BUSINESS

a. Bakau Report Summary – Monica Braniff

Associate Superintendent Braniff reviewed the Information Note outlining the preliminary results and findings of the Bakau analysis. She reviewed the purpose of the Diversity, Equity and Inclusion (DEI) analysis and outlined the methodology used by this consulting team. Recommendations from Bakau were grouped in 4 themes: Leading & Listening, Processes & Policies, Staff Support & Education, and Student Support & Education. Next steps will be to receive the final report, review the recommendations with a DEI committee, determine our district direction, and create an implementation plan that may then have budget implications for the 2024/25 school year. A robust conversation at the committee table expressed appreciation for this work in SD62 and a strong interest in hearing more about the district direction as determined through a DEI committee.

7. FOR INFORMATION

a. Research Project Approval – Roden, Keely – "Investigating Literacy Intervention Strategies for Primary Students, Including Those With Autism: An Action Research Study"

Superintendent Stinson drew attention to the new addition on research application packages that asks those seeking research approval whether they are amenable to reporting back to the committee.

This research will support our understanding of the K-12 literacy approach, particularly at the elementary level and for students with an autism diagnosis.

8. FOR FUTURE MEETINGS

9. ADJOURNMENT AND NEXT MEETING DATE: Jan. 11, 2023 at 6 p.m. Please note the shift from Tuesday to Thursday for January's meeting.

Adjournment was at 7:45 pm.

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

Dec. 19, 2023

Draft revised Policy and Regulations E-158 "Public Interest Disclosure – Whistleblower Protection" are now ready for Notice of Motion.

NOTICE OF MOTION:

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations E-158 "Public Interest Disclosure – Whistleblower Protection".

School District #62 (Sooke)

PUBLIC INTEREST DISCLOSURE - WHISTLEBLOWER PROTECTION	No.: E-158
	Effective: Jan. 26/21 Revised: Reviewed: Nov 3/20; Nov. 24/20; Jan. 26/21; Dec. 5/23; Dec. 19/23

School Board Policy

The Board of Education of School District No. 62 (Sooke) is committed to the highest standards of ethical conduct, integrity and accountability **in its operations, programs and services, and to promoting a culture of openness and transparency.**

The Board of Education has a responsibility for the stewardship of the District. In order to ensure compliance with the *Public Interest Disclosure Act (PIDA)* the Board encourages and supports employees to report, while acting in good faith, and consistent with their applicable Code of Ethics, in any situation that they reasonably believe to be substantive improper activity **or unlawful conduct without fear of retaliation or reprisal.** Where it is alleged that an improper activity by District officers or employees has occurred, the principles and processes outlined in this Regulation shall govern.

This Policy applies to alleged wrongdoing related to the School District's operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

All activities undertaken within this Policy will be in compliance with the requirements of the Freedom of Information and Protection of Privacy Act (FOIPPA) – see [Board Policy D-330](#).

School District #62 (Sooke)

PUBLIC INTEREST DISCLOSURE - WHISTLEBLOWER PROTECTION	No.: E-158
	Effective: Jan. 26/21 Revised: Reviewed: Nov. 3/20; Nov. 24/20; Jan. 26/21; Dec. 5/23; Dec. 19/23

PROCEDURAL REGULATIONS1.0 Authority

- 1.1 **As the Designated Officer for PIDA**, the responsibility for the day-to-day administration and enforcement of this policy rests with the Superintendent and CEO as authorized by the Board of Education. **The Superintendent may delegate their authority in writing to other members of the School District's Executive Team to act as a Designated Officer.**
- 1.2 The provisions of this policy are independent of and supplemental to the provisions of collective agreements between the Board of Education and its Unions relative to the grievance procedures, and to any other terms and conditions of employment.

2.0 Definitions

- 2.1 Board – is the Board of Education of School District No. 62 (Sooke).
- 2.2 **Designated Officer - the Superintendent and any other member of the School District's Executive Team designated under this policy by the Superintendent from time to time.**
- 2.3 **Disclosure - a report of Wrongdoing made under this policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA.**
- 2.4 Employee - ~~applies to all~~ **past and present** trustees, officers, directors and employees of the District ~~as well as to other stakeholders having an interest in the District including suppliers, consultants, and contractors.~~
- 2.5 Good Faith - is evident when a report is made without malice or consideration to personal benefit and the employee has a reasonable basis to believe that the report is true.
- 2.6 Employer – ~~applies to~~ the Board of Education of School District 62 (Sooke).
- 2.7 **Ombudsperson - the [Ombudsperson of British Columbia](#).**

2.8 Protection Official means:

- a. in respect of a health-related matter, the provincial health officer,
 - b. in respect of an environmental matter, the agency responsible for the Emergency Program Act, or
- in any other case, a police force in British Columbia.

2.9 Reprisal - the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of an Employee because they made a Disclosure, sought advice, made a complaint about a Reprisal or participated in an investigation related to PIDA.

2.10 Respondent - a person against whom allegations of Wrongdoing or a complaint of Reprisal is made.

2.11 Supervisor – A person who supervises a person or activity.

2.12 Urgent Risk - arises when there is a reasonable belief that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

2.13 Wrongdoing refers to:

- a. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- b. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- c. a serious misuse of public funds or public assets;
- d. gross or systematic mismanagement;
- e. knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

3.0 Reportable Activities

~~3.1 Reportable Activities~~ **A wrongdoing** may include, but are **is** not limited to:

- f. an unlawful act, civil or criminal.
- g. abuse or an imbalance of power.
- h. action detrimental to students or staff of the District.
- i. questionable accounting practices.
- j. falsifying District records.
- k. theft of cash, goods, services, time or fraud.
- l. inappropriate use of Board funds or assets.
- m. decision making for personal gain.
- n. dangerous practices likely to cause physical harm, or damage to District property.
- o. retaliation, repercussion or reprisal for reporting under the **this** policy.

4.0 Duty to Disclose

4.1 The Board of Education encourages any Employee who is aware of or witness to any improper activity **a Wrongdoing to make a Disclosure to any of the**

following:

- a. that person's Supervisor;**
- b. the Superintendent;**
- c. a Designated Officer other than the Superintendent; or**
- d. The Ombudsperson.**

to bring the matter to their direct Supervisor. If the matter involves the Employee's direct Supervisor it should be reported to the Superintendent and CEO. The District will investigate the matter and take actions appropriate to the circumstances. Employees can expect that matter will be treated in confidence, unless disclosure of the information is authorized or required by law [for example under the Freedom of Information and Protection of Privacy Act (**FOIPPA**) or Court subpoena].

4.2 Reports received from members of the public or from Employees who were not employed by or held office with the School District at the time that the alleged Wrongdoing occurred or was discovered are outside the scope of the policy and the associated procedural regulation.

5.0 Protection of Employee and Employer

Employee

- 5.1 Any Employee shall not be subject to discipline or Reprisal for bringing forward a complaint **Disclosure** to a Supervisor if they:
 - a. believe it to be substantively true.
 - b. provides information in Good Faith.
 - c. does not act maliciously or make false allegations.
 - d. does not seek any personal or financial gain.
- 5.2 All reports under this policy will be handled with strict confidentiality and personally identifiable information from the report will only be shared to the extent necessary to conduct a complete and fair investigation according to the law.
- 5.3 If an investigation reveals that the report was frivolously made or undertaken for improper motives or made in bad faith or without reasonable and probable basis, disciplinary action may be taken.

Employer

- 5.4 Nothing in this policy shall be deemed to diminish or impair the rights of the District to manage its employees under any policy or collective agreement; or to prohibit any personnel action which otherwise would have been taken regardless of the reporting of the information.

6.0 Reporting **Making** a Complaint **Disclosure**

- 6.1** ~~Employees and stakeholders may submit a complaint about any Reportable Activities to their Direct Supervisor or the Superintendent at the School Board Office, in writing via email or by written letter submitted in confidence.~~ **A Disclosure must be submitted in writing using the Disclosure Form (see Appendix A) and include the following information, if known:**
 - a. a description of the Wrongdoing;**

- b. the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;**
- c. the date or expected date of the Wrongdoing;**
- d. if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and**
- e. whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.**

- 6.2 ~~Per Section 11.1 of the *Public Interest Disclosure Act*~~ An Employee who is considering making a Disclosure may request advice from:
- a. the Employee's union representative or employee association representative, as applicable,
 - b. a lawyer,
 - c. the Employee's Supervisor,
 - d. a Designated Officer of the relevant ministry, government body or office in respect of the employee, or
 - e. the Ombudsperson.

- 6.3 **A Disclosure may be submitted to the School District on an anonymous basis but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit an investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to an Employee under this policy or PIDA will not be provided to an anonymous person, except at the discretion of the Superintendent or Designated Officer and where the person has provided contact information.** It is important for employees or stakeholders making a complaint **Disclosure** to understand that the investigation of a complaint **Disclosure** will be most effective if they have provided their name and contact information, ~~when submitting a complaint.~~

- 6.4 PIDA permits Employees to make public disclosures if the Employee reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment. Before making a public disclosure of an Urgent Risk the Employee must:**
- a. consult with the relevant Protection Official;**
 - b. receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure;**
 - c. refrain from disclosing, publishing or otherwise sharing personal information except as necessary to address the Urgent Risk;**
 - d. refrain from disclosing any information that is privileged or subject to a restriction on disclosure under PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege; and**

- e. seek appropriate advice if uncertain about what personal information, privileged or other information may be disclosed as part of a public disclosure.
- f. notify the Superintendent or other Designated Officer.

6.5 If the Employee decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.

7 Investigation

7.1 Every person who receives a Disclosure under this policy must promptly refer it, including all Disclosures Forms and other materials supplied, to the Superintendent or appropriate Designated Officer as follows:

- a. Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure shall first be referred to the Superintendent who may delegate their duties under the policy and this Procedure to any other Designated Officer;
- b. If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure should be referred to Office of the Ombudsperson.

7.2 Every person involved in receiving, reviewing and investigating Disclosures must carry out those functions in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under PIDA.

7.3 The School District shall seek to complete all investigations within ninety (90) calendar days of receipt of a Disclosure, but the Superintendent or Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.

7.4 Upon receiving a ~~complaint~~ **Disclosure**, the Superintendent **or Designated Officer** will record the receipt of the ~~complaint~~ **Disclosure** and determine whether the matter is, in fact, a **Wrongdoing** Reportable Activity under this policy. If the Superintendent **or Designated Officer** determines that the ~~complaint~~ **Disclosure** is a legitimate ~~Wrongdoing~~ Reportable Activity, the Superintendent or ~~delegate~~ **Designated Officer** will open a file and commence an investigation.

7.5 The investigation generally will include, but will not be limited to, discussions with the reporting Employee, the party against whom the allegations have been made and witnesses, as appropriate. Employees shall not obstruct or impede any investigation. Reasonable actions will be taken to prevent **Reprisal** retaliation against anyone making a **Disclosure in** Good Faith report or participating in an investigation.

7.6 The Superintendent or Designated Officer may expand the scope of any investigation beyond the allegations set out in the Disclosure to ensure that any potential Wrongdoing discovered during an investigation is

investigated.

- 7.7 The Superintendent or delegate **Designated Officer** may enlist Senior Management and/or legal, accounting or other advisors, as appropriate, to assist in conducting any investigation. All investigators shall be independent and unbiased both in fact and appearance. Investigators have a duty of fairness, objectivity, thoroughness and observance of legal and professional standards.
- 7.8 The Superintendent or Designated Officer may consult with the Ombudsperson regarding a Disclosure or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the Employee who made the Disclosure.**
- 7.9 The Superintendent or Designated Officer may refuse to investigate or postpone or stop an investigation if the Superintendent or Designated Officer reasonably believes that:**
- a. the Disclosure does not provide adequate particulars of the Wrongdoing;**
 - b. the Disclosure is frivolous or vexatious, has not been made in Good Faith, has not been made by a person entitled to make a Disclosure under this policy or PIDA, or does not deal with Wrongdoing;**
 - c. the investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;**
 - d. the investigation of the Disclosure would serve no useful purpose because the subject matter of the Disclosure is being, or has been, appropriately dealt with;**
 - e. the Disclosure relates solely to a public policy decision;**
 - f. the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;**
 - g. the investigation may compromise another investigation; or**
 - h. PIDA otherwise requires or permits the School District to suspend or stop the investigation.**
- 7.10 Subject to the School District's obligations under FOIPPA and this procedure, the Employee making a Disclosure and the Respondent(s) will be provided with a summary of the School District's findings, including:**
- a. notice of any finding of Wrongdoing;**
 - b. a summary of the reasons supporting any finding of Wrongdoing;**
 - c. any recommendations to address findings of Wrongdoing.**
- 7.11 It is the obligation of all Employees to cooperate in any investigation. Those responsible for the investigation will maintain confidentiality of the allegations and the identity of the person involved, subject to the need to conduct a full and impartial investigation and review any violations of the law or the Board's policies.
- 7.12 If an investigation establishes that an Employee has engaged in improper ~~activity~~ **Wrongdoing** ~~Reportable Activity~~, the Board will take immediate and appropriate corrective action.

8 Annual Report

- 8.1 The Superintendent shall submit to the Board, in an in-camera meeting, an annual summary of actions taken under this Policy. **Each year, the Superintendent shall prepare, in accordance with the requirements of PIDA, and make available, a report concerning any Disclosures received, investigations undertaken and findings of Wrongdoing. All reporting under this policy will be in compliance with the requirements of FOIPPA.** The summary will include reports received and acted upon during the school year, July 1st to June 30th.

DRAFT

Appendix A

E-158 Public Interest Disclosure Policy - Disclosure Form

INSTRUCTIONS

Before filling out this Public Interest Disclosure Form, please review the School District's Public Interest Disclosure Policy and Procedures <insert link>. Please also ensure that you provide all required details and attach copies of any documents you wish to submit as part of your report. The completed form (together with all attachments) may be submitted by:

email to: pida@sd62.bc.ca

or

mail to:

Attn: Superintendent
School District #62 (Sooke)
3143 Jacklin Road
Langford, BC V9B 5R1

PRIVACY STATEMENT

The personal information submitted in this Public Interest Disclosure Form is collected by the School District under sections 26(a) and (c) of the Freedom of Information and Protection of Privacy Act, and will be used to assess, review, investigate and respond to allegations of wrongdoing made under the Public Interest Disclosure Act. If you have any questions about the collection, use or disclosure of your personal information in connection with your disclosure, please contact the Superintendent at pida@sd62.bc.ca or (250) 474-9811.

CONFIDENTIALITY

Reports made under the Public Interest Disclosure Act are received and held in confidence by the School District. The reports and information received will be used and shared only to the extent reasonable and necessary to assess, investigate and respond to your disclosure and will not be used or disclosed for other purposes except as permitted or required under the Freedom of Information and Protection of Privacy Act and the Public Interest Disclosure Act or other applicable laws.

COMPLETING THE DISCLOSURE FORM

The purpose of this Public Interest Disclosure Form is to assist you in making a disclosure under the Public Interest Disclosure Act. The requested information is to ensure we have sufficient information to carefully review, investigate and respond to your disclosure. If you are unable to provide all requested details at the time you make your initial disclosure, you may ask to submit additional details at a later time.

PUBLIC INTEREST DISCLOSURE REPORT

1. Are you a current employee of School District #62 (Sooke)?

Yes No

2. Were you an employee of School District #62 (Sooke) when the alleged wrongdoing occurred or was discovered?

Yes No

3. Please enter your contact information below so that we can communicate with you about your disclosure. Your identity and contact information may be shared with investigators to allow them to communicate with you.

While anonymous disclosures may be accepted under the Public Interest Disclosure Act, we may not be able to investigate if we are unable to contact you to confirm you are a current or former employee or to obtain further details, evidence or clarification about your disclosure.

NAME	HOME ADDRESS
EMAIL	PHONE
ADDITIONAL INSTRUCTIONS e.g. How would you prefer to be contacted? May we leave messages for you?	

4. A report may be made under the Public Interest Disclosure Act for any of the following categories of wrongdoing. Please check any that apply:

- serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- a serious misuse of public funds or public assets;
- gross or systemic mismanagement;
- knowingly directing or counselling a person to commit a wrongdoing described above.

If your report does not fall within one of these categories, you may wish to consider whether your report falls under another policy or procedure of School District #62 (Sooke). <Insert Link to District Policies>.

5. In the space below, please describe the alleged wrongdoing and the person(s) alleged to have committed the wrongdoing. Please provide as much detail as you are able, including:

- A description of the wrongdoing and any relevant background,
- The names of those responsible,
- When and where the wrongdoing occurred,
- Names of people who witnessed the wrongdoing, if available,
- Any law or legislation that has been breached.

DESCRIPTION OF ALLEGED WRONGDOING

6. Have you previously reported the wrongdoing to School District #62 (Sooke)?

Yes No

If yes, please indicate who the report was made to and any actions taken.

REPORT DATE AND PERSON REPORTED TO

7. Please describe any other steps or actions that you or others have taken to address, report or prevent the reported wrongdoing.

OTHER ACTIONS TAKEN

8. Do you know of any other organizations that are investigating the reported wrongdoing or whether other complaints or claims about the wrongdoing have been filed (e.g. court filings, grievance, human rights complaint, privacy complaint, police investigation, etc.). Please explain.

OTHER INVESTIGATIONS

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

Dec. 19, 2023

Draft new Policy and Regulations E-205 "Recruitment and Selection of Administrative Personnel" are now ready for Notice of Motion.

NOTICE OF MOTION:

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft new Policy and Regulations "Recruitment and Selection of Administrative Personnel".

School District #62 (Sooke)

Recruitment and Selection of Administrative Personnel	No.: E-205
	Effective: Revised: Reviewed: Dec. 5/23; Dec. 19/23

SCHOOL BOARD POLICY

The Board of Education believes strong leadership and administration at the district and school levels are essential to the effective and efficient operation of the school system. The Board of Education and superintendent seek to recruit and hire highly qualified employees to provide exceptional leadership, educational services, and inclusive services that align to the Board's Strategic Plan and legislated responsibilities.

The Board of Education is committed to hiring individuals that are representative of the broad community served by the school district and will participate in a Human Rights Special Program that aims to improve the lives of disadvantaged individuals or groups in the province. The School District will not permit any discriminatory processes or practices to influence the recruitment and hiring process and will use processes that provide for the fair and equitable treatments of all candidates.

The Board of Education serves a governance role in the selection of Principals and Vice-Principals and non-school based positions, and is responsible for setting policy and providing oversight to the process.

The Superintendent is responsible for developing specific recruitment and selection procedures for all Executive Staff, Principals, Vice-Principals and other management exempt positions.

The Board of Education is responsible for the recruitment and selection of the Superintendent, subject to the requirements outlined in the *School Act*.

The Superintendent is further responsible for the process to recruit and select all other positions for the School District, in accordance with any collective agreements with the School District.

Statutory Requirements:

British Columbia School Act: Sect. 22 Responsibilities of the Superintendent

Policy:

E-110: Job Descriptions

School District #62 (Sooke)

Recruitment and Selection of Administrative Personnel	No.: E-205
	Effective: Revised: Reviewed: Dec. 5/23; Dec. 19/23

ADMINISTRATIVE REGULATIONS1. Superintendent

- 1.1. The Board has the sole authority to recruit and select an individual for the position of Superintendent and anyone expected to act in the place of the Superintendent for a period in excess of thirty (30) days.
- 1.2. The Board may choose to engage an external consultant to provide executive search services.
- 1.3. The Board shall have sole responsibility for initiating the advertising process and shall make reasonable effort to ensure that all current district employees are made aware of the vacancy.
- 1.4. The Board shall constitute the selection committee.
- 1.5. The Board will invite representatives from Executive Staff and district stakeholder groups (CUPE, STA, SPVPA, and SPEAC) to advise the selection committee during the interview process.

2. Executive Staff

The following process shall be used for executive staff positions, specifically, Deputy Superintendent, Associate Superintendent, Secretary-Treasurer, Executive Director of Human Resources and the Executive Director of Digital Solutions.

- 2.1. The Superintendent is delegated authority to recruit and establish shortlisting and interview processes, within the limitations of legislation, budget allocations and collective agreements.
- 2.2. Prior to commencing a search for an Executive Staff position a current, written role description shall be prepared.
- 2.3. Input to the recruitment criteria shall be provided by the Board and may be sought from district stakeholder groups prior to the recruitment being initiated.
- 2.4. The Personnel Committee of the Board, Superintendent, and Executive Team Representatives appointed by the Superintendent shall constitute the short listing and selection committees for these positions.
- 2.5. The selection committee shall seek representation from other members of the Executive Staff and stakeholder groups to participate as an advisory committee to the selection committee during the interview process. Feedback and recommendations from the advisory committee will be recorded as reference material for the selection committee. Advisory committee members, comprised of stakeholder representative, shall withdraw at the conclusion of this feedback process.

2.6. Recommendations by the selection committee shall be brought forward to the Board of Education for ratification.

3. Principals and Vice-Principals

At the discretion of the Superintendent and within the constraints of this policy, principal or vice-principal vacancies shall be filled through either: Principal or Vice-Principal mobility, selection from the Principal/Vice-Principal hiring pool; or through competition for a posted vacancy.

Principals and Vice-Principals are hired to the district and placed in assignments.

3.1. Principal and Vice-Principal Mobility:

3.1.1. The Board believes that changes in Principal and Vice-Principal assignments can be positive for professional growth and the strengthening of system leadership.

3.1.2. The Superintendent is delegated authority for determining such changes in assignment.

3.1.3. Consideration for mobility transfers may be initiated at the request of either the Principal/Vice-Principal or the Superintendent. Normally, such consideration shall be given after the Principal/Vice-Principal has held an appointment for a reasonable period of time and there is value to be gained by a transfer.

3.1.4. Once mobility transfers have been completed the Superintendent shall inform the Board of the new assignments.

3.2. Principal/Vice-Principal Hiring Pool:

3.2.1. The District shall maintain an eligible administrator pool for the positions of elementary principal, elementary, middle and secondary vice-principal.

3.2.2. The Superintendent or designate may call for a competition of candidates who may be assigned to a district hiring pool for up to two (2) years.

3.2.3. Candidates are accepted into the eligible administrator pool pending the outcome of the recruitment and interview process.

3.2.4. Applicants may remain in the pool for two (2) years. After two (2) years, candidates are reviewed and references are checked. Positive references may allow candidates to remain in the eligibility pool for one (1) more year.

3.2.5. Information regarding successful pool candidates will be communicated to the Board.

3.3. Competition for a Posted Vacancy for Principal or Vice-Principal Positions:

3.3.1. The Superintendent is delegated full authority for all aspects of the selection processes for the positions of Principal and Vice-Principal, except as may otherwise be provided in this policy.

3.3.2. This delegated authority includes, but is not restricted to, establishing and carrying out a consultation process, recruitment, advertising, reviewing applications, short-listing, developing interview processes, communications with candidates, chairing the interview process, determining the preferred candidate, making the appointment, and ensuring appropriate contractual arrangements.

3.3.3. The Superintendent shall inform the Board of Principal/Vice-Principal appointments, including to the eligible administrator pool.

4. Non-School Based Positions

The following process shall be followed for senior district management positions including Director and Manager.

4.1. The Superintendent is delegated authority to recruit and select senior staff and district management positions within the limitations of legislation, budget allocations and collective agreements.

4.2. These positions shall have a written job description and shall be compensated within the BCPSEA compensation guidelines.

5. Recruitment and Reporting Process

5.1. All Administrative Personnel positions captured within this policy, shall be approved by the Board, for the Superintendent and Executive Staff ,or the Superintendent for all other positions.

5.2. The Superintendent shall establish a recruitment process for all positions that provide an unbiased and objective process.

5.3. The Superintendent shall ensure that practices designed to improve the lives of disadvantaged individuals or groups as defined in the BC Human Rights Code are utilized as expressly permitted under a special program application to the BC Human Rights Commissioner.

5.4. Input into selection criteria:

5.4.1. The Superintendent shall, in collaboration with Executive Staff and others as appropriate, develop recruitment criteria for vacant positions.

5.4.2. The criteria shall reference duties and responsibilities, education and experience, and district leadership competencies.

5.5. Shortlisting

5.5.1. The Superintendent or designate will convene a selection panel comprised of three (3) representatives of the Superintendent's Office and one (1) representative of the Human Resources Department to determine shortlisted candidates for any posted, excluded position.

5.5.2. At the time of shortlisting, the committee will review the qualifications for the position, the approximate number of openings, the number of individuals to be interviewed, the process to be followed in examining the supporting material submitted by candidates, and the interviewing procedures.

5.5.3. The Superintendent or designate will contact shortlisted candidates and will arrange for interview times. Candidates will be briefed on the process prior to the interview. The shortlist of candidates will be kept confidential.

5.6. Interview Panels:

- 5.6.1. Where the Superintendent or designate determines that a single vacancy or hiring pool vacancy exists, an application process will be done with selection committee consisting of three (3) representatives of the Superintendent's Office and one (1) representative of the Human Resources Department.
- 5.6.2. Prior to the interview being held, the selection committee will agree on a presentation and questions that they will ask the candidates. Each candidate will be asked the same questions to ensure consistency and equity.
- 5.6.3. The Superintendent or designate will invite representatives from district stakeholder groups (CUPE, STA, SPVPA, and SPEAC) to advise the selection committee during the interview process.

5.7. Role of the Human Resources Department with Administrative Personnel

- 5.7.1. Appropriate representatives from the Human Resources Department will assist and support the work of filling administrative vacancies.
- 5.7.2. The Human Resources Department will facilitate completion of recruitment, interview and completion of offer and acceptance of employment processes.

- 5.8. The Superintendent will provide a report to the Board providing information on the appointment of successful candidates for all principal and vice-principal, and non-school based positions, outlining the skills, experience and relevant information of the selected candidate.

6. Hiring Matrix and Stakeholder Participation:

Position Recruited	Recruitment Criteria Input	Shortlisting	Interview	Hiring Approval	Reporting
Superintendent	Board May request from: Executive Staff, SPVPA, STA, CUPE, SPEAC, Indigenous Rights Holders	Board	Board, supported by the Executive Team	Board	Board informs community
Executive Staff	Board and Superintendent May request from: Executive Staff, SPVPA, CUPE, STA, SPEAC, Indigenous Rights Holders	Personnel Committee of the Board, Superintendent, and Executive Team Members appointed by the Superintendent	Personnel Committee of the Board, Superintendent, and Executive Team Members appointed by the Superintendent	Board and Superintendent	Board and Superintendent inform community
Principals, Vice-Principals	Superintendent May request from: Executive Staff, SPVPA, CUPE, STA, SPEAC, Indigenous Rights Holders	Superintendent and selection committee	Superintendent and established panel	Superintendent	Superintendent informs Board
Non-School Based Staff	Executive Staff and Direct Reports	Executive Staff and selection committee	Executive Staff and established panel		Executive Staff Member informs Superintendent and Board
Other Exempt Staff	Directors, Manager May request from: direct reports	Director, Manager	Director, Manager, supervisor	Director or Manager	Director or Manager informs Executive lead

**Report to the Board of Education, Sooke School District
RE: NA'TSA'MAHT Education Council Meeting at Lekwungen Room,
SD62 School Board Office, December 13, 2023**

- 1. Territory Acknowledgement and Words of Wisdom** – Shirley Alphonse’s Words read by Tara Jensen, T’Sou-ke Nation Representative and Co-Chair of NEC
- 2. Review Meeting Minutes**
- 3. Review Agenda**
- 4. Introduction Circle & Community Sharing**
- 5. District Office Update – Paul Block & Harold Cull**
 - 5.1. MLA Office - Request for NA'TSA'MAHT logo Update – Paul Block
 - Letter was shared with MLA Office & request for use of logo was rescinded
 - 5.2. Renaming of Eagle Ridge Academy School to QELENSEN Á,LEŃ (Secondary School)
 - SENĆOFEN name: QELENSEN Á,LEŃ was gifted from SĆIÅNEWĪ Elder Lavina Charles and Shirley Alphonse. When translated, QELENSEN Á,LEŃ means “Eagle House” the gifted name for the school. The powerful spirit, resilience and grace that the Eagle symbolizes are the attributes that come with the word, QELENSEN and the word, Á, LEŃ means house or in this context, school.
 - 5.3. Kindergarten Registration – Paul Block
 - English - registration January 29 – February 2, 2024
 - French Immersion - registration January 15 – 19th by lottery
 - Nature Kindergarten – registration January 15 – 19th by lottery
 - two spots reserved for Indigenous youth in both programs located at Saseenos and Sangster Elementary
 - as a result of the Strategic Plan (Beliefs: Equity, Diversity and Inclusion) the two spots are no longer gender specific (previously 1 spot reserved for a male & 1 spot for a female per site)
 - Kindergarten Registration Package Information will be sent to local First Nations
 - 5.4. SD62 Strategic Plan Vision - Harold Cull, Secretary Treasurer
 - Next Strategic Plan July 1, 2025
 - New Board of Education will set the direction of district for 2025-29
 - Reviewed current Strategic Plan’s Vision, Mission, and Values with request for feedback
 - Sharing included:
 - recognition of sacredness of land and territory, culture and place missing*

-Vision honours student voice but not staff or community voice; change 'community' to 'communities' as district includes multiple communities

-Mission – critical thinking should be included; community and staff should be included as children do not exist without family & community; word 'literate' can hold negative connotations and might box people in; could the word 'empowered' be included; change 'community' to 'communities' as district includes multiple communities

-Values – possibly too many; visually too stimulating; 'reconciliation' is missing; equity & diversity are duplicated as both values & beliefs; is there a way of reducing and unbundling values so there is a common understanding of their meaning?; what metrics are used to measure values?;

- [SD62's Vision, Mission and Values \(limequery.com\)](https://limequery.com) link will be shared with Council for more input

6. NA'TSA'MAHT Indigenous Education Update

6.1. Student Family Advocate Position – Danielle Huber

- Support students & families of Indigenous ancestry with a focus/priority on First Nation learners living in their home community who are not yet fully engaged with their schools
- Connection to school & community supports
- Collaborate with school staff to develop and implement plans for supporting student well-being and school success

6.2. Culture / Language Program Update - Katie Gaetz

- 289 Role Model Bookings to date
- Elder in-Residence programs going well;
- Rotational Elders - Kookum Jo-Ina & Elder Earl Claxton have completed 3 school rotations; Elder Shirley has completed 2 school rotations

6.3. Curriculum Projects - Erin Russell, Curriculum Coordinator & Jon Carr

- UBC Indigenous Mathematics K-12 Network - developing resources to accompany local stories from Sc'ianew Nation
- BC Association of Mathematics Teachers (BCAMT) Grant – awarded \$900; supports work specifically to be done with teachers on numeracy education through place- and land-based learning
- Core Competencies – in progress to develop localized materials, stories, and connections to Core Competencies by working with SD62 Elders

6.4. Elder Videos – Jon

- In collaboration with Local First Nations & Curriculum Transformation Department; videos owned by Nations

6.5. Events & Committee Work – Jon

- Community Dinners:
 - Urban Indigenous - Wed, Feb 21st
 - Métis Nation - Wed, March 13th
 - T'Sou-ke Nation - Wed, April 17th
 - Pacheedaht Nation - June TBA
 - Sc'ianew Nation - Wed, June 19th
 - Will be a call out to Council members to participate in the planning; NIE staff will be asked after Council; Process will include location suggested from local First Nations, MNGV, Urban Indigenous Partners; Bussing can be arranged
- Staff & Student Events:
 - South Island Staff Resources & Sharing Day at CML with Teacher Librarian focus- Feb 8th
 - Land Based Tri-District - May 8th
 - Indigenous Graduation - May 29th – Save the date
- NA'TSA'MAHT Department Budget
 - Breakdown on amounts for Human Resources; Supplies and Services
 - NIE staffing is complete
- NEAR Consultation
 - NA'TSA'MAHT ENHANCEMENT Agreement Timeline shown
 - Bi-annual Report to the Board of Education; February & June
 - Focus on progress on One Mind and One Spirit Goal

Next Meeting: Wednesday, January 31st 2024 12:30 – 3:00 in SD62 SBO Lekwungen Room

Lunch will be served at 12:30 – 1:00.

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, Coast Salish; T'Sou-ke Nation, Coast Salish; the West Coast Pacheedaht Nation, Nuuchahnulth. (Words gifted by the Nations SD62 works with)



Board Info Note Public Board Meeting December 19, 2023

Agenda Item 10.3: Statement of Financial Information (SoFI)

Background:

- The Financial Information Act requires under section 2:
 - (2) *Within 3 months after the end of each fiscal year of a corporation, it must prepare a statement of financial information for that fiscal year that includes the following:*
 - (a) *a statement of assets and liabilities; (b) an operational statement;*
 - (c) *a schedule of debts;*
 - (d) *a schedule of guarantee and indemnity agreements.*
 - (3) *Within 6 months after the end of each fiscal year of a corporation, it must prepare **a statement of financial information** for that fiscal year that includes the following:*
 - (a) *a schedule showing*
 - (i) *in respect of each employee earning more than a prescribed amount (\$75,000), the total remuneration paid to the employee and total amount paid for the employee's expenses, and*
 - (ii) *a consolidated total of all remuneration paid to all other employees;*
 - (b) *a schedule showing*
 - (i) *the total amount paid to each supplier of goods or services during the fiscal year that is greater than a prescribed amount (\$25,000), and*
 - (ii) *a consolidated total of all other payments made to suppliers of goods or services during that fiscal year.*
- Trustees may remember the requirement to prepare the District's Financial Statements by September 30 each year (Section 2 above) but the District is also required to prepare the Statement of Financial Information (SoFI) report by December 31st each year
- The Board approved the financial statements at their September meeting and the information contained in those statements is used to populate the SoFI report that is signed off by the Chair, Superintendent and Secretary-Treasurer
- This year's SoFI report, that will be published on the Ministry's website, is attached for the Board's information
- As the Board has approved the financial statements that contain the same info as the SOFI report, a motion is not required to be passed by the Board at this time

**School District
Statement of Financial Information (SOFI)**

School District No. 62 (Sooke)

Fiscal Year Ended June 30, 2023

TABLE OF CONTENTS

Documents are arranged in the following order:

1. Approval of Statement of Financial Information
2. Financial Information Act Submission Checklist
3. Management Report
4. Audited Financial Statements
5. Schedule of Debt
6. Schedule of Guarantee and Indemnity Agreements
7. Schedule of Remuneration and Expenses
8. Statement of Severance Agreements
9. Schedule of Payments for the Provision of Goods and Services
10. Reconciliation to Audited Financial Statements


 Ministry
of Education

SCHOOL DISTRICT STATEMENT OF FINANCIAL INFORMATION (SOFI)

6049

SCHOOL DISTRICT NUMBER	NAME OF SCHOOL DISTRICT	YEAR
62	Sooke	2023
OFFICE LOCATION(S)		TELEPHONE NUMBER
3143 Jacklin Road		250 474-9800
MAILING ADDRESS		
CITY	PROVINCE	POSTAL CODE
Victoria	B.C.	V9B 5R1
NAME OF SUPERINTENDENT		TELEPHONE NUMBER
Scott Stinson		250 474-9811
NAME OF SECRETARY TREASURER		TELEPHONE NUMBER
Harold Cull		250 474-9836

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information for the year ended
June 30, 2023

for School District No. 62 as required under Section 2 of the Financial Information Act.

SIGNATURE OF CHAIRPERSON OF THE BOARD OF EDUCATION	DATE SIGNED
	Dec. 13/23
SIGNATURE OF SUPERINTENDENT	DATE SIGNED
	Dec. 13, 2023
SIGNATURE OF SECRETARY TREASURER	DATE SIGNED
	Dec 13/23

**Statement of Financial Information for Year Ended June 30, 2023
Financial Information Act-Submission Checklist**

		<i>Due Date</i>
a)	X A statement of assets and liabilities (audited financial statements).	<i>September 30</i>
b)	X An operational statement including, i) a Statement of Income and ii) a Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to Financial Statements (audited financial statements)	<i>September 30</i>
c)	X A schedule of debts (audited financial statements).	<i>September 30</i>
d)	X A schedule of guarantee and indemnity agreements including the names of the entities involved and the amount of money involved. (Note: Nil schedules can be submitted December 31).	<i>September 30</i>
e)	A schedule of remuneration and expenses, including:	<i>December 31</i>
	X i) an alphabetical list of employees earning over \$75,000, the total amount of expenses paid to or on behalf of each employee for the year reported and a consolidated total for employees earning under \$75,000. If the total wages and expenses differs from the audited financial statements, an explanation is required.	
	X ii) a list by name and position of Board Members with the amount of any salary and expenses paid to or on behalf of the member	
	X iii) the number of severance agreements started during the fiscal year and the range of months' pay covered by the agreement, in respect of excluded employees. If there are no agreements to report, an explanation is required	
f)	X An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required.	<i>December 31</i>
g)	X Approval of Statement of Financial Information.	<i>December 31</i>
h)	X A management report approved by the Chief Financial Officer	<i>December 31</i>

School District Number & Name: SD62 (Sooke)

**School District
Statement of Financial Information (SOFI)**

School District No. 62 (Sooke)

Fiscal Year Ended June 30, 2023

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Education is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

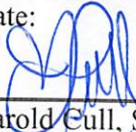
The external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements as required by the *School Act*. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of School District No. 62 (Sooke)



Scott Stinson, Superintendent

Date:



Harold Cull, Secretary Treasurer

Date: Dec 13 / 23

**School District
Statement of Financial Information (SOFI)**

School District No. 62 (Sooke)

Fiscal Year Ended June 30, 2023

SCHEDULE OF DEBT

Information on all long-term debt is included in the School District Audited Financial Statements.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 4

**School District
Statement of Financial Information (SOFI)**

School District No. 62 (Sooke)

Fiscal Year Ended June 30, 2023

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

School District No.62 (Sooke) has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 5

SCHOOL DISTRICT NO. 62 (SOOKE)
FISCAL YEAR ENDED JUNE 30, 2023

SCHEDULE OF REMUNERATION AND EXPENSES

NAME	POSITION	REMUNERATION	EXPENSE
BEATON, CENDRA	TRUSTEE	\$ 13,600	\$ 6,581
BECKETT, ROBERT	VICE CHAIR	7,300	-
CHIPPS, A. E. RUSSELL	TRUSTEE	13,600	-
DOWHY, AMANDA	VICE CHAIR	14,929	2,083
HOBBS, WENDY	TRUSTEE	6,800	-
LOGINS, EBONY	TRUSTEE	13,600	-
PARMAR, RAVI SINGH	CHAIR	21,259	2,751
PHILLIPS, ROBERT	TRUSTEE	6,800	-
SEATON, DIANNA	TRUSTEE	6,800	-
SPILLER, E GERTRUDE	TRUSTEE	13,600	1,374
SWINBURNSON, MARGOT	TRUSTEE	6,800	-
WATSON, ALLISON	TRUSTEE	20,400	5,029
TOTAL ELECTED OFFICIALS		\$ 145,488	\$ 17,817
ABELL, KATRINA	VICE PRINCIPAL	130,193	973
ADAIR, JAMIE	SAFE SCHOOL COORDINATOR	99,904	2,420
ADSETT, CAITLIN	TEACHER	77,291	-
AGNEW, SUZANNE	TEACHER	89,464	-
ALLEN, ASHLEIGH	TEACHER	101,680	-
ALLEN, SUSAN	TEACHER	79,233	-
AMBROSE, NATHAN	TEACHER	93,525	-
ANDERSEN, LEANN	TEACHER	87,222	-
ANDERSON, DANICA	TEACHER	81,748	-
ANDERSON, JENNIFER	TEACHER	109,357	-
ANDREW, PAULA	TEACHER	101,253	-
APTED, ASHLEY	TEACHER	89,354	-
ARKELL, KATHRYN	TEACHER	86,593	-
ARNOT, KERRY LYN	PRINCIPAL	143,832	964
ARNOTT, NOELLE	TEACHER	104,718	-
ARSENAULT, MARIANNE	TEACHER	102,025	-
ARTS, SANDRA	TEACHER	93,240	1,381
AUBICHON, JENNIFER	TEACHER	101,670	-
AUERBACH, JENNIFER	MANAGER LABOUR RELATIONS	117,603	2,341
BAAS, SARAH	TEACHER	103,089	-
BALDWIN, DEAN	TEACHER	101,737	-
BANISTER, ROSS	TEACHER	92,925	-
BARBOUR, TEBETH	TEACHER	101,670	-
BARKER, MATTHEW	TEACHER	92,966	-
BARKWILL, RAY	TEACHER	92,947	560
BARNES, LAURA	TEACHER	76,762	-
BARRICK, CHAD	TEACHER	101,668	-
BARRIE, MARK	TEACHER	102,486	240
BARTELS, HAYDEN	TEACHER	79,055	-
BASRA, JESSICA	TEACHER	83,702	-
BATTISTONI, ANDREA	TEACHER	92,341	-
BEADALL, BALWINDER	ASSOCIATE SUPERINTENDENT	164,344	2,326
BEATTIE, DANIEL	TEACHER	99,499	904
BECKING, MANDI	VICE PRINCIPAL	126,824	1,358
BEDARD, GLENN	VICE PRINCIPAL	129,600	2,945
BEHM, BRONWYN	TEACHER	79,205	-

BELANGER, FRANCK	TEACHER	89,120	-
BELL, ELIZABETH KARA	TEACHER	79,858	-
BELL, LARA	TEACHER	99,792	-
BENDALL, DANIEL	TEACHER	92,815	-
BENDALL, PAUL	TEACHER	103,088	-
BENDER, STEPHANIE L.	PSYCHOLOGIST - EXEMPT	99,706	2,878
BENNETT, TAMMY	TEACHER	99,366	441
BENTLEY, KAREN	PSYCHOLOGIST - EXEMPT	99,223	3,331
BERENYI, CYNTHIA	TEACHER	90,551	-
BERG, JASON	FLEET VEHICLE MECHANIC	75,830	1,403
BERTEAU, ARIANNE	TEACHER	85,991	285
BEVAN, MICHELLE	TEACHER	101,670	-
BEYEA, JENNIFER	TEACHER	101,614	-
BEZEAU, ROWAN	TEACHER	92,345	993
BILOUS, LEANNE	TEACHER	103,169	1,267
BIRTWISTLE, CAMILLA	TEACHER	82,990	413
BISHOP, JASON	TEACHER	88,483	290
BLAKE, NISKE	TEACHER	83,448	-
BLOCK, PAUL	DEPUTY SUPERINTENDENT	212,311	17,183
BLOUIN, REBECCA	TEACHER	101,670	-
BLUNDELL, NANCY	PROGRAM MGR, INTERNATIONAL ED	84,421	3,913
BOBBITT, MICHAEL	PRINCIPAL	152,103	1,911
BOND, MICHELLE	TEACHER	100,195	-
BONDURANT, MEGAN	TEACHER	103,089	174
BONSDORF, BARBARA	TEACHER	92,815	-
BOOTH, DAVID	TEACHER	92,908	-
BOOTH, SABRINA	TEACHER	86,014	-
BOOTH, THERESA	TEACHER	91,503	460
BORLAND, GILES	TEACHER	99,363	-
BOUCHARD, DANIELLE	TEACHER	92,815	-
BOURKE, CHRISTY	TEACHER	88,024	-
BOUSKA, GILLIAN	TEACHER	92,828	174
BOUVIER, CHERISE	TEACHER	94,482	843
BOWEN, LARRY	TEACHER	92,815	-
BOWINS, ASHLEIGH	TEACHER	99,002	161
BOYTE, KELLY	TEACHER	92,815	-
BRADY, ELLIOT	TEACHER	91,438	423
BRAJCICH, DEANNA	TEACHER	99,599	442
BRANIFF, MONICA	ASSOCIATE SUPERINTENDENT	163,308	11,546
BRICK, JOUELLE	TEACHER	106,297	-
BRIDAL, GRANIA	VICE PRINCIPAL	126,233	1,070
BRIGHT, BRONWYN	TEACHER	101,750	-
BROOKS, JANINE	DISTRICT PRINCIPAL	150,254	3,590
BROWN, IAN	TEACHER	83,548	-
BROWN, TAMI	TEACHER	79,670	-
BRYAN, ROBERT	TEACHER	96,276	-
BRYANT, COLLEEN	TEACHER	95,663	-
BUCKLEY, BRENDAN	TEACHER	82,626	-
BUNJUN, BENULA	TEACHER	101,727	358
BURCHARD, C. PAUL	TEACHER	92,869	-
BURGESS, MARC	TEACHER	110,234	-
BURROWS, LISA	TEACHER	101,670	-
BURSEY, ELAINE	TEACHER	101,670	-
BUTTE, ERIN	TEACHER	99,493	-
CALDWELL, MEGHAN	TEACHER	89,532	-
CAMPBELL, CHARMAINE	TEACHER	81,296	462
CAMPBELL, TIFFANY	TEACHER	101,186	-
CAPRETTA, GINA	TEACHER	92,329	-

CARR, JONATHAN	DISTRICT PRINCIPAL	144,582	17,309
CARTER, MICHELLE	TEACHER	80,778	720
CARYK, STEVEN	TEACHER	83,018	554
CASAVANT, JENNIFER	PSYCHOLOGIST - TEACHER	101,150	2,818
CAVE, STEPHANIE	TEACHER	100,156	1,431
CAVIN, MARIAH	MGR. FIN. PLNG AND ANALYSIS	88,528	1,785
CHAN, JASON	TEACHER	101,681	-
CHAN, TANIS	TEACHER	75,981	-
CHAPMAN, REBECCA	TEACHER	80,291	-
CHECKLEY, SARA	TEACHER	80,308	-
CHEESEMAN, AMANDA-BROOKE	TEACHER	93,377	-
CHERRY, KATHLEEN	PSYCHOLOGIST - TEACHER	83,319	1,008
CHEVELDAYOFF, KRISTAL	TEACHER	97,368	-
CHIA, CHRISTY	TEACHER	102,096	108
CHISLETT, LAUREN	TEACHER	99,649	-
CHONG, SYLVIA	TEACHER	99,004	-
CHOW, MICHELLE	TEACHER	101,941	58
CHRIST-ROWLING, DAYNA	TEACHER	101,723	1,377
CHU, MAY	HUMAN RESOURCES CONSULTANT	99,595	-
CLARK, DAVID	TEACHER	99,278	-
CLARKE, GEMMA	VICE PRINCIPAL	111,834	4,199
CLARKE, JENNIFER	TEACHER	102,374	-
CLARKE, YVONNE	TEACHER	99,366	2,348
CLEGG, JAMIE	TEACHER	102,236	233
COATES, SUSAN	TEACHER	99,819	1,811
COBB, RANDY	TRANSPORTATION MANAGER	102,625	4,927
COHEN, GABRIEL	TEACHER	84,084	-
COLTON, LAURA	TEACHER	92,150	-
CONSTABLE, THOM	TEACHER	94,241	-
COOK, LENORE	TEACHER	83,724	-
COOK, ROBERT	TEACHER	92,868	-
COOK, ROSANNE	TEACHER	100,292	-
COOPER, PAMELA	TEACHER	91,351	147
COOPER, WENDY	TEACHER	103,088	230
COSENTINE, LINDA	TEACHER	103,088	-
CRAVEN, LONDON	TEACHER	101,831	-
CROCKETT, JESSICA	TEACHER	76,934	646
CROFT, L. STEPHANIE	TEACHER	79,374	346
CROFT, TIMOTHY	TEACHER	99,276	-
CROFTON, DERMOTT	TEACHER	101,666	-
CROMBIE, RENEE	TEACHER	90,064	-
CROW, JANICE	TEACHER	99,296	-
CULL, HAROLD	SECRETARY TREASURER	202,394	7,902
CULVER, AMANDA	TEACHER	98,991	-
CURTIS, MARGARET	TEACHER	99,485	-
DAILEY, JENNIFER	VICE PRINCIPAL	119,506	-
DANIELS, E. VICTOR	TEACHER	102,239	829
DAOUD-HEBERT, ISABELLE	TEACHER	76,916	-
DAVIDSON, JENNIFER	TEACHER	101,670	-
DAVIES, E. NOEL	TEACHER	92,855	-
DAVIS, ASHLEY	TEACHER	76,130	-
DAWSON, GLYNIS	TEACHER	103,088	179
DAYKIN, IAN	TEACHER	77,452	-
DE GREEF, THERA	TEACHER	79,979	-
DE WEERD, LAURA	TEACHER	101,803	501
DECICCO, KAREN	PRINCIPAL	145,108	4,420
DECYK, KIRA	TEACHER	79,533	-
DEICHMANN, CEILIDH	VICE PRINCIPAL	126,233	1,843

DEICHMANN, STEVEN	TEACHER	77,543	-
DEJONGH, GEORGINA	TEACHER	92,868	-
DELEENHEER, TAMARA	PRINCIPAL	133,336	1,083
DEMMINGS, ROSS	TEACHER	90,920	-
DENHOFF, EMMA	TEACHER	89,955	991
DENNY, MARLYS	DISTRICT VICE PRINCIPAL	133,617	4,729
DENTON, CAROLE	TEACHER	99,362	-
DESHANE, KAITLIN	TEACHER	80,915	-
DESROSIERS, DENNIS	TEACHER	99,460	-
DEVRIES, LEAH	TEACHER	92,815	-
DI PONIO, DANTE	TEACHER	105,205	2,917
DIDMON, CRAIG	TEACHER	92,850	-
DIMOCK, LIANE	TEACHER	75,934	-
DODD, JAMES	TEACHER	99,499	-
DODDS, GREGORY	VICE PRINCIPAL	126,233	73
DOERKSEN, DARRELL	TEACHER	97,444	-
DOLAN, WILERINE	TEACHER	101,686	-
DOMENICHELLI, HAMMOND	TEACHER	105,072	792
DONEGANI, NEAL	TEACHER	98,186	-
DONIECKI, BEATRICE	TEACHER	92,815	-
DONNELLY, CANDACE	TEACHER	98,417	-
DORRAN, MELISSA	TEACHER	78,469	-
DOSOUTO, CHRISTINE	TEACHER	94,233	538
DOYLE, JESSICA	TEACHER	85,422	-
DRANCHUK, KEVIN	TEACHER	101,671	2,937
DREILICH, KATHINI	TEACHER	92,935	-
DROUIN, DENISE	TEACHER	101,670	-
DUBE, JOANNE	VICE PRINCIPAL	119,506	-
DUBE, RYAN	VICE PRINCIPAL	132,966	2,988
DUBINSKY, SAMANTHA	TEACHER	86,122	-
DUDDRIDGE, DAWN	TEACHER	92,812	-
DUGUAY, MARTIN	TEACHER	92,858	-
DUNBAR, RANDY	TEACHER	100,182	384
DUNN, AMANDA	TEACHER	93,727	518
DUQUE-PARK, FABIAN	TEACHER	99,376	1,270
DVORAK, KELLY	VICE PRINCIPAL	117,513	1,171
DWINNELL, DANI	TEACHER	99,473	-
DWYRE, RACHEL	TEACHER	89,311	-
EDSON, TAMMY	TEACHER	91,872	-
EFFORD, SONJA	TEACHER	98,990	1,005
EGAN, ROSALYN	TEACHER	100,969	910
EISNER, EMMA	TEACHER	101,754	-
ELDREDGE, MILES	TEACHER	82,829	-
ELLIS, ELIZABETH	TEACHER	101,783	1,346
ELM, ROSS	TEACHER	101,669	-
EPP, DAVID	TEACHER	78,947	-
ERICKSON, CATHERINE	TEACHER	102,028	-
EVANS, CHERYL	TEACHER	92,815	-
EVANS, JOEL	TEACHER	99,346	292
EVANS, TIFFANY	TEACHER	103,774	855
EWER, SHERRI	TEACHER	93,097	-
FABRIS, RICCARDO	TEACHER	83,352	-
FAFARD, RACHELLE	TEACHER	103,221	-
FAFARD, TARA	TEACHER	92,881	-
FARRELL, LOURIE	RECRUITMENT COORDINATOR	78,319	-
FEDERICI, JESSICA	TEACHER	103,143	-
FEENSTRA, ROBERT	TEACHER	99,366	-
FERGUSON, LANA	TEACHER	91,190	-

FERGUSON, MARNIE	TEACHER	92,812	-
FESER, TODD	TEACHER	99,366	-
FINNIE, SARAH	VICE PRINCIPAL	114,492	-
FISH, SHANNON	TEACHER	76,436	-
FISHER, LEE WHITEFIELD	TEACHER	84,424	-
FOULGER, JANICE	EXECUTIVE ASSISTANT	78,987	-
FOX, JILLIAN	TEACHER	99,607	-
FRASER, DANA	TEACHER	86,048	111
FREDETTE, GENEYA	TEACHER	76,343	-
FRIESEN, DAVID HENRY	TEACHER	101,670	-
FRODSHAM, LAUREN	TEACHER	103,221	-
FROESE, YVETTE	TEACHER	92,821	-
FROESS, JOHN	TEACHER	100,075	-
FRY, JASON	SERVER ADMINISTRATOR	83,279	1,540
FULTON, LAURA	PRINCIPAL	151,509	555
FUNK, LINDA	TEACHER	81,865	-
FURDAL, MONICA	TEACHER	101,670	-
GADD, RUPERT	TEACHER	102,202	-
GAETZ, KATIE-ANN	TEACHER	85,928	5,014
GAGE, DAVID	TEACHER	105,179	771
GALE, PATRICK	TEACHER	101,669	1,510
GANT, DEREK	TEACHER	77,141	-
GARAT, SUSAN	TEACHER	94,233	-
GATES, LEANNE	TEACHER	99,499	-
GATES, NATHAN	TEACHER	83,778	-
GAUTAM, RITIKA	TEACHER	86,447	-
GEORGE, CHANTELE	TEACHER	92,854	-
GERRITS, PAMELA	VICE PRINCIPAL	130,193	488
GIBSON, JAMES	TEACHER	85,268	-
GIBSON, JENNIFER	VICE PRINCIPAL	131,214	2,393
GILL, CHANDA	TEACHER	101,281	-
GIRARD, ERIN	TEACHER	76,895	507
GODAU, PETER	DIRECTOR OF FACILITIES	151,896	4,732
GOMBOC, SHANNON	TEACHER	101,723	2,345
GOUPIL, SHAWNA	TEACHER	75,799	-
GRAHAM, AMANDA	TEACHER	82,629	-
GRAINGER, THOMAS	TEACHER	101,670	-
GREEN, STACEY	TEACHER	101,797	-
GREEN, TRACY J	MECHANIC FOREPERSON	80,337	705
GREENE, MICHELLE	TEACHER	79,704	1,287
GREGGAIN, WAYLON	TEACHER	89,175	929
GREGORY, JOANNE	TEACHER	101,670	-
GRENIER, MICHELLE	TEACHER	81,722	-
GRIEVE, MARGARET	TEACHER	86,829	-
GRIFFIN-MONTERO, CONNIE	TEACHER	76,042	-
GRIMWOOD, SANDRA	TEACHER	101,401	37
GRONOW, KARIN	TEACHER	92,814	-
GROOT, CARLY	TEACHER	103,534	2,180
GRUNDY, SUSAN	MANAGER, EXECUTIVE OPERATIONS	107,603	-
GUPTILL, GAIL	SPEECH PATHOLOGIST	99,706	1,351
GURNEY, SHERI-LYNN	TEACHER	103,088	412
GUTERSON, TITANIA	TEACHER	92,809	-
GUY, ANNILEE	TEACHER	103,088	-
HADDAD, ELAINE	TEACHER	91,122	-
HADDON, LORI	TEACHER	103,088	-
HAGAR, ALISA	TEACHER	90,965	972
HALEY, CHARLOTTE	TEACHER	102,398	-
HAMBLIN, TIMOTHY	HEATING MECHANIC	75,372	-

HAMILTON, GEORGE	TEACHER	99,366	-
HAMILTON, MERRIDEE	TEACHER	101,436	-
HANCOCK, KELLY	TEACHER	101,666	2,818
HARRINGTON, KEVIN	TEACHER	101,670	-
HARRINGTON, LEANNE	TEACHER	101,670	758
HARRIS, AMY	TEACHER	98,628	58
HARRIS, TROY	TEACHER	92,815	-
HART, CONOR	TEACHER	102,462	390
HAUK, COURTNEY	TEACHER	85,379	-
HAUPT, BERT	TEACHER	101,670	-
HAWTHORNE, ALINA	MANAGER, PAYROLL SERVICES	87,637	2,638
HAY, LINDA	TEACHER	92,895	-
HEARD, ANDREW	TEACHER	98,501	-
HEATH, KATIE	TEACHER	99,495	-
HEATHERINGTON, EDWARD	SENIOR BUSINESS/PRGMR ANALYST	98,817	-
HENDERSON, KATHRYN	TEACHER	92,855	-
HENKELMAN, GREGORY	TEACHER	103,509	680
HEPTING, JESSICA	TEACHER	92,868	-
HIBBS, FRED	EXEC DIRECTOR HUMAN RESOURCES	147,209	14,376
HIGBIE, SCOTT	MANAGER, FINANCIAL SERVICES	88,455	3,395
HILL, ALISON	TEACHER	77,061	-
HILL, RHYS	TEACHER	79,111	-
HIPOLITO, NICOLE	TEACHER	92,402	-
HISLOP, C. RENEE	PRINCIPAL	143,832	2,434
HJERMSTAD, M. SHANNON	TEACHER	92,289	-
HOBBS, KARA	TEACHER	83,427	-
HOBSON, BRIAN	TEACHER	103,088	496
HOBSON, KIMBERLY	TEACHER	92,815	-
HOGAN, KIMIEKO	TEACHER	101,769	-
HOLLAND, KRISTIN	VICE PRINCIPAL	126,186	2,395
HOLMES, KLOE	TEACHER	86,882	-
HOLMES, STEPHANIE	TEACHER	76,868	-
HOLTAN, KELLY	TEACHER	99,486	-
HOOD, MOIRA	TEACHER	97,885	-
HORNER, MELISSA	VICE PRINCIPAL	132,917	2,341
HOSKINS, CHRISTINE	TEACHER	82,674	100
HOTOVY, BRIAN	TEACHER	99,590	1,813
HOTOVY, MARIA	TEACHER	101,670	-
HOVELKAMP, SHANNON	TEACHER	92,556	-
HOWARTH, KRISTEN	TEACHER	99,493	-
HUCK, MICHAEL	PRINCIPAL	151,509	2,260
HUCULAK, DANIELLE	TEACHER	94,313	1,274
HUNT, JENNIFER	TEACHER	101,680	166
HUNTER, KELLY	TEACHER	102,446	759
HUSSEY, CATHERINE	PRINCIPAL	96,821	-
HUTCHINSON, LAURIE	TEACHER	92,815	-
HUTCHISON, LESLIE	TEACHER	92,855	-
IRURETAGOYENA, CHELSEA	TEACHER	99,406	-
ISRAEL, DAWN	HUMAN RESOURCES CONSULTANT	108,636	142
IVERSON, JANELLE	TEACHER	92,815	-
IVES, VICKI	PRINCIPAL	143,832	4,483
JACOBSEN, ANNETTE	TEACHER	92,815	-
JACOBSEN, GREG	TEACHER	76,433	-
JAKAB, PETER	TEACHER	76,218	-
JASWAL, PAUL	TEACHER	101,670	224
JEFFREY, CATHERINE	TEACHER	100,034	-
JELKS, DIONTE	PRINCIPAL	133,635	183
JESSON, SHARON	TEACHER	101,666	-

JOHNSON, GORDON	PRINCIPAL	144,322	-
JOHNSON, JOSHUA	TEACHER	92,757	-
JOHNSTON, MARK	DISTRICT VICE PRINCIPAL	132,967	2,562
JONES, ALEX	TEACHER	87,522	-
JOYCE, STANLEY	SERVER ADMINISTRATOR	83,026	795
KADIN, CHRISTINA	TEACHER	101,670	-
KAERCHER, MARK	PRINCIPAL	147,670	2,789
KALUDJER, NEVADA	TEACHER	93,957	922
KATZ, LYND SAY	TEACHER	81,286	-
KELLY, WAYNE	DISTRICT PRINCIPAL	151,453	3,614
KEMP, DAVID	TEACHER	94,245	-
KENWORTHY, ERICA	TEACHER	80,225	-
KIEFERT, MICHELE	TEACHER	103,080	-
KILPATRICK, SUSAN	TEACHER	99,366	-
KIMOTO, KAREEN	TEACHER	99,367	1,075
KIND, LORI	TEACHER	92,815	-
KING, ADRIANNA	TEACHER	84,092	353
KING, MICHELLE	TEACHER	101,670	-
KNOKE, AMANDA	TEACHER	92,165	-
KOSIK, CORRINNE	VICE PRINCIPAL	122,820	1,430
KOTYK, MERETE	TEACHER	84,491	-
KOVACIK, BELINDA	TEACHER	105,065	1,170
KRAEKER, MATT	CUSTODIAL FOREPERSON	76,416	577
KRUSEKOPF, FRANCES	DISTRICT PRINCIPAL	146,580	1,780
KURUCZ, VERONIKA	TEACHER	105,072	1,673
LABEREE, MATTHEW	TEACHER	82,312	-
LAIDLAW, KENDRA	PRINCIPAL	144,368	1,255
LAIT, HEATHER	PRINCIPAL	149,689	5,272
LAIT, MARTIN	VICE PRINCIPAL	132,966	1,041
LAJEUNESSE, CHELSEA	TEACHER	89,175	1,377
LAMARCHE, CATHERINE	TEACHER	84,954	-
LAMERS, LINDA	DISTRICT VICE PRINCIPAL	78,125	105
LAMOND, JAMES	DISTRICT PRINCIPAL	151,509	2,431
LANCASTER, LAURA	VICE PRINCIPAL	129,551	1,343
LARSON, ERIN	TEACHER	101,150	753
LAUGHTON, SARAH	VICE PRINCIPAL	126,725	982
LEACH, PAULA	TEACHER	101,823	-
LEAKEY, KRISTA	PRINCIPAL	141,829	1,194
LEE, DEANNE	TEACHER	99,366	-
LEE, FRANCESCA	TEACHER	86,200	670
LEE-BONAR, DAVID	ASSISTANT SECRETARY TREASURER	137,434	5,038
LEFSRUD, ANNA	TEACHER	88,729	64
LEMMEN, JILLIAN	TEACHER	84,237	-
LEROSE, GILLIAN	TEACHER	93,169	1,453
LESWAL, SARAH	TEACHER	79,581	-
LEWIS, ADELE	TEACHER	90,554	-
LEWIS, DANIELLE	TEACHER	93,215	-
L'HEUREUX, SABRINA	TEACHER	81,003	370
LIDSTONE, BRADLEY	TEACHER	94,331	-
LINEHAM, KELENA	TEACHER	99,383	310
LOCKERBIE, LISA	TEACHER	99,433	-
LOCKHART, LINDSAY	TEACHER	81,828	2,247
LONDON, JENNIFER	TEACHER	101,670	-
LONG, C.JESSIE	TEACHER	93,502	-
LOOSE, HEIDI	TEACHER	78,839	-
LOSZCHUK, CRYSTAL	TEACHER	75,509	1,507
LOVBAKKE, NOREEN	TEACHER	79,159	-
LOVE, KELLY	TEACHER	99,367	-

LOWE, KEN	TEACHER	101,669	388
LOWTHER, PRESTON	PRINCIPAL	144,670	-
LUND, RAELENE	TEACHER	101,304	158
LUTZE, EMILY	TEACHER	81,828	-
LYALL, JOHN	VICE PRINCIPAL	132,966	1,435
LYNCH, SARAH	TEACHER	92,815	-
MACDONALD, KAREN	TEACHER	78,762	-
MACDONALD, SHARON E.	TEACHER	85,078	-
MACKINNON, P. DIAN	TEACHER	92,920	-
MACLEAN, AMANDA	TEACHER	88,784	-
MACLEAN, PAULINE	TEACHER	99,468	661
MACNEIL, LUCAS	TEACHER	95,555	2,043
MACRAE, KIRK	TEACHER	93,385	303
MAKINGA, ALISON	HR ANALYST AND PROJECT LEAD	98,813	1,202
MARAGH, LAURA	TEACHER	99,366	-
MARCH, CATHERINE	TEACHER	101,436	-
MARIER, KIMBERLY	TEACHER	83,387	-
MARLE, CHELSEA	TEACHER	85,694	-
MARSEILLE, RODNEY	TEACHER	108,761	-
MARSHALL, ELIZABETH	TEACHER	104,133	3,114
MARSHALL, SAMANTHA	TEACHER	99,366	-
MARTELL, SANDRA	SPEECH PATHOLOGIST	79,711	1,586
MARTIN, DANIEL	TEACHER	76,554	-
MARTIN, EVA	TEACHER	81,325	-
MARTINSON, WADE	TEACHER	92,869	-
MATFIN, ZACK	TEACHER	83,750	-
MATHEWS, SUSANNA	PSYCHOLOGIST - EXEMPT	99,706	2,811
MATHEWS, XIMENA	TEACHER	101,932	691
MATHIEU, ADRIAN	TEACHER	76,405	-
MAXIM, TAMARA	TEACHER	90,663	-
MAY, NORMA-JEAN	TEACHER	99,366	-
MAY, TIMOTHY	TEACHER	92,815	-
MCALLISTER, ROBERT	VICE PRINCIPAL	122,870	1,178
MCARTHUR, RUCHI	PRINCIPAL	143,832	4,321
MCCARTHY, KELLY	TEACHER	85,058	-
MCCOWAN, ANGUS	TEACHER	107,092	-
MCCULLOUGH, DOREEN	TEACHER	99,366	-
MCEACHERN, MARY	TEACHER	83,319	645
MCELDERRY, JUDY	TEACHER	77,320	-
MCELROY, LEIGH BRUCE	TEACHER	90,697	-
MCFARLAND, ASHTON	TEACHER	97,879	-
MCFARLAND, CHRISTOPHER	TEACHER	103,088	-
MCFARLANE, CAMILLE	PRINCIPAL	139,937	1,486
MCGILLIVRAY, KRISTEN	MGR, STRATEGIC COMMUNICATIONS	96,414	1,013
MCGREGOR, SARAH	TEACHER	87,406	-
MCHUGH, STEPHEN	VICE PRINCIPAL	132,966	46
MCINDOE, ADINA	TEACHER	92,841	-
MCINDOE, DUNCAN	TEACHER	115,360	-
MCINTOSH, JOHN	TEACHER	82,675	-
MCKAY, PATRICK	TEACHER	101,719	-
MCKEAN, ALEXIS	VICE PRINCIPAL	111,147	1,923
MCKENZIE, IAN	TEACHER	101,806	-
MCLELLAN, LISA	TEACHER	99,366	-
MCLEOD, CHRISTOPHER	TEACHER	90,750	-
MCLEOD, SHANNON	TEACHER	92,868	-
MCNAY, TAMARA	OHS CLAIMS COORDINATOR	89,589	-
MCPHERSON, KARA	TEACHER	94,147	331
MCRAE, CAMILLE	TEACHER	100,228	-

MEAUSETTE, CORY	PRINCIPAL	144,582	2,121
MEERS, TRACE	TEACHER	77,924	-
MEIJER, PAUL	TEACHER	103,221	-
MEIKLEJOHN, CAMERON	VICE PRINCIPAL	129,761	4,269
MEIKLEJOHN, KATHLEEN	TEACHER	101,669	443
MELLING, ALLEN	TEACHER	82,107	-
MELVILLE, EMILY	TEACHER	102,230	-
MENNIE, JOHN	VICE PRINCIPAL	133,317	1,196
MERNER, CHRISTINE	MANAGER OCC. HEALTH SAFETY	108,023	3,406
MERX, CORRINE	TEACHER	94,590	-
METRO, JESSE	TEACHER	81,890	-
MILES, HEATHER	TEACHER	89,831	-
MILLEN, ANDREA	TEACHER	103,212	-
MILLER, SHANNON L.	TEACHER	101,670	-
MILLER, SHANNON M	VICE PRINCIPAL	126,233	2,083
MILLS, SHANNON	TEACHER	84,180	-
MILNE, J. ALEXIS	TEACHER	79,279	-
MISTAL, MICHAELA	VICE PRINCIPAL	111,147	322
MITCHELL, KARYCIA	TEACHER	101,672	-
MONTGOMERY, JODIE	TEACHER	84,255	707
MOORE, REBECCA	TEACHER	77,885	-
MORRISON, CATHRYN	TEACHER	101,671	-
MOYES, GREGORY	TEACHER	100,784	-
MULLEN, JENNIFER	COMPUTER SUPP NETWORK ANALYST	84,705	-
MULLIN, CEARA	TEACHER	103,217	255
MURRAY, TAYA	TEACHER	92,942	155
MUSSELL, DANIEL	TEACHER	78,720	-
NEW, DENISE	TEACHER	95,555	-
NEWIN, JULIE	TEACHER	80,791	-
NGUYEN, NAM	TEACHER	101,281	-
NILES, SHERRY	SPEECH PATHOLOGIST	99,706	2,143
NIPP, NAOMI	TEACHER	87,570	-
NIXON, JENNIFER	PRINCIPAL	148,364	1,241
NUSSERWANJI, FARZAAN	CHIEF INFORMATION OFFICER	166,129	19,106
OIKAWA, GREG	TEACHER	99,366	-
O'KEEFE, GLEN	MANAGER, OPERATIONS	108,011	4,447
O'QUINN, AMBER	DISTRICT VICE PRINCIPAL	134,466	32,353 *
O'REGAN, MICHELLE	TEACHER	92,815	1,624
ORTHNER, TAMARA	TEACHER	93,164	-
O'SHEA, JEREMY	TEACHER	103,222	-
PAMPIN, CLAUDIA	TEACHER	98,600	1,135
PARDELL, SONYA M.	TEACHER	79,775	-
PARK, SAMANTHA	TEACHER	84,467	-
PARLIAMENT, LAUREL	TEACHER	87,675	-
PASAY, MERVIN	TEACHER	101,670	-
PASSMORE, STEPHANIE	TEACHER	76,324	-
PATERSON, LAURA	SPEECH PATHOLOGIST	99,706	1,280
PEACOCK, ELLIOT	TEACHER	78,496	-
PELL, SHAUN	TEACHER	92,815	-
PELLETIER, KYLA	TEACHER	85,678	112
PELLEY, CHRISTOPHER	TEACHER	77,353	-
PENFOLD, ROBYN	TEACHER	79,521	-
PEPIN, PAUL	TEACHER	99,254	-
PERREN, STEPHAN	TEACHER	110,172	-
PETTIGREW, SOPHIA	TEACHER	103,770	808
PHILLIPS, TANYA	VICE PRINCIPAL	129,866	415
PHIPPS, ALLAN	TEACHER	101,661	-
PINEL, JULIE	TEACHER	92,855	-

PITTS, MARK	CAPITAL FOREPERSON	77,415	320
POHANKA, NATHAN MICHAEL	TEACHER	92,084	728
POLLITT, SHELBY	TEACHER	105,072	1,664
POMPER, MEGAN	TEACHER	101,498	-
POOLE, JENNIFER	TEACHER	105,156	1,069
POSTLE, ELIZABETH	TEACHER	99,478	-
POWELL, TODD	VICE PRINCIPAL	133,005	1,384
POWERS, SAMANTHA	TEACHER	88,124	-
POYNTER, CHRISTOPHER	TEACHER	76,722	-
POYNTER, KAITLIN	TEACHER	81,722	-
PRETTE, JESSICA	TEACHER	75,044	-
PUGH, ERIN	TEACHER	101,777	-
PUGH, RHYS	TEACHER	101,431	-
PURDY, KYLA	TEACHER	78,030	487
PURNELL, TONYA	TEACHER	99,366	-
PUSZKA, ANGELA	TEACHER	100,619	-
PYPER, ERIKA	TEACHER	99,366	-
QUMSIEH, KIFAH	IT SERVICE DESK TEAM LEAD	85,063	3,244
RAMBO, ALWEN	TEACHER	101,670	-
RAMSBOTTOM, SARAH	TEACHER	79,871	-
RATCH, KRISTINE	TEACHER	101,883	-
REED, LEANNE	TEACHER	81,730	-
REHMAN, MITCH	TEACHER	90,415	-
REID, NORA	STRATEGIC HR MANAGER	117,603	2,938
RHODES, CAITLIN	TEACHER	96,913	-
RICHARD, ALYSSA	TEACHER	82,939	1,448
RICHARDSON, CHELSEA	TEACHER	101,782	1,220
RIDDELL, DAWN	TEACHER	92,529	-
RIDEWOOD, LYNELLE	TEACHER	101,670	-
ROBERTS, SHELLEY	TEACHER	101,671	-
ROBERTSON, JODI	TEACHER	81,933	950
ROBERTSON, SHONI	TEACHER	101,778	428
ROBERTSON, TODD	TEACHER	101,781	1,031
ROBINSON, SHEILA	TEACHER	92,815	-
RODEN, KEELY	TEACHER	94,804	-
RODGER, LISKA	TEACHER	99,499	-
ROSS, KRISTINA	EXECUTIVE ASSISTANT	78,987	-
ROY, JAMES	TEACHER	101,750	176
RUFF, ROBIN	TEACHER	103,195	-
RUSSELL, DARREN	PRINCIPAL	147,670	1,741
RUSSELL, ERIN	TEACHER	95,509	325
RYAN, MELLISSA	PRINCIPAL	135,524	415
SAGODI, DONNA	PRINCIPAL	136,154	928
SALVATI, SANDRA	TEACHER	86,379	-
SAMOUSEVITCH, ALEX	MANAGER, PRJCT PLNG & CONSTR.	80,079	1,961
SANDBERG, RACHAEL	TEACHER	101,661	-
SANFORD, SHAYE	TEACHER	99,925	-
SANO, RYOKO	TEACHER	92,935	282
SANSCHAGRIN, ALEXIS	TEACHER	109,877	-
SANSOM, TONY	TEACHER	101,107	-
SANTILLI, CATERINA	SPEECH PATHOLOGIST	99,706	975
SAUSER, TYSON	MANAGER FACILITIES	97,226	7,077
SAWATZKY, BEV	TEACHER	92,815	-
SCANDALE, ANGELA	TEACHER	84,768	104
SCHAEFER, KRISTI	TEACHER	75,319	1,114
SCHLOSSER, LISA	TEACHER	92,815	-
SCHORER, JIM	TEACHER	83,833	-
SCHRADER, LARISSA	SPEECH PATHOLOGIST	102,831	2,513

SCHWARTZ, SHARON	PRINCIPAL	141,330	-
SCHWERTFEGER, LORETTA	DISTRICT PRINCIPAL	151,509	28,433 *
SCOTT-MONCRIEFF, COLIN	TEACHER	105,165	-
SECORD, ANGELA	TEACHER	80,382	-
SEGATO, KAREN	TEACHER	101,670	-
SENIK, STEPHEN	TEACHER	102,490	178
SHARPE, ANDREA	TEACHER	99,459	-
SHIPWAY, JENNIFER	TEACHER	99,498	-
SHOWERS, ROBERT	TEACHER	91,392	-
SHRIEVES, RYAN	TEACHER	79,931	-
SIDHU, RAMINA	TEACHER	81,747	-
SIHOTA, CHELSEA	TEACHER	92,234	-
SIMMS, CHARLES	TEACHER	92,895	-
SIMS, BRITTANY	TEACHER	78,412	-
SINCLAIR, JANE	VICE PRINCIPAL	127,058	2,441
SINGH, HARPREET	DATA AND REPORTING ANALYST	78,582	-
SJERVEN, KAREN	PRINCIPAL	143,832	4,372
SKETCHLEY, R. JESSICA	TEACHER	101,402	-
SMITH, CAMERON	VICE PRINCIPAL	102,877	-
SMITH, HEATHER	EMPLOYEE RELATIONS COORDINATOR	92,920	-
SMITH, PETER	TEACHER	102,164	3,124
SMYTH, CHRIS	VICE PRINCIPAL	131,554	214
SMYTH, SHEILAGH	TEACHER	101,462	-
SNOOK, CATRINA	TEACHER	92,895	447
SNOWSELL, KAREN	TEACHER	101,670	-
SO, ANNE	TEACHER	101,695	280
SORENSEN, TIMOTHY J	TEACHER	88,585	334
SPALDING, LISA	TEACHER	102,836	479
SPAVEN, CURTIS	GROUNDS FOREPERSON	87,890	1,332
SPELT, BRADLEY	TEACHER	88,403	-
SPENCER, JULIE	TEACHER	75,348	1,867
ST JEAN, SHANNON	TEACHER	96,972	-
STAMHUIS, JOHN	TEACHER	108,553	-
STANDLEY, ROBERTA	TEACHER	91,699	-
STANNARD, LIZ	TEACHER	92,949	528
STEACY, TERRA	TEACHER	95,115	-
STEADMAN, KELLY	TEACHER	91,822	-
STEADMAN, TIFFANY	TEACHER	85,699	-
STEE, WILLIAM	TEACHER	99,572	-
STEPHEN, PEDRA	TEACHER	77,056	786
STEPHENS, CURTIS	TEACHER	77,778	-
STEPHENSON, KEATON	TEACHER	83,701	-
STEVENSON, JOHN TALLIS	TEACHER	103,195	-
STEWART, DANITA	TEACHER	103,087	-
STEWART, MARINA	TEACHER	92,895	-
STEWART, TANNIS	TEACHER	92,815	-
STILL, ANDREW	TEACHER	100,784	-
STILL, ERIN	TEACHER	102,096	-
STINSON, SCOTT	SUPERINTENDENT	251,713	16,454
STIRLING, SARAH	TEACHER	86,019	-
STRACHOTA, JENNIFER	TEACHER	82,079	-
STRACKER, ELISHA	TEACHER	89,996	-
STRANGE, DAVID	ASSOCIATE SUPERINTENDENT	200,313	7,242
STUART, LISA	TEACHER	95,596	-
STUPICH, MARION	TEACHER	80,932	-
SUDLOW, KATHRYN	TEACHER	100,785	-
SULZEN, DAN	TEACHER	92,815	-
SUMMERS, OWEN	TEACHER	101,794	-

SUNDHER, DAVID	TEACHER	81,726	-
SWEETLAND, ERIKA	TEACHER	89,562	-
SYME, ANNE	TEACHER	103,088	-
SYMINGTON, ROSEMARY	TEACHER	97,619	-
TAAL, SHAWN	VICE PRINCIPAL	126,233	1,058
TALMAN, LENNA	TEACHER	99,366	-
TARR, CAMERON	TEACHER	87,527	-
TAYLOR LEE, SAVANNAH	TEACHER	85,546	296
TAYLOR, KELLY	TEACHER	81,323	-
TAYLOR, MEAGHAN	TEACHER	81,847	800
TEN HOVE, JACQUELINE	TEACHER	83,501	-
THEOLOGUS, LEAH	TEACHER	92,815	-
THOMSON, NICOLE (NIKKI)	TEACHER	76,234	-
TIRILIS, MATAS	TEACHER	83,520	-
TOLMAN, DEBRA	TEACHER	101,822	-
TOLMAN, ERIC	TEACHER	102,512	-
TONNESEN, STEVEN	MANAGER, IT OPERATIONS	110,981	1,473
TONNESEN, SUSAN	PRINCIPAL	143,613	284
TORBOHM, STEPHANIE	TEACHER	100,210	-
TRELOAR, GRAHAM	TEACHER	101,670	-
TREMBLAY, JOEL	TEACHER	101,846	-
TREMINIO, GRISELDA	TEACHER	92,407	-
TRIBE, LINDSAY	TEACHER	83,047	804
VALLY, TERESA	PRINCIPAL	145,195	1,803
VAN DER LEEDEN, KATRIN	TEACHER	101,671	-
VAVALA, DAVID	TEACHER	99,197	-
VERDEL, DEBRA	TEACHER	92,813	-
VERHOEVEN, LAURA	TEACHER	101,790	113
VERNON, DANIELLE	TEACHER	86,384	-
VEUGER, ASHLEY	TEACHER	86,975	-
VINE, ZACHARY	TEACHER	75,966	2,300
VINK, COREY	TEACHER	99,439	-
VINK, STEPHANIE	TEACHER	100,865	-
WAKELING, EMILY	TEACHER	85,823	879
WALKER, GEORGETTE	VICE PRINCIPAL	126,233	1,418
WALKER, ROBYN	TEACHER	76,605	270
WALKER, TERESA	TEACHER	99,472	-
WALKEY, KRISTI	TEACHER	92,815	-
WALLACE, CAMERON	TEACHER	77,291	-
WALLACE, NICOLE	TEACHER	100,897	1,906
WALLING, CAROL	TEACHER	81,547	-
WALTHER, THOMAS	TEACHER	102,096	-
WALTS, JAMES	TEACHER	75,984	-
WALUSHKA, KRISTOPHER	TEACHER	101,670	864
WARD, RICHARD	COMPUTER SUPP NETWORK ANALYST	81,663	-
WATERLANDER, PAUL	TEACHER	112,273	-
WAY, LISA	TEACHER	91,793	-
WEBB, SHAWNA	TEACHER	90,965	-
WEBBER, ALYSON	TEACHER	93,170	-
WEHNER, DENISE	DISTRICT PRINCIPAL	151,453	2,792
WEINSTEIN, MAX	TEACHER	77,056	86
WEISS, SHAWNA	TEACHER	98,457	-
WHITE, ROBYN	TEACHER	88,772	-
WHITE, VANESSA R.	DISTRICT PRINCIPAL	151,509	4,088
WHITNEY, GLENN	TEACHER	104,427	610
WHYTE, JORDAN	TEACHER	92,815	-
WIENS, BETHANY	TEACHER	91,605	-
WIENS, DIANE	TEACHER	99,961	-

WIENS, KRISTIN	TEACHER	105,072	2,181
WILKIE, CLAIRE	TEACHER	110,363	-
WILLIAMS, REISHA	TEACHER	82,727	340
WILLING, BRIAN	TEACHER	99,365	-
WILSON BURKE, ANASTASIA	TEACHER	101,810	-
WILSON, JAMES	TEACHER	92,823	-
WILSON, STEVEN	TEACHER	101,670	-
WONG, JADIA	TEACHER	95,782	-
WOOD, MEGAN	TEACHER	83,643	-
WOODLAND, DEBORAH	SPEECH PATHOLOGIST	99,706	3,402
WRIGHT, DARRELL	TEACHER	105,242	83
WRIGHT, DAWN	TEACHER	92,815	-
WRIGHT, DAWN E	TEACHER	79,834	995
WURBAN, JENNIFER	TEACHER	87,092	1,691
YARCHUK, MICHAELINE	TEACHER	98,288	822
YEE, VANESSA	TEACHER	75,278	-
YOUNG, JENNIFER	TEACHER	95,967	-
ZANICHELLI, CAROLYN	TEACHER	92,815	262
ZENI, RITA	TEACHER	101,670	-
ZIMMERMANN, CORINNA	TEACHER	86,013	377

TOTAL EMPLOYEES > 75,000.00	\$	68,601,795	\$	511,114
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TOTAL EMPLOYEES <= 75,000.00	\$	53,917,567	\$	251,573
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CONSOLIDATED TOTAL	\$	122,664,851	\$	780,504
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TOTAL EMPLOYER PREMIUM FOR CPP/EI			\$	7,407,782
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* Includes travel expenses for International Student Recruitment

Prepared as required by Financial Information Regulation, Schedule 1, section 6

**School District
Statement of Financial Information (SOFI)**

School District No.62 (Sooke)

Fiscal Year Ended June 30, 2023

STATEMENT OF SEVERANCE AGREEMENTS

There was 1 severance agreement made between School District No.62 (Sooke) and its non-unionized employees during fiscal year 2023.

This agreement represented 6 month's compensation.

**SCHOOL DISTRICT
STATEMENT OF FINANCIAL INFORMATION (SOFI)**

**SCHOOL DISTRICT NO. 62 (SOOKE)
FISCAL YEAR ENDED JUNE 30, 2023**

SCHEDULE OF PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES

VENDOR NAME	PAYMENTS
ADAMS MOBOX STORAGE	26,201
AMAZON	389,605
ANNE-MARIE BILTON	39,405
APOLLO SHEET METAL LTD	68,853
APPLE CANADA INC	121,647
ARCHIE JOHNSTONE PLUMBING & HEATING LTD	59,719
ARI FINANCIAL SERVICES	64,234
ARNOLD LIM FILMS LTD	63,000
ASSOCIATED ENGINEERING (B.C.) LTD.	50,392
AV SOLUTIONS	47,573
B.C. PRINCIPALS & VICE PRINC. ASSOC	93,045
BARAGAR SYSTEMS	32,480
BC FERRIES	36,240
BC HOUSING	55,431
BC HYDRO	902,902
BC SCHOOL TRUSTEES ASSOCIATION	65,476
BC TEACHERS FEDERATION	1,264,661
BCTF - SALARY INDEMNITY PLAN	1,436,846
BEST BUY CANADA LTD.	42,226
BRIAN SIMMONS AND ASSOCIATES LTD	52,424
BUMPER TO BUMPER	37,594
BUNZL CLEANING & HYGIENE	386,910
BY SOLUTION	89,305
CAMOSUN COLLEGE	260,416
CANADIAN TIRE	28,909
CANADIAN UNION OF PUBLIC EMPLOYEES	528,070
CAPITAL REGION FOOD SHARE	77,425
CAPITAL REGIONAL DISTRICT	317,287
CDW CANADA INC.	355,976
CEDAR VISTA STABLES	85,680
CINDY ANDREW	60,793
CIP MODULAR	197,886
CISCO SYSTEMS CAPITAL CANADA CO.	61,029
CITY CENTRE PARK	47,991
CITY OF LANGFORD	540,524
CITY OF VICTORIA	126,628
CLEAN AIR SERVICES	43,129
CNB COMPUTERS	384,515

COLUMBIA FUELS	393,866
COSTCO WHOLESale	178,695
CSI LEASING CANADA LTD.	230,624
CWB NATIONAL LEASING INC.	38,348
DELL CANADA INC	183,834
DINNING HUNTER JACKSON LAW	49,686
DISTRICT OF SOOKE	30,031
DRAYCOR CONSTRUCTION LTD.	1,909,200
DYNAMIC SPECIALTY VEHICLES LTD	52,412
E.B. HORSMAN & SON	82,412
ELLISON TRAVEL & TOURS LTD.	62,264
ELLSWEAR DANCE & ACTIVEWEAR	37,085
EMCS SOCIETY	47,403
EMPLOYER HEALTH TAX (EHT)	2,358,377
ESPIRIT TRIBAL	45,606
EVOLUTION AV LTD.	28,256
FARMER CONSTRUCTION LTD.	22,126,396
FASTCUT CNC INC.	74,228
FB & EB HOMESTAY FAMILY	30,248
FIVE STAR PAVING CO. LTD.	88,475
FLO INC.	117,360
FLYLEAF PUBLISHING	28,745
FMEP PAYMENT SERVICES	38,924
FOCUSED EDUCATION RESOURCES SOCIETY	38,579
FOLLETT CONTENT SOLUTIONS LLC	222,733
FOOD FOR THOUGHT CATERING LTD	26,567
FORTIS BC-NATURAL GAS	406,282
FRIESEN YEARBOOKS	26,800
FULCRUM MANAGEMENT SOLUTIONS LTD.	31,117
FUTUREBOOKS PRINTING INC	74,463
G & E CONTRACTING LP	239,223
GESCAN	57,922
GLOBAL INDUSTRIAL CANADA	41,638
GOLD KEY SALES AND LEASE LTD	46,963
GRAPHIC OFFICE INTERIORS	106,881
GUARD.ME INTERNATIONAL INSURANCE	90,316
HAYWORTH ITF FOUNDATION (SOOKE)	40,694
HCMA ARCHITECTURE & DESIGN	712,109
HERFF JONES, LLC	27,286
HOMETOWN TEAM & CORPORATE SALES	63,030
HONEYWELL LIMITED	135,141
HULITAN FAMILY & COMMUNITY SERVICES	890,899
IN-CHARGE ENERGY INC.	99,388
ISLAND EHS	66,658
JAMES BUSH & ASSOCIATES LTD.	28,728
JENNER CHEVROLET BUICK GMC LTD.	45,496
JONATHAN MORGAN COMPANY LIMITED	166,043

JPJ ATHLETICS AND REPAIRS	150,997
KAL-TIRE	33,177
KC & HC HOMESTAY FAMILY	31,234
KEV SOFTWARE INC.	66,448
KMS TOOLS AND EQUIPMENT LTD	93,027
KPMG LLP	36,905
LIFEWORCS CANADA LTD	124,828
LJ & TJ HOMESTAY FAMILY	31,602
LONG & MCQUADE LTD.	47,687
LVISSAA	44,289
MARSH CANADA LIMITED	56,921
MDT SYSTEMS LTD	189,210
MERCER (CANADA) LIMITED	29,736
MINISTER OF FINANCE	386,232
MINISTRY OF CHILDREN & FAMILY DEVELOPMENT	66,148
MINISTRY OF FINANCE	32,475
MNP LLP	26,250
MONK OFFICE SUPPLY LTD.	1,078,584
MUNICIPAL PENSION PLAN	2,461,047
MUNRO'S BOOKS	106,357
MY CHOSEN PIZZA	40,643
NELSON EDUCATION LTD.	92,031
OLYMPIC INTERNATIONAL	26,208
OLYMPIC VIEW GOLF COURSE	104,777
ONE STOP FUNDRAISING INC.	34,582
ORKIN CANADA CORPORATION	105,418
OUT OF THE BLUE DESIGNS	167,325
P & R TRUCK CENTRE LTD.	40,620
PACHEEDAHT FIRST NATION	61,621
PACIFIC BLUE CROSS	3,652,115
PANAGO	50,262
PASSION SPORTS	51,388
PEARSON CANADA	41,826
PEMBERTON HOLMES	259,469
PINNACLE FIRE PROTECTION LTD.	28,211
POWERSCHOOL CANADA ULC	212,928
PRICE'S ALARM	36,535
PRIME ENGINEERING	27,346
PRO PACIFIC HAZMAT LTD.	32,497
PUBLIC ED. BENEFITS TRUST	2,100,731
R.G. EXCAVATING LTD	36,750
REAL CANADIAN SUPERSTORE	120,596
REAL CANADIAN WHOLESALE	26,018
REBECCA BLOUIN	30,639
RFS CANADA	112,787
RICOH CANADA INC	113,756
ROLLINS MACHINERY	33,822

ROPER GREYELL LLP	57,462
RYZUK GEOTECHNICAL	41,079
SCHOLASTIC BOOK FAIRS CANADA INC.	46,228
SCHOLASTIC CANADA LTD.	56,043
SCHOOL HOUSE TEACHING SUPPLIES	60,992
SCHOOL SPECIALTY CANADA LTD	30,072
SEAPARC LEISURE COMPLEX	27,816
SECURIGUARD SERVICES LTD	38,845
SLEGG BUILDING MATERIALS	86,843
SM & JM HOMESTAY FAMILY	25,999
SMCN CONSULTING INC	202,529
SOFTCHOICE CORPORATION	142,979
SOOKE FOOD BANK SOCIETY	34,392
SOOKE PRINCIPALS & VICE-PRINC.ASSOC	28,168
SOOKE TEACHERS' ASSOCIATION	651,042
SPECTRUM EDUCATIONAL SUPPLIES LTD	37,401
SSL- SUSTAINABLE SERVICES LTD	57,740
STAPLES	32,235
STUDIOHUB ARCHITECTS LTD.	38,509
SUNCOR ENERGY PRODUCTS PARTNERSHIP	207,266
SYSCO CANADA INC.	116,896
TC MEDIA LIVRES INC.	38,458
TEACHER REGULATION BRANCH	87,600
TEACHER'S PENSION PLAN	9,121,421
TELUS	95,881
TELUS MOBILITY (BC)	117,541
TFORCE LOGISTICS CANADA INC.	26,505
THE HOME DEPOT	42,279
THINKSPACE ARCHITECTURE PLANNING	1,686,817
THRIFTY FOODS	44,845
TK ELEVATOR (CANADA) LIMITED	27,688
TOP LINE ROOFING LTD	49,933
TOWER FENCE PRODUCTS	92,913
TRAIL APPLIANCES	47,769
TRANE CANADA CO. T42324C	58,516
TRI-METAL FABRICATORS	90,565
TRUFFLES CATERING GROUP INC	175,517
TYLER TECHNOLOGIES, INC	48,104
UAP INC.	32,200
UNIVERSAL SHEET METAL LTD	791,177
UPANUP STUDIOS INC	38,693
VANCOUVER ISLAND HEALTH AUTHORITY	229,377
VICTORIA COMMUNITY FOOD HUB SOCIETY	74,950
VIG SOLUTIONS INC.	264,616
WAL MART CANADA INC.	66,930
WASTE MANAGEMENT	102,758
WEST SHORE ENVIRONMENTAL SERVICES	376,020

WEST SHORE PARKS AND RECREATION	38,447
WESTCOAST ROOF INSPECTION SERV. LTD	59,609
WESTERN CANADA BUS	1,176,990
WILSON & PROCTOR LTD.	28,038
WILSONS TRANSPORTATION LTD.	78,172
WOOD WYANT CANADA INC.	75,135
WORKSAFE BC	1,506,417
WSP CANADA INC.	56,904
X10 TECHNOLOGIES	71,680
YMCA-YWCA OF VANCOUVER ISLAND	28,467
YUKON RUN FOR LIFE	70,630
TOTAL DETAILED VENDORS > 25,000.00	72,234,011
TOTAL VENDORS <= 25,000.00	8,983,168
CONSOLIDATED TOTAL	81,217,179

PREPARED AS REQUIRED BY FINANCIAL INFORMATION REGULATION, SCHEDULE 1, SECTION 7

**SCHOOL DISTRICT
STATEMENT OF FINANCIAL INFORMATION (SOFI)**

**SCHOOL DISTRICT NO. 62 (SOOKE)
FISCAL YEAR ENDED JUNE 30, 2023**

RECONCILIATION TO THE AUDITED FINANCIAL STATEMENTS

EXPENDITURES PER SOFI

Schedule of Remuneration and Expenses		
Remuneration	\$	122,664,851
Employee Expenses		780,504
Employer Portion of CPP and EI Contributions		7,407,782
<i>Total - Schedule of Remuneration and Expenses</i>		<i>\$ 130,853,137</i>
Schedule of Payments for the Provision of Goods and Services		81,217,179
CONSOLIDATED TOTAL OF EXPENDITURES PER SOFI	\$	212,070,316
 FINANCIAL STATEMENT EXPENDITURES		
Operating Fund Expenditures	\$	145,026,287
Special Purpose Fund Expenditures		29,422,660
Purchase of Capital Assets		26,300,809
CONSOLIDATED TOTAL OF FINANCIAL STATEMENT EXPENDITURES	\$	200,749,756
DIFFERENCE BETWEEN SCHEDULED PAYMENTS AND FINANCIAL STATEMENT EXPENDITURES	\$	11,320,560

EXPLANATION OF DIFFERENCE

The scheduled payments differ from the financial statements in the following ways:

- 100% of GST paid to suppliers is included in the SOFI schedules, whereas the financial statement expenditures are net of the rebate the school district receives.
- Employee benefits may be duplicated in the Schedule of Payments where also reported in employee remuneration.
- Employee expenses that are paid directly to suppliers may be duplicated in the Schedule of Payments.
- Other miscellaneous cost recoveries from third parties are reflected in the financial statements but may not be deducted from the schedules.
- The financial statements are reported on an accrual basis, and include payroll liabilities that are not reflected in the Schedule of Remuneration and Expenses, and accounts payable balances that are not reflected in the Schedule of Payments for the Provision of Goods and Services. Changes in liability balances from year to year affect the financial statement expenditures but not the scheduled payments which are reported on a cash basis.

Item 11.1 – Public Board Meeting School District 62 (Sooke)

Board of Education 90-Day Plan Work Plan Summary

Action	January 2024	February 2024	March 2024
Approve	- Budget Principles & Assertions, Plan & Timelines	- Amended Budget School Fees	- School Calendar
Review	- Policy positions for submission to BCSTA AGM	- 2nd Quarter Reports: - Strategic Plan Q2 - Financial forecast - Enrolment update - Minor & Major Capital Work	- Estimated Enrolment Update - Budget Instructions - Annual Facilities Grant Planning
Complete	- BCSTA Policy/Motions for AGM - BCPSEA Annual - General Meeting (Jan 25-26 TBC) – Trustee Rep	- Partner/Liaison Mtg – MECC (Chair/ST/Supe) (Feb. 9) - Partner Budget Presentations (Feb.20) - BCSTA Provincial Council (Feb 24) - Municipal Partner Meetings (Chair, S-T & CEO)	- Nominate candidates for Premier’s Awards in Education.
Engage	- Rights/Stakeholder/ Partner engagement ahead of updating the Vision, Mission, Values and beliefs - Board/Minister Mtg (TBD)	- Board Planning Session Vision, Mission, Values and Beliefs (Feb. 5)	

School District 62 (Sooke)

Board of Education 2023-24 Annual Work Plan Summary

Monthly Calendar

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	<ul style="list-style-type: none"> - Trustee Weekly Update – “Monday Memo” 	<ul style="list-style-type: none"> - Resources Agenda & Material submission - Education Policy Committee Meeting 	<ul style="list-style-type: none"> - Resources Agenda Setting 	<ul style="list-style-type: none"> - Meeting material deadline - Planning & Priorities Committee (Chair, Vice-Chair, Supe, S-T, DS) 	<ul style="list-style-type: none"> - Resources Meeting Materials released
2	<ul style="list-style-type: none"> - Trustee Weekly Update – “Monday Memo” 	<ul style="list-style-type: none"> - Resources Committee Meeting 	<ul style="list-style-type: none"> - Ad Hoc Committees: Agenda Setting (as needed) <ul style="list-style-type: none"> - Governance Committee - Personnel Committee - SBO Renewal Committee 	<ul style="list-style-type: none"> - Meeting material Deadline - Planning & Priorities Committee 	<ul style="list-style-type: none"> - Ad Hoc Committee Meeting Materials released
3	<ul style="list-style-type: none"> - Ad Hoc Committee Meeting (as needed) - Trustee Weekly Update – “Monday Memo” 	<ul style="list-style-type: none"> - Audit Committee (Quarterly) - Board Meeting Agenda & Material submissions 	<ul style="list-style-type: none"> - Board Meeting Agenda Setting - SPEAC Meeting 	<ul style="list-style-type: none"> - Meeting material deadline - Planning & Priorities Committee 	<ul style="list-style-type: none"> - BoE Meeting Materials released
4	<ul style="list-style-type: none"> - Trustee Weekly Update – “Monday Memo” 	<ul style="list-style-type: none"> - BoE Meeting - Education-Policy Committee: Agenda item submission 	<ul style="list-style-type: none"> - Education-Policy Committee Agenda Setting 	<ul style="list-style-type: none"> - Meeting material Deadline - Planning & Priorities Committee 	<ul style="list-style-type: none"> - Education Policy Materials released

Board Information Note

Public Board Meeting

December 19, 2023

Agenda Item 12.1: Superintendent's Update

LEARNING

Principals Leading the Way In Inclusive Education

- Donna McGhie-Richmond (UVic) and a research colleague at Sir Wilfred Laurier University, Ontario worked with Gordon Porter, Director, Inclusive Education Canada in New Brunswick on a comprehensive information pamphlet focused on the role of Principals in promoting and supporting an inclusive school culture.
- They recently hosted a webinar that brought together principals, school / district leaders to discuss the role of Principals. Mark Kaercher, principal of Dunsmuir Middle School was one of three panelists from across Canada.
- Mark's presentation on the importance of connection and relationship in support of students in an inclusive environment was impressive.
- It is a great representation of Mark and of the district overall to be recognized through this kind of research and platform to share ideas and learnings on inclusion.



**SCHOOL PRINCIPALS:
LEADING THE WAY TO INCLUSIVE SCHOOLS**

Tuesday Dec. 5 at 4:00 - 5:00 pm Eastern

Webinar: Release of Resource for Principals
Research and practice tell us that school principals play a critical role in promoting and supporting an inclusive school culture. Through their values, knowledge, skills, and commitment, principals lead the way in fostering inclusion for all students.
This webinar announces the release of a publication that outlines areas for principals to consider in meeting this challenge. Project Leaders will share key insights in this webinar.

RESOURCE PANEL: PROJECT LEADERS

		
Steve Sider, Laurier Univ.	Donna McGhie-Richmond, Univ. Victoria	Gordon L. Porter, Director, IEC

GUESTS: THREE SCHOOL PRINCIPALS

		
MARK KAERCHER BC	TANYA WHITNEY NB	AL SIMOES ON

REGISTER:
[HTTPS://BIT.LY/40MCOSY](https://bit.ly/40MCOSY)

This professional learning webinar is made possible through a partnership between Inclusive Education Canada and our Network of Associates. No Fee - but you must register.



Indoor Vertical Garden

- Through a grant provided to Backpack Buddies by the United Way, we have constructed an indoor vertical garden at Hans Helgesen Elementary.
- Supported by Flourish Food Society and Backpack Buddies, the garden has become an educational focus for students and support to our Feeding Futures Program.
- Students and staff have just harvested their first batch of bok choy and lettuce. The produce was used by Backpack Buddies which sends food home for families over the weekend.



ENGAGEMENT

Music Program Discussions

- As part of the district's ongoing engagement with music teachers to ensure a robust and consistent program throughout the district.
- Associate Superintendent Braniff continues to meet with a group of music teachers to discuss ways to support the continued growth of band programs in our middle schools. Working towards the beliefs

established for middle schools in the 2022-2023 school year and seeking consistency in timetabling and program offerings, this engagement process continues to offer insights into how best to serve our students and families.

- Monica will continue to work with principals and music teachers to determine the next steps and bring any recommendations requiring budget support through the annual budget process.

Acknowledgement Gathering at PEXSISEN and Centre Mountain Lellum

- On Friday, December 15 members of the current Board of Education along with those on the previous Board met at PEXSISEN Elementary and Centre Mountain Lellum Middle School to unveil the dedication plaques for the school opening.
- This was a great time to honour and recognize the work of the previous Board in securing funding for the construction of these two schools and the current Board for their navigation of the opening and final steps towards completion.

Fire at Journey Middle School

- As trustees are aware, on the evening of December 12, during the winter band concert, a small fire broke out in a storage room at Journey Middle School. There was a safe and orderly evacuation of the building. The fire was extinguished by the internal sprinkler system, resulting in very little damage to the school.
- This is an opportunity to say **thank you** to Principal, Jen Gibson and vice-principal, Kelly Dvorak and everyone who responded to this emergency to ensure personal safety, safety of the building, and a quick restoration to ensure school could open as normal the following day. This included ten custodians who responded to assist with cleaning, facilities staff who checked and reset systems, and OH&S staff who checked air quality safety.
- **Thank you** also to the Sooke Fire Department who responded quickly and expertly to ensure that the fire was extinguished and did not spread.

GROWTH

Capital Plan Update

- Prefabricated Additions at Ruth King and David Cameron
 - We have completed the first step in the process through our consultants. This has included site and building design to the point of being building permit ready. We have also worked with Langford and Colwood municipalities to expedite building and occupancy work to ensure that students are able to attend these new classrooms in September 2024.
- ΣØIANEW STE+ITKE+
 - Friday, December 15 was a great opportunity to be on-site with the Chair and Vice-Chair of the Board to see the progress being made at our newest school build. The pouring of concrete has remained on schedule with our first major milestone for mass timber set to occur in early January with the first mass timber panels being delivered to the site. This project continues to be on target for the planned September 2025 opening.



- EMCS Portable
 - On Friday, December 1, we finally received our occupancy permit for the EMCS portable. Achieving the permit was an extraordinarily challenging process with many lessons learned for the school district in managing our portable projects.
 - A huge thank you to our Facilities staff who rallied to make final adjustments in a short period to make sure that all deficiencies were completed to achieve occupancy.
 - We apologize to the EMCS school community for the delay.

Digital Solutions Update

- Laptop Refresh Rollout for Elementary – The laptop rollout for Elementary schools continues successfully on track; the few remaining schools' rollout will be completed in January. This complex project involves configuring and deploying over 400 PVP and Elementary teacher laptops + 80 TTOC spares while continuing to manage the operational support for the district. Laptops for Clerical and CUPE staff will be tackled as the next project.
- Student Device Working Group – A presentation on the work of the Student Device Working Group was done for the Leadership Team. We currently have approximately 7000 student devices across the district that have been procured over the years in a decentralized manner. We are working on a plan to ensure equity, support, literacy, and training. Options for funding include the exploration of centralized, decentralized, and hybrid approaches.
- Digital Asset Intake Process - A governance model for ensuring appropriate oversight of Digital Assets (Software, 3rd Party Cloud Services, hardware) was proposed to the Leadership team for consultation and feedback. This is in support of Board Governance around ensuring the protection of Security, Privacy, Risk, Support, Records Management, Data Integration, Business Continuity, Disaster Recovery, and overall Value associated with the procurement and project implementation (timeline, effort estimation) of these services.

Thank You

- On a personal note, I would like to extend my gratitude to the extended SD62 school community and the Board of Education specifically.
- Sooke School District is a special place to be and to work. I want to say thank you to everyone who has contributed to my time in the district and been such a shining example of shared leadership. We have been through a lot in the past five-and-a-half years.
- To our Board, thank you for your continued good governance and focus on what is best for students.