



**BOARD OF EDUCATION
PUBLIC MEETING
By Live Event
November 23, 2021 – 7:00 p.m.**

A G E N D A

1. **CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**
We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Sc'ianew Nation, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)
2. **AGENDA (page 2)**
 - 2.1 Call for amendments and additional items
Motion Requested: That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of November 23, 2021, as presented (or as amended).
3. **MINUTES (page 4)**
 - 3.1 Call for amendments to minutes
Motion Requested: That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of the October 26, 2021, as presented (or amended).
4. **INFORMATIONAL ITEMS AND ANNOUNCEMENTS**
 - 4.1 Board Chair Update – Ravi Parmar
5. **EDUCATIONAL PRESENTATIONS**
6. **CORRESPONDENCE & DELEGATIONS (page 8)**
 - 6.1 Correspondence:
 - a. Letter from the Citizens' Environment Network in Colwood RE: Royal Bay Elementary School Solar Power dated November 3, 2021
 - b. Letter from Climate Action West Shore, RE: Climate Action Reboot, dated November 9, 2021
 - 6.2 Standing Delegations (STA, CUPE, PVP, SPEAC, CPF) – 5 minutes each
 - 6.3 Other Delegations - CUPE Seamless Day Childcare Project – David Fleming - 10 minutes
7. **FINANCE, FACILITIES AND SERVICES**
 - 7.1 Resources Committee – Meeting of November 9, 2021 – Bob Beckett (page 12)
Motion Requested: That the Board of Education of School District 62 (Sooke)

Approve the list of one-time funding recommendations for the 21/22 fiscal year, totaling \$643,000, as presented at the November Resources Committee Meeting.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of November 9, 2021.

8 EDUCATION PROGRAM

- 8.1 Education-Policy Committee – Meeting of November 2, 2021 – Allison Watson (page 14)
Motion Requested: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft a new Policy and Regulations B-118 “Social Media”.

Motion Requested: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations E-530 “Use of Tobacco, Vapour Products and Cannabis”.

Motion Requested: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy F-228 “Pest Management”.

Motion Requested: That the Board of Education of School District 62 (Sooke) direct Staff to develop a Request for Proposals for childcare provision at Pexsisen Elementary.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of November 2, 2021.

9. STUDENTS

10. FOUNDATIONS & GOVERNANCE

- 10.1 Board Work Plan 90 Day Outlook – Ravi Parmar (page 37)
 10.2 District Healthy Schools, Healthy People Committee Report – Margot Swinburnson (page 38)

11. ADMINISTRATION

- 11.1 Superintendent’s Report – Scott Stinson (page 41)

12. PERSONNEL

13. UPCOMING EVENTS

Na’tsa’maht Education Council Meeting – November 24, 2021
 Trustee/Student Forum – November 26, 2021
 Chanukah – November 28th to December 6th 2021
 BCSTA Trustee Academy – December 3-4, 2021

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
LIVE MS Teams Event
October 26, 2021 – 7:00 p.m.**

TRUSTEES: Ravi Parmar, Board Chair Bob Beckett, Vice-Chair
 Bob Phillips Margot Swinburnson
 Allison Watson Dianna Seaton
 Wendy Hobbs

STAFF: Scott Stinson, Superintendent
 Harold Cull, Secretary-Treasurer
 Paul Block, Associate Superintendent
 Stephanie Hedley-Smith, Associate Superintendent
 Dave Strange, Associate Superintendent
 Dan Haley, Executive Director, HR
 Farzaan Nusserwanji, Executive Director, IT
 Sue Grundy, Manager Executive Operations
 Steve Tonnesen, Manager IT Operations

SECRETARY: Kristina Ross

1. CALL TO ORDER

The meeting was called to order at 7:03 p.m. by the Board Chair and he acknowledged the traditional territories of the First Nations.

2. AGENDA

2.1 Call for amendments and additional items

145. MOVED Allison Watson/Margot Swinburnson
 That the Board of Education of School District 62 (Sooke) adopt the agenda of
 October 26, 2021 as amended.
 CARRIED

3. MINUTES

3.1 Call for amendments to minutes

146. MOVED Bob Beckett/Dianna Seaton
 That the Board of Education of School District 62 (Sooke) adopt the minutes of
 the September 28, 2021 meeting as presented.
 CARRIED

4. INFORMATIONAL ITEMS AND ANNOUNCEMENTS

4.1 Board Chair Update – Ravi Parmar

The Board Chair, acknowledged those District employees being recognized in the month of October; Principals and Vice Principals; Teachers; and Custodial, Maintenance and Facilities Staff and thanked them for their service and continued support. Chair Parmar, Trustee Seaton and Trustee Hobbs attended the Strategic Plan 2021-2025 announcement at Pexsisen Elementary and Centre Mountain Lellum Schools on October 22, 2021. Furthermore, the District announced a 6.9% increase in student enrolment, the largest growth in at least 30 years.

The Board Chair, provided an update on decisions which were made by the Board of Education earlier in the evening in a meeting closed to the public. The Board of Education directed staff to begin assessing the impact of a vaccination policy/mandate via a confidential survey of its employees, by employee group to determine vaccination status; directed staff to begin consultations with employee groups, SPEAC, Indigenous Rights Holders, student representation and community members to seek their perspectives on a potential vaccine mandate/policy; and write to BCPSEA and request that they expedite the process to provide policy direction on the vaccine mandate.

4.2 Strategic Plan Communications Plan – Scott Stinson

Scott Stinson provided an update on the Strategic Plan Communications Plan to the Board of Education.

5. EDUCATIONAL PRESENTATIONS

6. CORRESPONDENCE & DELEGATIONS

6.1 Correspondence:

- a. Letter from Minister of Education Jennifer Whiteside, dated October 5, 2021 RE: 2021 Premier's Awards for Excellence in Education
- b. Email from Frazer Johnson, dated October 8, 2021 RE: Vaccine Mandate in SD62
- c. Email from Tamara Taggart dated October 14, 2021 RE: Supporting Inclusive Education for Learners with Down Syndrome
- d. Letter from Judy Roper, dated October 22, 2021 RE: Vaccine Mandate in SD62

147. MOVED Bob Phillips/Dianna Seaton

That the Board of Education of School District 62 (Sooke) receive the Letter from the Minister of Education Jennifer Whiteside dated October 5, 2021 RE: 2021 Premier's Awards for Excellence in Education, Email from Frazer Johnson, dated October 8, 2021 RE: Vaccine Mandate in SD62, Email from Tamara Taggart dated October 14, 2021 RE: Supporting Inclusive Education for Learners with Down Syndrome, Letter from Judy Roper, dated October 22, 2021 RE: Vaccine Mandate in SD62.

CARRIED

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

STA – Rita Zeni

The STA provided an overview to the Board of Education on vaccination rates among teachers, spoke to a potential vaccination mandate, member well-being and mental health, and issues with school-based safety protocols.

CUPE – Betty-Lou Leslie

CUPE provided an overview of its support to the Seamless Day Kindergarten pilot program, spoke of the Transportation LOU, and indicated that Amber Leonard, President of CUPE Local 459, has been elected to the Provincial Bargaining Team to represent CUPE's K-12 sector in the upcoming bargaining process.

PVP – Laura Fulton

Laura Fulton provided an update to the Board of Education on outdoor learning activities in the District, the return of extra-curricular sporting activities to our schools, and District equity and reconciliation teachings.

SPEAC – Melissa DaSilva

SPEAC updated the Board of Education on the October 5, 2021 meeting with the BC Confederation of Parent Advisory Councils (BCCPAC) and the Minister of Education and the Deputy Provincial Health Officer. SPEAC is looking for volunteers to be active participants in committees this year, and the next SPEAC meeting will occur on November 17, 2021 via MS Teams.

Canadian Parents for French – Billie-Jo Cavanaugh

No delegation.

Students

No delegation.

7. FINANCE, FACILITIES AND SERVICES**7.1 Report on the Resources Committee – Meeting held on October 12, 2021**

Trustee Beckett provided the Board of Education with an overview of the Resources Committee Meeting.

148. MOVED Bob Beckett/Allison Watson

That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of October 12, 2021.

CARRIED

7.2 Enrolment and Funding Update – Paul Block/Harold Cull

The District submitted its September 2021 enrolment to the Ministry of Education. The District has grown by 6.7% (734 FTE of students) to approximately 11,665 students in the 2021/22 school year. Furthermore, the District has 258 international students. As the revenue and expenditures will increase due to the associated enrolment growth, staff are determining a list of potential spending options for the Board to consider. It was noted that there will be anticipated structural multi-year budget shortfall due to the opening of two new schools, remaining pandemic costs and a teacher salary differential from the provincial average for the District to manage.

8. EDUCATION PROGRAM**8.1 Report on the Education-Policy Committee – Meeting held on October 5, 2021**

Trustee Watson provided the Board of Education with an overview of the Education-Policy Committee Meeting.

149. MOVED Allison Watson/Dianna Seaton

That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of October 5, 2021.

CARRIED

9. STUDENTS**10. FOUNDATIONS & GOVERNANCE****10.1 Board Work Plan 90 Day Outlook – Ravi Parmar**

Ravi Parmar discussed the Board Work Plan 90 Day Outlook and the priorities of the Board.

10.2 Na'tsa'maht Education Council - Meeting of October 20, 2021 – Dianna Seaton

Trustee Seaton provided an overview of the Na'tsa'maht Education Council Meeting. Associate Superintendent Block discussed the District Principal position and indicated that all four Nations would be participating in the hiring process. Furthermore, Trustee Seaton indicated that approximately 1,220 student self-identified as Indigenous in the 2021/22 school year.

10.3 BCSTA Provincial Council Update – Allison Watson

Trustee Watson provided an update on the BCSTA Provincial Council Meeting. Three successful Provincial Council motions were passed including: a Provincial Teacher Shortage motion, a Declaration of National Opiate Death Crisis motion and an Increased Funding for the Annual Facilities Grant motion. Additionally, the Provincial Council spoke on the issue of vaccine mandates.

10.4 BCSTA Climate Action Working Group Update – Allison Watson

BCSTA has formed a Climate Action Working Group and Trustee Watson has been asked to participate on behalf SD 62. The Working Group has yet to meet and establish its mandate. Further details to follow.

11. ADMINISTRATION

11.1 Superintendent's Report – Scott Stinson

Scott Stinson provided an update to the Board of Education on the International Program Grant, the Ministry of Education Partner-Liaison Meeting, the District's Program Review, the District Student Council meeting, the West Langford Media event, and the catchment implementation for the West Langford schools. The Superintendent indicated that the District received a \$15,000 grant to help fund international education mobility programming and training for staff.

12. PERSONNEL

13. UPCOMING EVENTS

Halloween – October 31, 2021

Diwali – November 4, 2021

Remembrance Day – November 11, 2021

Student Forum - TBD

14. FUTURE ITEMS

15. QUESTION PERIOD

Members of the public have the opportunity to ask questions related to agenda items. All media questions can be directed to the Manager, Communications for follow-up and response.

16. ADJOURNMENT

The meeting was adjourned at 8:30 p.m.

Certified Correct:

Chairperson of the Board

Secretary-Treasurer

Sent: November 3rd, 2021
RE: Colwood Royal Bay Elementary School
Address: rparmar@sd62.bc.ca
To: Ravi Parmer, Chair, School Board #62

Dear Ravi Parmer,

Our community group, Citizens' Environment Network in Colwood (CENiC) is a group of Colwood City residents who have come together to form an organization that has as its stated mission: to encourage and support measurable progress on climate action and environment sustainability in Colwood. We bring together individuals, organizations, and businesses with an interest in achieving this stated mission and have been operating now for the last twenty-two months in Colwood, BC.

We understand that the Sooke School District is planning on building a new elementary school in the Royal Bay village, a subdivision in Colwood. The school will service a brand-new community in a very large, rapidly growing area. It will be an anchor to a much-anticipated community hub.

We at CENiC are proposing that the school district consider placing solar panels on the roof of your landmark building at this new location. The school will be in an ideal location for the generation of solar power. Colwood has local solar panel companies that would be more than happy to offer to bid on such a project and add to the utilization of local Colwood eco-friendly businesses.

The Royal Bay development area is heavily invested in natural gas infrastructure, and we see this as an attempt to offer an alternative clean non-fossil fuel energy source. The CRHD will have a significant opportunity to lead the way in showcasing a desire to make a major contribution to positive clean energy.

District in all ways that are at our disposal. We need local school boards to lead in areas that are beneficial to all, to help set the standard for others to attain. This

would be considered a welcome step towards sustainability by many in our community and would likely be met by a very positive response.

We are aware that you have strong connections to the community. Your attention to this idea is greatly appreciated by CENiC and many of the people that live in Colwood. Thank you for your consideration.

Sincerely,

Harley Gordon, CENiC Chair

Sent on behalf of the Citizens' Environment Network in Colwood



CLIMATE ACTION WEST SHORE

Big Change Starts Now

November 9, 2021

Board of Education
Sooke School District
3143 Jacklin Road
Victoria, BC V9B 5R1

Dear Chair Parmar and Members of the Board of Education:

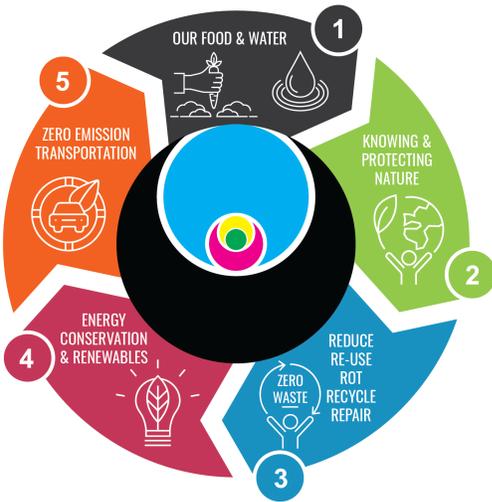
As COP26 comes to an end, the world has woken up to the need for immediate climate action. Let's start here, on the West Shore. We are reaching out to the Sooke School District as we reboot our award-winning initiative **Climate Action West Shore** to commemorate the UN Climate Change Conference in Glasgow, Scotland, and invite our communities to take action now, here at home.

As several of you may recall, Climate Action West Shore (CAWS) was originally created as a committee of the WestShore Chamber of Commerce in 2007. Our nimble non-partisan organization worked to connect people with good news and information about local climate action underway in homes, schools, workplaces and public spaces. We celebrated the leadership being shown by our schools, local governments and businesses, as well as the energy and innovation of individual citizens who were charting a more sustainable way forward. At that time, we were grateful for the many community collaborations we enjoyed with the Sooke School District (including the Off-the-Grid Festivals), and hope you will again be interested in working together with us as we re-introduce Climate Action West Shore as a new British Columbia registered non-profit Society.

Why Now?

Our children and grandchildren are asking who is in charge of responding to the Climate Emergency. People of all political stripes are recognizing that things need to change, but the problem is immense and integrated across all aspects of our lives. Governments are moving as quickly as they can within their capacity to act. The stories of climate-related events around the world are often overwhelming. As a region with so many engaged residents and an abundance of resources, it makes sense to have a focal point where West Shore people can find ways to take climate action instead of feeling powerless and vulnerable to despair.

Climate Action West Shore 2.0 will launch via social media later this week, and we intend to unveil our website early in 2022, which will provide links to a wide range of existing information (no wheels will be reinvented), help connect like-minded folks, and share inspiring and empowering stories of climate action, both locally and globally, in the following five categories:



1. **Our Food & Water**
2. **Knowing & Protecting Nature**
3. **Zero Waste (Reduce, Re-Use, Rot, Recycle, Repair)**
4. **Energy Conservation & Renewables**
5. **Zero Emission Transportation**

A few things have changed over the last 10 years that make the prospect of a CAWS reboot more promising ...

- Our community is at an enhanced state of readiness, looking for ways to engage in climate action at various levels, but needs further coaching and consistent support from organizations and each other to enable them get on with the work;
- Technology (digital platforms and video conferencing) has advanced dramatically in a decade, making the sharing and management of information faster and more accessible; tech has also massively increased audience reach, enabling organizations to connect with people more seamlessly; and
- This time, Climate Action West Shore will enter the public space as an independent organization with a mandate to promote community climate action.

I hope that we can again count on your support as we re-engage our West Shore communities in climate action. We will reach out again before we launch our website, hoping for your support in sharing the news with our school communities. In the meantime, please reach out to me if you have any questions.

Kind regards,

Cindy Moyer
 Founding Director
Climate Action West Shore Society
 Direct: 250.857.7821



Committee Report of Resources Committee Meeting Live and via MS Teams November 9, 2021

Present: Bob Beckett, Trustee (Committee Chair)
Wendy Hobbs, Trustee (Committee Member)
Margot Swinburnson, Trustee (Committee Member)
Ravi Parmar, Trustee
Scott Stinson, Superintendent & CEO
Harold Cull, Secretary-Treasurer
Ceilidh Deichmann, SPVPA
Amber Leonard, CUPE
Michelle Mackintosh, SPEAC
Ed Berlando, STA
Nicole Gestwa, IT

Guests: David Lee-Bonar, Assistant Secretary-Treasurer
Pete Godau, Director, Facilities
Dan Haley, Executive Director, Human Resources
Farzaan Nusserwanji, Executive Director, Information Technology
Mhairi Nicolson, Manager, Minor Capital Construction
Nora Reid, Manager, Strategic Human Resources

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:02 pm by the Committee Chair, Bob Beckett 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; Sc'ianew Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)

2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated October 12, 2021 at its Public Board Meeting dated October 26, 2021.

3. PRESENTATIONS

4. BUSINESS

4.1 First Quarter Reporting

4.1.1 Financial Forecast – David Lee Bonar

Staff completed the Q1 financial forecast for the current school/fiscal year as of September 30, 2021. Staff have estimated that the District will end the fiscal year with a potential accumulated surplus of 2.41% of the operating budget. However, there are a number of assumptions that may impact the final numbers. Q2 will be completed in February 2022, at this

time there may be more information available on the budget variables. The Q2 forecast will be used to draft the District's Amended Budget for the Board of Education's consideration.

4.1.2 Minor Capital Program – Mhairi Nicolson

Staff provided the quarterly report on work to date (September 30th) on projects within the Minor Capital Program and Annual Facilities Grant as well as a summary of the review/approval process of the programs. The Committee reviewed the financial information and were presented with a number of pictures highlighting this important work throughout the District and the Committee also discussed linking some of the projects to the Energy Sustainability Plan.

4.1.3 Growth Goal – Farzaan Nusserwanji/Dan Haley/Harold Cull

Further to the development of the District Strategic Plan, staff sought input on the establishment of metrics that would support the Strategic Plan Objectives. The Committee discussed potential options and the benefits of using photographs and videos to measure progress on our objectives. Discussions also included the importance of the Equity, Diversity and Inclusion values throughout the Strategic Plan.

4.2 Resource Areas' Program Review Status Report – Farzaan Nusserwanji

Staff are working their way through the Current State Reflections stage of the Program Reviews and have currently held two of the three meetings for this phase of the reviews. At the conclusion of this stage, the Technical Working Groups will provide recommendations for the Executive to consider at their November 22nd meeting to determine which recommendations will be pursued towards the future ideal state. The Committee is looking forward to see the summary results of the review's findings.

4.3 Current Recruitment Challenges – Dan Haley/Nora Reid

As the fastest growing School District in B.C. per capita, HR has struggled with filling some positions throughout the District. Several factors are at play: our growth, labour market shortages, the cost of living in Victoria, constraints in our hiring processes, concerns regarding working in a pandemic, and competition with other district and the private sector. The HR team is working on developing a strategy to address these recruitment challenges. The Committee entered into a discussion of potential ideas that could be used in a strategic recruitment plan. Shared housing, and the number of hours that we can offer formed part of the discussion. The Committee also discussed that the best recruiters for our District are our existing employees and that we need to continue to offer leadership opportunities to.

4.4 Amended Budget Options – Harold Cull

At the October 26, 2021 Public Board Meeting, staff recommended that the District allocate one-time funding of \$.643 m into the system and then wait to determine how much of the structural funding of \$1.844 m is allocated after the December budget recalculation is completed by the Ministry of Education. Staff have completed a list of potential spending options for the Committee and Board to consider. The Committee discussed the one-time nature of this funding to the end of the fiscal year and supported the following motion going to the Board for their consideration.

Recommended Motion:

That the Board of Education of School District 62 (Sooke) approve the list of one-time funding recommendations for the 21/22 fiscal year, totalling \$643,000 as presented at the November Resources Committee meeting.

5. ADJOURNMENT AND NEXT MEETING DATE: December 8, 2021



**COMMITTEE REPORT OF THE
EDUCATION-POLICY COMMITTEE via MS Teams Live
November 2, 2021 – 6:00 p.m.**

Present:

- Allison Watson, Trustee (Committee Chair)
- Bob Phillips, Trustee (Committee Member)
- Dianna Seaton, Trustee (Committee Member)
- Margot Swinburnson, Trustee
- Ravi Parmar, Trustee
- Christina Kempenaar, STA
- Lou Leslie, CUPE
- Sandra Arnold, SPEAC
- Georgie Walker, SPVPA
- Scott Stinson, Superintendent/CEO
- Stephanie Hedley-Smith, Associate Superintendent
- Dave Strange, Associate Superintendent
- Paul Block, Associate Superintendent
- Farzaan Nusserwanji, Executive Director

1. 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.

2. Opening Remarks from Chair, Allison Watson

3. COMMITTEE REPORT of Oct. 5, 2021 Education Standing Committee meeting

The committee report for the Oct. 5, 2021 Education-Policy Committee meeting was reviewed by the committee members.

4. BAA COURSE PROPOSALS

There were no BAA course proposals for this meeting.

5. REVIEW OF POLICIES/REGULATIONS

a. Draft New Policy and Regulations B-118 "Social Media" – Farzaan Nusserwanji

Mr. Nusserwanji spoke to the draft new policy and regulations related to social media. Lindsay Vogan's (Communications Manger) contributions to the development of the draft policy and regulations were recognized. The district has operated without a social media policy and policy and regulations are needed to set guidelines for staff and students.

Discussion and questions followed. Specific questions and recommendations came from trustees and partner groups. These were recorded by Mr. Nusserwanji and will be added to any additional information that comes through Notice of Motion.

Recommendation:

That the Board of Education give Notice of Motion to draft new Policy and Regulations B-118 "Social Media".

- b. Draft Revised Policy and Regulations E-530 "Use of Tobacco, Vapour Products and Cannabis on School Board Premises" – Dave Strange

Mr. Strange spoke to the draft revised policy and regulations. Discussion and questions followed.

Specific questions and recommendations came from trustees and partner groups. These were recorded by Mr. Strange and will be added to any additional information that comes through notice of motion.

Recommendation:

That the Board of Education give Notice of Motion to draft revised Policy and Regulations E-530 "Use of Tobacco, Vapour Products and Cannabis".

- c. Draft Revised Policy F-228 "Pest Management" – Harold Cull

Mr. Stinson spoke to the draft revised policy on behalf of Mr. Cull. Discussion and questions followed.

Specific questions and recommendations came from trustees and partner groups. These were recorded by Mr. Stinson.

Recommendation:

That the Board of Education give Notice of Motion to draft revised Policy F-228 "Pest Management".

- d. Draft Revised Regulations F-335 "Audit Committee" – Harold Cull

Mr. Stinson spoke to the draft revised regulations on behalf of Mr. Cull. Discussion and questions followed.

Recommendation:

The revised regulations will be brought forward to the Board.

6. **NEW BUSINESS**

- a. Establishing Before and After School Child Care – Scott Stinson

Mr. Stinson spoke to the topic and provided an update to the committee. Discussion was guided by questions from the information note provided by Mr. Stinson. See below:

Question: Does the Board of Education wish to provide childcare service directly to students and families within SD62 schools, where a gap in service currently exists?

- Determining where service gaps exist will eliminate direct competition with current childcare providers and will assist the community with additional childcare spaces.

Question: If the Board of Education wishes to provide childcare services directly, do they wish to restrict this to school-age programming?

Specific questions and recommendations came from partner groups. These were recorded by Mr. Stinson.

Recommendation:

That the Board of Education direct staff to develop a Request for Proposals for childcare provision at Pexsisen Elementary.

b. Equity Hiring Practices – Allison Watson

Trustee Watson spoke to the topic of Equity Hiring Practices. Discussion and questions followed.

Specific comments, questions and recommendations came from trustees and partner groups.

Recommendation:

That the Board of Education direct staff to develop policy related to equity hiring practices. As a component to this work, explore opportunities to include a Human Rights Tribunal exemption to encourage the hiring of individuals who are otherwise disadvantaged. This includes persons characterized by a physical or mental disability or by a common race, religion, age, sex, sexual orientation, gender identity or expression, marital status, political belief, colour, ancestry, or place of origin.

7. **FOR INFORMATION**

- a. Research Project Approval – Dr. Sarah Macoun/Jessi Lewis – “Attention and Executive Function Training in Children with Attention and Executive Function Difficulties”

8. **FOR FUTURE MEETINGS**

9. **ADJOURNMENT AND NEXT MEETING DATE:** Dec. 7, 2021

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

November 23, 2021

Draft new Policy and Regulations B-118 "Social Media" are now ready for Notice of Motion.

NOTICE OF MOTION:

That draft new Policy and Regulations B-118 "Social Media" be given Notice of Motion.

School District #62 (Sooke)

SOCIAL MEDIA	No.: B-118
	Effective: Revised: Reviewed: Nov. 2/21; Nov. 23/21

SCHOOL BOARD POLICY**Use of electronic technology and social media**

SD62 recognizes that electronic social media and district technology are important means of engaging with and communicating with colleagues, parents, students in the enhancement of student learning and district operations. The District is committed to responsible digital citizenship and minimizing the risks associated with district technology and social media tools including websites.

The Board believes employees and students should be aware of the impact of social media and its appropriate use to ensure best practices and to mitigate both the school district's and employees' exposure to risk. This policy and related regulations apply to all SD62 employees, students, volunteers, Trustees, and guests.

The Board expects staff will ensure appropriate codes of conduct are followed while conducting school related activities that involve students and the parent community. The Board expects students and parents will follow the regulations and guidelines for use of social media.

The Board believes that sound judgement and due care must be used when using district technology and social media during and outside of school hours, both personally and professionally. Although staff lead private lives, the Supreme Court of Canada has ruled that teachers' off duty conduct, even when not directly related to their school or students, is relevant to their suitability to teach.

References:

School Act

Freedom of Information and Protection of Privacy Act

Canadian Charter of Rights and Freedoms

Canadian Criminal Code

B-117 Acceptable Use of Technology Policy

School District #62 (Sooke)

SOCIAL MEDIA	No.: B-118
	Effective: Revised: Reviewed: Nov. 2/21

ADMINISTRATIVE REGULATIONS**Context**

In recognition of the public and pervasive nature of social media communications, as well as the fact that in this digital era, the lines between professional and personal endeavors are sometimes blurred, these regulations also address caveats for use of personal social media by staff.

Every time a person communicates, whether it is in-person or on social media, the public opinion is shaped about that person, his/her profession, school, board and public education. Statements like *"Tweets are my own and do not reflect those of my employer's"* does not hold true for educators.

These regulations are meant to provide general guidance and not cover every potential social media situation.

Definition

"Social media" refers to all internet-based technology tools that enable people or organizations to communicate, share information and resources, collaborate, message other users, etc. online. Social media includes, but is not limited to: Blogs, wikis, podcasts, forums, instant messaging, texting, video streaming and posting through apps on mobile devices. Platform examples include, but are not limited to, Facebook, Twitter, Instagram, LinkedIn, Pinterest, YouTube and Snap Chat, TikTok, Google+ and Google Hangouts.

1. Personal Use and Responsibility

- 1.1 Employees should understand that there is no expectation of privacy in the use of social media or electronic communications, and that online and other electronically recorded communications may potentially be read, accessed or published by third parties or transferred to others without the knowledge or consent of the creator.
- 1.2 SD62 employees are personally responsible for the professional and personal content they publish online.
- 1.3 Anything posted by an employee to non-school district parties may be perceived to be an official representative of the school district.
- 1.4 All employees are encouraged to model an appropriate online presence and to exercise good judgement to ensure that postings do not reflect negatively on the employee's professional reputation or that of the school district. What is inappropriate in the workplace is also inappropriate online, including criticizing students, administrators, fellow employees, the school district, Board of Education, or other school districts, other school boards and community organizations.

- 1.5 Employees should not speak on behalf of SD62 or use district logos on private social media sites unless they are authorized to do so by the Superintendent or District Communications Department.
- 1.6 SD62 employees should not 'friend' students to their personal social media sites, especially if there is a student/teacher relationship and should not request or accept any students as 'friends' on social media sites. Employees should also refrain from interacting with students on social media sites for purposes not related to the delivery of the student's educational program.
- 1.7 Employees should be aware of any policies, privacy features and limitations on social media platforms that they use.
- 1.8 Confidential/sensitive information pertaining to the employee's role in the school district or information involving the operation of SD62 that is/was obtained through the course of employment shall not be disclosed on social media sites without permission.
- 1.9 Policy and Regulations B-117 "Acceptable Use of Technology" provides standards associated and relevant to these guidelines.
- 1.10 Social media may be used to highlight and celebrate unique educational and school events or events of general interest to the community. In cases where personal information or images are used, consent must be obtained.
- 1.11 District operational issues should be communicated using targeted platforms where possible instead of social media and concurrent with specific information individually communicated to impacted staff, students and families.

2. Employee Use of Professional Social Media Sites

- 2.1. The School District recognizes that there are potential benefits to the use of social media and other electronic communications as an educational tool. However, employees must at all times ensure that social media and electronic communications used for communicating with parents and students is consistent with appropriate professional boundaries and the policies, procedures, and practices of the School District.
- 2.2. Use of social networking websites and services must adhere to the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA), the guidelines for teachers from the BC Ministry of Education, BCSTA, CUPE and the body that regulates teacher conduct, particularly where issues related to personal information are concerned.
- 2.3. Any use of social media related to work or school that involves students or other SD62 employees must be of a professional, rather than personal, nature and adhere to district and professional codes of conduct. Online activities must not interfere with the performance of an employee's duties or their effectiveness as an employee of the school district.
- 2.4. Employees who use social media for professional purposes must use a professional email address; accounts must be completely separate from personal email or social accounts.
- 2.5. Users of professional social media sites are responsible for complying with all applicable federal, provincial and local legislation.

- 2.6. All existing Board policies and District procedures, and legislation that cover employee conduct may be applicable in the social media environment.

3. General School Use of Professional Social Media Sites

- 3.1. The School District recognizes that there are potential benefits to the use of social media and other electronic communications as an educational tool. However, employees must at all times ensure that social media and electronic communications use for communicating with parents and students is consistent with appropriate professional boundaries and the policies, procedures, and practices of the School District.
- 3.2. Use authorized school district sites and tools for online communication with students and parents. Should employees wish to create other sites and/or use other online forums for communicating with students, parents, or the community, they must obtain approval from the principal and/or department supervisor.
- 3.3. Annually, school administrators will distribute guidelines to students explaining appropriate students' use of social media for school related activities (not students' personal use).
- 3.4. All professional social media sites are to be set-up with the highest setting level for blocking profanity and/or obscenity. When required, access must be appropriately restricted (i.e. limited to students assigned to a class or activity). Employees are responsible for understanding privacy settings of social media sites.
- 3.4. All new professional social media sites are to be set up using the school or program name and email address (i.e. schoolname@sd62.bc.ca). No sites should be set up using specific employee information. Existing school and/or district social media sites should be changed to a school/program email address, where possible.
- 3.5. All professional social media site email addresses and passwords are to be kept on file with school administration, so that there is an ability to pass the information along in the event of personnel changes or to suspend the site, if necessary.
- 3.6. All public-facing social media sites representing a school are required to be active, meaning that there is a commitment to regular posting of current and relevant content while school is in session. If a site becomes inactive for a period greater than four months during, it must be shut down.
- 3.7. All professional social media sites are to be maintained by a school administrator/supervisor or a school/district employee delegated by the school administrator/supervisor. Responsibility is not to be delegated to a parent volunteer or student, as the established social media site will represent SD62. Official school district social media account login credentials must be shared with the school administrator.
- 3.8. Employees are required to monitor contributions to any site they create, administer or moderate for professional purposes. Posts that are not in keeping with the spirit of the page should be removed immediately.
- 3.9. Any use of social media that involves students must be focused on teaching and learning, and not linked to personal sites.

- 3.10. Employees are responsible for ensuring that any use of social media or other electronic communications with students complies with School District policies. Any personal student information that is posted to social media websites or circulated in other electronic communications while the student is under an employee's supervision must be compliant with the permission granted by the student's parents/guardians in a signed District Media Release form.
- 3.11. SD62 is not responsible for social media accounts established and maintained by school or district Parent Advisory Councils.
- 3.12 The School District reserves the right to remove, disable and provide feedback regarding professional social media sites that do not adhere to the law or do not reasonably align with these regulations.

4. Copyright and Fair Use

- 4.1. Employees must respect and model copyright and fair use guidelines. A hyperlink citation to outside sources is required. Employees must not plagiarize and must give credit where it is due.
5. **Employees who do not follow these terms and conditions may face disciplinary action.**

Appendix

Guidelines for Student use of social media and electronic technology

DEFINITION

Online technology tools that enable people or organizations to communicate, share information and resources, collaborate, message other users, etc. over the Internet. Social media includes, but is not limited to: Blogs, wikis, podcasts, forums, instant messaging, texting and video streaming and posting through apps on mobile devices. Platform examples include, but are not limited to, Facebook, Twitter, Instagram, LinkedIn, Pinterest, YouTube and Snap Chat, TikTok, Google+ and Google Hangouts.

These regulations are meant to provide general guidance and not cover every potential social media situation.

1. Student online behaviour should reflect the Sooke School District values of relationships, choice, respect, integrity, trust, safety, diversity and equity.
2. Online activities related to school are an extension of the classroom and subject to all school and district expectations. Student online behavior should reflect their school and/or SD62's Code of Conduct.
3. Students should report any content or behavior through school-related social media that is not suitable for the school environment.
4. Students should consider the potential consequences of what they post online. What students contribute leaves a digital footprint for all to see. Students should only post what they want friends, peers, teachers, or a future employer to see. Links to other websites should be appropriate for their school setting.
5. Students should be safe online; they should never give out personal information, including last names, birthdates, phone numbers, addresses, and pictures. Students should not share their password with anyone except their parents/guardians.
6. Students must not intentionally misrepresent themselves or use someone else's identity.
7. Students are responsible for the work they create. They should not use intellectual property without permission. When paraphrasing another's idea(s), the sources must be cited.
8. Pictures are protected under copyright and protection of privacy laws.
9. Students who do not follow these terms and conditions may face disciplinary action.

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

November 23, 2021

Draft revised Policy and Regulations E-530 "Use of Tobacco, Vapour Products and Cannabis on School Board Premises" are now ready for Notice of Motion.

NOTICE OF MOTION:

That draft revised Policy and Regulations E-530 "Use of Tobacco, Vapour Products and Cannabis on School Board Premises" be given Notice of Motion.

School District #62 (Sooke)

SMOKING/ELECTRONIC CIGARETTES USE OF TOBACCO, VAPOUR PRODUCTS AND CANNABIS ON SCHOOL BOARD PREMISES	No.: E-530
	Effective: Nov. 22/83 Revised: July 11/89; May 14/91; Apr. 22/97 Reviewed: Nov. 2/21; Nov. 23/21

SCHOOL BOARD POLICY

The Board of Education agrees with the evidence that smoking poses a threat to the current and future health of individuals. It also recognizes it has the responsibility as an educational agency to provide programs and initiatives which will help prevent the start of smoking and to assist in the cessation of smoking behaviours. As an employer, the Board also believes it has a responsibility to provide a smoke-free work environment.

~~The Board acknowledges regional and federal regulations that restrict the use of tobacco products by young people and prohibit the possession of burning tobacco in workplaces and educational institutions including school yards. The Board will support enforcement of applicable Capital Regional District Bylaws in all buildings, property, and vehicles under the jurisdiction of the school district.~~ **In accordance with the *Tobacco and Vapour Products Control Act* and *The Cannabis Control and Licensing Act*, all school district properties are designated no smoking and no vaping allowed. The use of tobacco, vapour products and cannabis (in all forms) is banned on all public and private Kindergarten to Grade 12 schools in British Columbia. The ban extends to all school district property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes district owned vehicles, parking lots, sports fields, driveways, courtyards, private vehicles parked on school property and areas abutting school property.**

The Board believes in providing welcoming, safe and sustainable facilities that enhance the learning and teacher environment and is committed to its fundamental responsibility of enforcing the ban on the use of tobacco, vapour products and cannabis on school district property, as required under the legislation and this policy.

~~In view of the above, the Board wishes to promote all efforts that will lead to smoke free environments throughout the district.~~

Resources:

Tobacco and Vapour Products Control Act
Cannabis Control and Licensing Act

School District #62 (Sooke)

SMOKING/ELECTRONIC CIGARETTES USE OF TOBACCO, VAPOUR PRODUCTS AND CANNABIS ON SCHOOL BOARD PREMISES	No.: E-530
	Effective: Nov. 22/83 Revised: July 11/89; May 14/91; Apr. 22/97; June 24/14 Reviewed: Nov. 2/21; Nov. 23/21

ADMINISTRATIVE REGULATIONS

~~No persons shall carry or have in their possession a burning cigarette, cigar, pipe containing burning tobacco or electronic cigarette (e-cigarette), or burn tobacco in any other manner in any school yard or inside any part of a building, structure or vehicle which is owned or operated by the school district, or where a district educational program is offered.~~

~~The term "smoking" shall include the use of electronic cigarettes (e-cigarettes).~~

~~"No Smoking" signs of a type approved by the Capital Regional District must be prominently posted in all district buildings, vehicles and school yards.~~

Designation

All school district property will be designated no smoking and no vaping allowed, with the use of tobacco, vapour products and cannabis (in all forms) on school property and areas abutting school property prohibited at all times for all employees, students and visitors. School property is defined as all school buildings, grounds and properties including school district offices and facilities and any properties owned or leased by or operated under the authority of the Board. The use of tobacco, vapour products and cannabis will not be permitted in private vehicles on school property, in school district owned vehicles and equipment, and in any vehicle used to transport students.

Exercising Reasonable Care and Diligence

All employees are expected to comply with the tobacco, vapour products and cannabis restrictions described in this policy and accompanying regulations relating to the use of tobacco, vapour products and cannabis on Board premises and to assist with the enforcement of these restrictions. In accordance with the legislative requirements, the Superintendent and principals must demonstrate that reasonable care and diligence have been taken to prevent a contravention of the ban on the use of tobacco, vapour products and cannabis. In exercising due diligence, the Superintendent and principals will inform the public of Policy E-530 and provide appropriate signage and website information. The policy will be communicated to existing and new employees.

Rentals

Organizations and persons using, renting or leasing School District property shall not be permitted to use tobacco, vapour products or cannabis on that property or areas abutting school property. Adherence to Policy E-530, the *Tobacco and Vapour Products Control Act*

and the *Cannabis Control and Licensing Act* will be a condition of use, rental, or lease of the facility. It is the responsibility of the contract holder to inform any prescribed groups of the policy and regulations.

Exceptions

The following are exceptions to this policy:

- The ceremonial use of tobacco if approved by the Board and if performed in relation to a traditional Indigenous cultural activity.
- Exemptions from prohibition against consumption of cannabis on school property under the current legislation.

Resources:

Tobacco and Vapour Products Control Act
Cannabis Control and Licensing Act

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

November 23, 2021

Draft revised Policy F-228 "Pest Management" is now ready for Notice of Motion.

NOTICE OF MOTION:

That draft revised Policy F-228 "Pest Management" be given Notice of Motion.

School District #62 (Sooke)

PEST MANAGEMENT	No.: F-228
	Effective: Apr. 22/03 Revised: Jan. 24/17; Reviewed: May 16/16; June 20/16; Dec. 5/16; Dec. 13/16; Nov. 2/21; Nov. 23/21

SCHOOL BOARD POLICY

The Board of Education recognizes that it has a responsibility for the health and safety of students, employees and users of school sites. Additionally, there is a concomitant responsibility to control **rodents**, insect infestations and noxious weeds on school property.

School District #62 (Sooke) shall use Integrated Pest Management (IPM) methods in the operation and maintenance of its facilities. An IPM approach is the best combination of cultural, biological, and genetic methods for the most effective control of pests.

Alternative measures will be fully explored before consideration is given to the use of pesticides, herbicides or insecticides.

The Board recognizes that under an IPM program there may be extenuating circumstances when it is necessary to use chemicals to control pest populations. This will be done in accordance with all applicable environmental Acts and regulations of the Province of British Columbia.

The following is a list of products that will not be used on School District property:

- Paraquat and Simazine (Agent Orange)
- Diazinon
- Carbaryl
- Neonicotinoid
- Fungicide
- Molluscicide
- Avicide
- Nematicide
- Plant growth regulators
- **Glyphosates**

School District #62 (Sooke)

AUDIT COMMITTEE	No.: F-335
	Effective: May 22/18 Revised: Oct 12/21; Nov. 2/21 Reviewed: Apr. 24/18; Nov. 2/21

ADMINISTRATIVE REGULATIONS**AUDIT COMMITTEE POWERS, STRUCTURE AND OPERATIONS****1. Powers of the Audit Committee**

In carrying out its functions and duties, the Audit Committee has the power to:

- (a) With the prior approval of the Board, retain counsel, accountants or other professionals to advise or assist the Audit Committee.
- (b) Meet with or require the attendance of Management, internal or external auditor or legal counsel or representatives from a reporting entity of the Board at meetings of the Audit Committee, and require such persons or entities to provide any information and explanation that may be requested.
- (c) Where the Audit Committee determines it is appropriate, meet with the Board's external or internal auditor, counsel, accountants or other professionals, without the presence of staff.
- (d) Require the Board's internal or external auditor to provide reports to the Audit Committee.
- (e) Have access to all records of the Board.

2. Composition of the Audit Committee

The Audit Committee will be comprised of three members, including two trustees of the Board as appointed by the Board and one external community member appointed by the Board, who may be as recommended by the Selection Committee.

The majority of Audit Committee members will be trustees of the Board.

3. Eligibility for Appointment of Persons who are not Trustees of the Board

A person who is not a trustee of the Board member may be appointed to and serve on the Board's Audit Committee only if he or she:

- (a) Is a Canadian citizen who is 18 years of age or older and a resident of British Columbia.

- (b) Has accounting, financial management or other relevant business experience that would enable him or her to understand the accounting and auditing standards applicable to the Board.
- (c) Is not an employee or officer of the Board at the time of appointment.
- (d) Does not have a conflict of interest at the time of appointment.
- (e) Is not an undischarged bankrupt or a person who would be disqualified under the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee of the Board.
- (f) Was identified by a trustee of the Board or by the Selection Committee as a potential candidate for appointment to the Audit Committee.

A person has a conflict of interest if his or her parent, child or spouse is employed by or an officer of the Board.

4. Selection Committee

A selection committee (the "**Selection Committee**") will identify persons who are not trustees of the Board as potential candidates for appointment to the Audit Committee by the Board.

The Selection Committee shall be composed of:

- (a) The superintendent.
- (b) A member of senior management.
- (c) The chair of the Board or a trustee of the Board designated by the chair.

5. Chair of the Audit Committee

The Chairperson of the Board will designate the Chairperson of the Audit Committee.

If at any meeting of the Audit Committee the chair is not present, the members present may elect a chair for that meeting.

6. Term of Appointment

The term of office of each member of the Audit Committee shall be determined by the Board Chair upon appointment of the member. The term of office of a member of the Audit Committee who is a trustee of the Board will not exceed four years or the trustee's term of office as a trustee of the Board. The term of office of a member of the Audit Committee who is not a trustee of the Board will not exceed three years.

A member of the Audit Committee may be reappointed for subsequent terms.

An individual who is not a trustee of the Board may not be appointed to the Audit Committee more than twice unless:

- (a) The position has been advertised for at least 30 days.
- (b) After the 30 days, the Selection Committee did not identify any potential candidates.

When the term of a member of the Audit Committee expires, the member may continue as a member until a successor is appointed or the member is reappointed.

7. Meetings

The Audit Committee will meet at least three times in each fiscal year at the call of the chair of the Audit Committee, and at such other times as the chair considers advisable.

Each member of the Audit Committee who is a trustee of the Board shall have one vote. A member of the Audit Committee who is not a trustee of the Board shall be a non-voting member. The Audit Committee will make decisions by resolution. In the event of a tie vote, the chair is entitled to cast a second vote.

A majority of the members of the Audit Committee constitutes a quorum for meetings of the Audit Committee.

The chair of the Audit Committee will ensure that minutes are taken at each meeting and provided to the members of the Audit Committee before the next meeting.

8. Codes of Conduct

Any code of conduct of the Board that applies to trustees of the Board also applies to members of the Audit Committee who are not trustees of the Board in relation to their functions, powers and duties as members of the Audit Committee.

9. Remuneration and Compensation

A person shall not receive any remuneration for serving as a member of the Audit Committee. The Board will establish policies respecting the reimbursement of members of its Audit Committee for expenses incurred as members of the Audit Committee.

10. Declaration of Conflicts

Every member of the Audit Committee will, when he or she is appointed to the Audit Committee for the first time and at the first meeting of the Audit Committee in each fiscal year, submit a written declaration to the chair of the Audit Committee declaring whether he or she has a conflict of interest.

A member of the Audit Committee who becomes aware after his or her appointment that he or she has a conflict of interest will immediately disclose the conflict in writing to the other members of the Audit Committee.

If a member or his or her parent, child or spouse could derive any financial benefit relating to an item on the agenda for a meeting, the member will declare the potential benefit at the start of the meeting and withdraw from the meeting during the discussion of the matter and shall not vote on the matter.

If no quorum exists for the purpose of voting on a matter only because a member is not permitted to be present at the meeting because of the conflict, then the remaining members will be deemed to constitute a quorum for the purposes of the vote.

If a potential benefit is declared, a detailed description of the potential benefit declared will be recorded in the minutes of the meeting.

11. Reporting

The Audit Committee will report to the Board annually, and at any other time that the Board may require, or the Audit Committee may consider appropriate, on the Audit Committee's performance of its duties. The report will include:

- (a) A summary of the work performed by the Audit Committee since the last report.
- (b) The results of any review conducted by the Audit Committee and any findings and recommendations of the Audit Committee to the Board.
- (c) An assessment by the Audit Committee of the Board's progress in addressing any findings and recommendations that have been made by the internal or external auditor.
- (d) A summary of the matters addressed by the Audit Committee at its meetings.
- (e) The attendance record of members of the Audit Committee.
- (f) A written report evaluating the Audit Committee's performance.
- (g) Any other matter that the Audit Committee considers relevant.

12. Minutes

The minutes of the Audit Committee meetings will accurately record each decision reached by the Audit Committee. The secretary treasurer, or such other person as may be designated by the Audit Committee will keep the minutes of the proceedings of all meetings of the Audit Committee. The minutes will be distributed to the Audit Committee members with copies to the superintendent, the external auditor and others as directed by the Audit Committee.

13. Audit Committee Performance

On an annual basis, the Audit Committee will assess its performance in fulfilling the duties and responsibilities set out in this Terms of Reference. The assessment will review the performance of the Audit Committee, as well as the contribution and participation of the individuals that comprise the Audit Committee. The evaluation may be a self-assessment or may involve facilitation or review by an external party.

14. Orientation and Education

All members of the Audit Committee will be provided with an orientation to the Audit Committee's duties and functions upon appointment and be offered financial literacy training.

DUTIES OF THE AUDIT COMMITTEE

15. Financial Reporting Processes

The Audit Committee has the following duties related to the Board's financial reporting process:

- 1. To review the Board's financial statements, including:
 - a. Relevant accounting and reporting practices and issues.

- b. Complex or unusual financial and commercial transactions.
 - c. Material judgments and accounting estimates.
 - d. Any departures from accounting principles that are applicable to the Board.
2. To review, before the results of an annual external audit are submitted to the Board:
 - a. The results of the annual external audit.
 - b. Any difficulties encountered during the external auditor's work, including any restrictions or limitations on the scope of the external auditor's work or on the external auditor's access to required information.
 - c. Any significant changes the external auditor made to the audit plan in response to issues that were identified during the audit.
 - d. Any significant disagreements between the external auditor and the superintendent and/or secretary treasurer and how those disagreements were resolved.
 3. To review the Board's annual financial statements and consider whether they are complete, are consistent with any information known to the Audit Committee members and reflect accounting principles applicable to the Board.
 4. To recommend, if the Audit Committee considers it appropriate to do so, that the Board approve the annual audited financial statements.
 5. To review all matters that the external auditor is required to communicate to the Audit Committee under generally accepted auditing standards.
 6. To review with the external auditor material written communications between the external auditor and the superintendent or secretary-treasurer.
 7. To ask the external auditor about whether the financial statements of the Board's reporting entities, if any, have been consolidated with the Board's financial statements.
 8. To ask the external auditor about any other relevant issues.

16. Internal Controls

The Audit Committee has the following duties related to the Board's internal controls:

1. To review the overall effectiveness of the Board's internal controls.
2. To review the scope of the internal and external auditor's reviews of the Board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the Board's staff to those findings and recommendations.
3. To discuss with the Board's senior management the Board's significant financial risks and the measures management have taken to monitor and manage these risks.

17. Internal Audit

The Audit Committee has the following duties related to the Board's internal auditor:

1. To review the internal auditor's mandate, activities, staffing and organizational structure
2. To make recommendations to the Board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans.
3. To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit.
4. To review at least once in each fiscal year the performance of the internal auditor and provide the Board with comments regarding his or her performance.
5. To review the effectiveness of the internal auditor, including the internal auditor's compliance with standards for internal auditing.
6. To meet on a regular basis with the internal auditor to discuss any matters that the Audit Committee or internal auditor believes should be discussed.
7. To review with the superintendent and secretary-treasurer and the internal auditor:
 - a. Significant findings and recommendations by the internal auditor during the fiscal year and the responses of the management to those findings and recommendations.
 - b. Any difficulties encountered during the internal auditor's work, including any restrictions or limitations on the scope of the internal auditor's work or on the internal auditor's access to required information.
 - c. Any significant changes the internal auditor made to the audit plan in response to issues that were identified during the audit.

18. External Auditor

The Audit Committee has the following duties related to the Board's external auditor:

1. To review at least once in each fiscal year the performance of the external auditor and make recommendations to the Board on the appointment, replacement or dismissal of the external auditor and on the fee and fee adjustment for the external auditor.
2. To review the external auditor's audit plan, including:
 - a. The external auditor's engagement letter.
 - b. How work will be coordinated with the internal auditor to ensure complete coverage, the reduction of redundant efforts and the effective use of auditing resources.
 - c. The use of independent public accountants other than the external auditor of the Board.
3. To make recommendations to the Board on the content of the external auditor's audit plan and on all proposed major changes to the plan.
4. To review and confirm the independence of the external auditor.
5. To meet on a regular basis with the external auditor to discuss any matters that the Audit Committee or the external auditor believes should be discussed.

6. To attempt to resolve any disagreements between the superintendent and/or secretary treasurer and the external auditor about financial reporting.
7. To recommend to the Board a policy designating services that the external auditor may perform for the Board and, if the Board adopts the policy, to oversee its implementation.



School District 62 (Sooke)

Board of Education 90 Day Work Plan Summary

Action	November	December	January
Approve			<ul style="list-style-type: none"> - Budget Principles & Assertions - Budget Plan & Timelines
Review	<i>1st Quarter Report Package:</i> <ul style="list-style-type: none"> - Strategic Plan - FESL (where applicable) - Na'tsa'maht agreement - Financial Forecast - Enrolment report Minor & Major Capital Work 	<ul style="list-style-type: none"> - Annual Budget Recalculation 	
Complete	<ul style="list-style-type: none"> - BCSTA Academy - BoE Planning session 	<ul style="list-style-type: none"> - Board Elections - BoE Committee Assignments 	<ul style="list-style-type: none"> - BCSTA Policy/Motions for AGM - BCPSEA Annual General Meeting - Municipal Partner Meetings (BoE)
Engage	<ul style="list-style-type: none"> - Host Student Event - Host Partner Event 		BoE Professional Development Session

HEALTHY SCHOOLS, HEALTHY PEOPLE LEADERSHIP TABLE MEETING MINUTES

DATE/TIME: November 16/2021 3:00-4:00 P.M.

CHAIR: CINDY ANDREW ON BEHALF OF DAVE STRANGE, ASSOC. SUPERINTENDENT, Sooke School District (SD62)

PARTICIPANTS: Trustee Margot Swinburnson & Cindy Andrew, Sooke School District62; Kylah Bryde, SEAPARC; Stefan Reid, Salvation Army; Rachel Carroll, United Way SVI; Dalyce Dixon, BGCSVI; Scott Bradford, Phoenix Human Services; Meighan Massey, RCMP; Derek Gent, YM-YWCA; Scott Branch, Military Family Resource Centre; Maureen Sawa, Greater Victoria Public Library; Sue Welke, District of Sooke; Liz Nelson & Sara Radford, Pacific Centre Family Services Association; Melanie Hudson, Island Métis Family & Community Services Society; Geoff Welham, Westshore Parks & Recreation; Jonny Morris, Canadian Mental Health Association, BC Div.; Robert Earl, City of Colwood; Tanis Evans, Island Health, Child Youth & Family Mental Health and Substance Use Services; Pete Maguire, Vancouver Island Regional Library

REGRETS: Dave Strange, SD62; Chris Aubrey, City of Langford; Nicky Logins, Sooke Family Resource Society; Colin Tessier, Threshold Housing; Laura Savage, West Shore Town Centre; Julia Lawlor, Westshore Chamber of Commerce; Adam Gauthier, First Nations Health Authority; Kathy Easton, Island Health, Public Health; Anita Brassard, Children’s Health Foundation; Danella Parks, United Way SVI

Item	Highlights	Actions
Stewardship Committee Updates	Rachel Carrol provided an overview of the Youth in Action campaign, a joint, multi-year effort of the UWSVI and the HSHP network. See attached slides for details.	All members are encouraged to help promote this youth engagement granting opportunity through their channels. Need materials to assist – contact Rachel (Rachel.Carroll@uwsvi.ca)

		or Cindy Andrew (candrew@sd62.bc.ca)
	Dalyce Dixon shared that on behalf of the network, the Stewardship Committee completed submissions to the three primary local governments (Colwood, Langford and Sooke) seeking a small financial investment in supporting the work of the network. Receipt of submissions received; response expected early winter.	
Work Group Updates & Opportunities		
Infrastructure and Space Work Group	<p>Scott Bradford (Chair) provided a short update on a recent infrastructure/space related survey of service providers (summary slide and full report attached). A prerequisite for responders is that lack of space is a key barrier for enhanced service provision across the LHA/SD 62 area.</p> <p>16 organizations responded. In sum, they indicated that there is a potential for 8,500+ more individuals to be served, should there be sufficient space available.</p> <p>Next steps: work group reconvenes November 24. Plans will include convening a meeting of all interested parties to explore next steps in addressing key concerns.</p>	<p>Cindy Andrew to circulate final survey report with minutes.</p> <p>All welcomed to participate in planning meetings to explore viable options to address space related needs. Contact Scott at sbradford@phoenixhumanservices.org or Cindy at candrew@sd62.bc.ca</p>
Services Coordination Work Group	Dalyce Dixon (Chair) shared that there is now a survey in the field (targeted to those who provide mental health and substance use services; for summary see attached slide that Dalyce spoke to). It is jointly funded by SD62 and the HSHP network. As our region continues to grow, the information collected will help to make proactive decisions that make the best use of the resources for increased and improved service delivery, reduced wait times, and targeted interventions across the age continuum. It will also validate and inform the work that is currently being done and help to create hard, comprehensive data about gaps in services. A comment was made related to the length of the survey. Cindy clarified that while the survey is quite short (approximately 10 minutes per service provided), there	<p>For those whose work is relevant the survey is online here.</p> <p>Next meeting of work group will be set around availability of survey findings (available early December).</p>

	<p>was a need to accommodate several entries and hence numbering mis-represents the typical length. To date 11 organizations have responded.</p> <p>Jonny Morris provided an update on the next steps in supporting a regional suicide prevention strategy. CMHA-BC Division will be supporting the investment in a project leader. Cindy Andrew and Liz Nelson will assist with the interview process to help facilitate alignment and this strategy will be completed as part of HSHP network's efforts. This work will build on the earlier important investments in means reduction and will be the first BC application of the Mental Health Commission of Canada's Roots of Hope evidence-based model.</p> <p>Jonny also shared a brief update on the peer assisted crisis team pilot project that has been initiated in Victoria (and other communities across BC) to augment current services. The project pairs mental-health specialists with peer crisis responders.</p>	
Data Mobilization Work Group	<p>Cindy, on behalf of Kathy Easton (Chair) shared that the issue of social connectedness was identified as a priority area for amplifying and addressing across the community. With the leadership of the Centre for Youth & Society at UVic, an infographic is in development that will focus on why connectedness matters (i.e., significant protective factor), what the current data tells us (i.e., approximately one third of youth across our region do not feel connected to family, school, community) and practical evidence-based considerations for action on this important issue.</p>	<p>Infographic to be shared with network (and beyond) as available (Kathy Easton/Cindy Andrew)</p>
Next meeting date and closing comments	<p>The stewardship committee proposes an in person meeting in the Spring (early April timing). Details to be confirmed.</p> <p>Cindy thanked all who joined, particularly during the weather related emergency that is affecting many across our region and across BC.</p>	<p>Cindy to be in touch with all early in the new year to finalized details.</p>



Board Information Note

Public Board Meeting

Nov 23, 2021

Agenda Item 11.1: Superintendent's Report

Learning

ERASE School District Mentorship Grant:

- The district has been awarded a grant in the amount of \$10,500 to assist in reducing students' risk level of being recruited into gang life and to promote healthier choices.
- The district submitted a grant application based on connection and belonging being key to avoid gang involvement. One of the key elements that gangs fill for students is this sense of connection, which is why they are successful in their recruitment.
- The district's plan focuses around gym memberships so that a key adult (EA, SEF, outreach worker, etc.) could take a small group of students for a workout.
- The Westshore is being targeted for this program, however flexibility is built in if there are other students that could benefit from Sooke.

Engagement

District Student Council:

- The District Student Council met on Wednesday, November 17 with some members attending in person for the first time in over 18 months. We were able to organize the meeting in a hybrid format with some joining remotely from their schools.
- The students offered feedback and insight into a variety of topics, including advice on the topic and questions for the Student Forum scheduled on November 26. We also engaged in a discussion on anti-racism and how the district may be able to continue and more adequately address this issue.
- As always, the insight and suggestions provided by the students was amazing, with some very concrete ideas for action.

Communications:

- District Communications Manager, Lindsay Vogan, has accepted a position working on the Sunshine Coast and will be leaving the district at the end of November.
- Lindsay has worked in the district for the past ten years and has helped to build the strong reputation that we have in the community.

- Lindsay's expertise and professionalism has really helped as we have grown and matured as an organization. She will definitely be missed.
- We are working to identify our communication needs, now and into the future, as we develop the job posting to fill Lindsay's absence.

Growth

Child Care:

- The district continues to explore ways to partner with local providers to assist families with child care in our school district.
- In addition to the information brought forward to the Board tonight about the Neighbourhood Learning Centre at Pexsisen Elementary and Seamless Day Child Care, we have been working on other initiatives as well.
- We have been working with Hulitan Family and Community Services to explore options for additional child care opportunities utilizing the capital funding available through MCFD grants.
- We have been having discussions with Beacon Community Services to expand their work and community connection in the Westshore.
- Our Curriculum Transformation Department has continued to work on getting the district ready to participate in the Ministry of Education pilot project for Seamless Day Child Care.