

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 January 24, 2023, at 7:00 pm.**

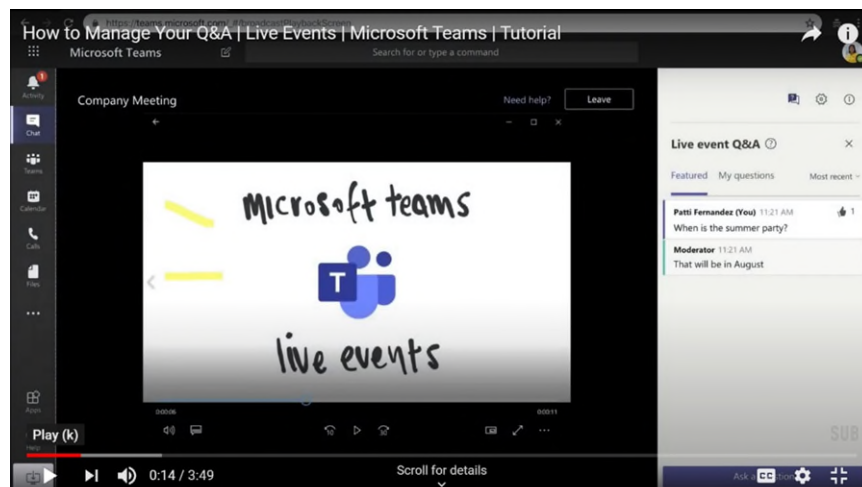
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

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://sd62.bc.ca) 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 \(sd62.bc.ca\)](https://www.sd62.bc.ca) materials.



**BOARD OF EDUCATION
PUBLIC MEETING
By Live Event
January 24, 2023 – 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 January 24, 2023, as presented (or as amended).
3. **MINUTES (page 6)**
 - 3.1 Call for amendments to minutes
Motion Requested: That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of the December 13, 2022, as presented (or amended).
4. **INFORMATIONAL ITEMS AND ANNOUNCEMENTS**
 - 4.1 Board Chair Update – Ravi Parmar
5. **EDUCATIONAL PRESENTATIONS**
 - 5.1 Unveiling of the Centre Mountain Lellum Mascot & Logo – Glenn Bedard
6. **CORRESPONDENCE & DELEGATIONS**
 - 6.1 Correspondence (page 11)
 - a. Letter from the District of Metchosin, dated December 18, 2022 RE: Letter of Support
 - b. Letter from Minister Selina Robinson, dated December 19, 2022 RE: Congratulations;
 - c. Letter from Minister Mitzi Dean, dated December 29, 2022 RE: Congratulations;
 - d. Letter from Minister Lisa Beare, dated January 4, 2023 RE: Congratulations.
 - 6.2 Standing Delegations (STA, CUPE, PVP, SPEAC) – 5 minutes each
7. **FINANCE, FACILITIES AND SERVICES**
 - 7.1 Resources Committee – Meeting of January 10, 2023 – Amanda Dowhy (page 16)
Motion Requested: That the Board of Education of School District 62 (Sooke) allow all three readings of the 2022/23 Amended Budget Bylaw at its meeting of February 28, 2023.

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the proposed 23/24 budget principles, assertions and process as outlined at the January 10th Resources Committee Meeting.

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the criteria and framework for the distribution funding from the Social Responsibility Fund as amended at the January 10th Resources Committee meeting.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of January 10, 2023.

7.2 22/23 Minor Capital Plan Amendment – Harold Cull (page 21)

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the amendment to the 22/23 Minor Capital Plan submission as presented to the Board of Education on January 24, 2023.

8. EDUCATION PROGRAM

8.1 Education-Policy Committee – Meeting of January 3, 2023 – Allison Watson (page 23)

Motion Requested: That the Board of Education for School District 62 (Sooke) give Notice of Motion to draft new Policy and Regulations F-495 “Business Continuity”.

Motion Requested: That the Board of Education for School District #62 (Sooke) approve the proposed Mountain Biking Academy as presented at the January 3, 2023 Education-Policy Committee meeting, beginning in the 2023- 24 school year.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of January 3, 2023.

9. STUDENTS

10. FOUNDATIONS & GOVERNANCE

10.1 Alternate Board Meetings Sites – Scott Stinson (page 34)

10.2 Na'tsa'maht Education Council- Meeting of January 18, 2023– Russ Chipps (page 36)

11. ADMINISTRATION

11.1 Field Trip Update – Scott Stinson (page 38)

11.2 Superintendent's Report – Scott Stinson (page 40)

12. PERSONNEL

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
LIVE MS Teams Event
December 13, 2022 – 7:00 p.m.**

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

STAFF: Scott Stinson, Superintendent
Harold Cull, Secretary-Treasurer
Monica Braniff, Associate Superintendent
Fred Hibbs, Executive Director, HR
Farzaan Nusserwanji, Executive Director, IT (virtual)
Steve Tonnesen, Manager IT Operations
Sue Grundy, Manager Executive Operations

REGRETS: Paul Block, Associate Superintendent
David Strange, Associate Superintendent

SECRETARY: Kristina Ross

1. CALL TO ORDER

The meeting was called to order at 7:10 p.m. by the Board Chair. Ravi Parmar acknowledged the traditional territories of the First Nations.

2. AGENDA

2.1 Call for amendments and additional items

20. MOVED Amanda Dowhy/Cendra Beaton
That the Board of Education of School District 62 (Sooke) adopt the agenda of December 13, 2022 as presented.
CARRIED

3. MINUTES

3.1 Call for amendments to minutes

21. MOVED Amanda Dowhy/Trudy Spiller
That the Board of Education of School District 62 (Sooke) adopt the minutes of the November 29, 2022 meeting as presented.
CARRIED

4. INFORMATIONAL ITEMS AND ANNOUNCEMENTS

4.1 Board Chair Update – Ravi Parmar

The Board Chair spoke about a recent media event where CHEK's The Upside was welcomed to Centre Mountain Lellum Middle School for several segments. Jeff King and Ed Bain highlighted the opening of the new school alongside MLA Horgan who was a surprise guest. Further, the Board Chair congratulated Belmont Secondary, Royal Bay Secondary and Edward Milne Community Schools on their participation in 10, 000 Tonight Initiative which directly supports the Western Communities Food Banks.

5. EDUCATIONAL PRESENTATIONS

5.1 SPEAC's 40th Anniversary Recognition – Ravi Parmar

The Board Chair recognized SPEAC's 40th anniversary and invited Sharon Wilkinson to speak, the first president of SPEAC in 1982. Sharon Wilkinson provided the history relating to the founding of SPEAC, and the movement of facilitating parental involvement in education. SD 61, 62 and 63 were among the first District Parent Advisory Committee's in B.C. MLA Horgan and MLA Dean provided a recorded message of congratulations to SPEAC.

6. CORRESPONDENCE & DELEGATIONS

6.1 Correspondence:

a. Letter from Kasari Govender, dated November 24, 2022 RE: School Liaison Officer Programs

22. MOVED Ebony Logins/Amanda Dowhy

That the Board of Education of School District 62 (Sooke) receive the letter from Kasari Govender, dated November 24, 2022 RE: School Liaison Officer Programs.

CARRIED

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

STA – Jennifer Anderson

Jennifer Anderson spoke of the recent ratification of the BCTF agreement and requested that all back pay be available to STA members prior to the end of 2022. She spoke of STA member burnout and a need for a restful winter break. She indicated that the District was in a surplus situation and requested funds be directed to JEC.

CUPE – Amber Leonard

President Amber Leonard recapped the Truth & Reconciliation Calls to Action #57 which refers to the responsibility of Employers to educate their employees on the history of Indigenous Peoples in Canada and Calls to Action # 66 which calls upon Employers to establish multiyear funding for community-based youth organizations. Further, she spoke of CUPE 459 members' burnout, and declining workplace morale. She thanked the students for their participation in 10, 000 Tonight, and indicated that CUPE 459 had donated to the three high schools in support. Lastly, she indicated that she had been named General Vice President for CUPE B.C.

PVP – Shannon Miller

No delegation.

SPEAC – Melissa Da Silva

No delegation.

7. FINANCE, FACILITIES AND SERVICES

7.1 Resources Committee – Meeting of December 8, 2022 – Ebony Logins

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

23. MOVED Ebony Logins/Amanda Dowhy
That the Board of Education of School District 62 (Sooke) direct staff to create a one-time Social Responsibility Fund of \$25,000 to be used to advance the Strategic Plan's social responsibility objectives and to bring forward the issue of making the fund structural during the 23/24 budget development process. Furthermore, the Board directs staff to develop the fund criteria to expand the culture of social responsibility based on the following guiding principles:
- School based projects that promotes engaging opportunities for students and staff;
 - Supports social and environmental matters important to the community; and
 - Pursue grant/funding matching partnerships.
- CARRIED AS AMENDED
- 23a. MOVED Allison Watson/Cendra Beaton
That the Board of Education of School District 62 (Sooke) direct staff to create a one-time Social Responsibility Fund of \$25,000 to be used to advance the Strategic Plan's **Growth, Objective #4** and to bring forward the issue of making the fund structural during the 23/24 budget development process. Furthermore, the Board directs staff **to develop criteria and a framework for the distribution of funds for the board to review in a resources committee meeting prior to the board's final approval. Staff will consider including the following guiding principles when developing the criteria:**
- School based projects that promotes engaging opportunities for students and staff;
 - Supports social and environmental matters important to the community; and
 - Pursue grant/funding matching partnerships.
- CARRIED
24. MOVED Ebony Logins/Trudy Spiller
That the Board of Education of School District 62 (Sooke) approve the revised expenditure plan as presented at the Resources Committee meeting of December 7, 2022 and to include this plan as part of the 22/23 Amended Budget.
CARRIED
25. MOVED Ebony Logins/Cendra Beaton
That the Board of Education of School District 62 (Sooke) approve changes to the Colwood/Crystal View catchment areas to include families registered in the English language program within the Belmont Park community to be included in the Crystal View catchment.
CARRIED
26. MOVED Ebony Logins/Amanda Dowhy
That the Board of Education of School District 62 (Sooke) retain the existing catchment areas for Saseenos and Hans Helgesen Elementary Schools.
CARRIED
27. MOVED Ebony Logins/Amanda Dowhy
That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of December 8, 2022.
CARRIED

- 7.2 Capital Plan Bylaw 2022-02 – Colwood Elementary School Lease -Harold Cull
Staff provided an overview of the Colwood Elementary School Site Lease and subsequent

requirement to dispose of the land, as the District moves into a long-term lease with a childcare provider.

28. MOVED Amanda Dowhy/Cendra Beaton
That the Board of Education of School District 62 (Sooke) give second and third reading to *Disposal of Real Property Bylaw No. 2022-02* in order to authorize the lease of a 0.32 acres (1,224m²) triangle section on the north field of the Colwood Elementary property located at 3000 Wishart Road.
CARRIED

8. EDUCATION PROGRAM

- 8.1 Report on the Education-Policy Committee – Meeting held on December 7, 2022
Trustee Watson provided the Board of Education with an overview of the Education-Policy Committee Meeting.
29. MOVED Allison Watson/Trudy Spiller
That the Board of Education of School District 62 (Sooke) receive the revised Administrative Regulations to accompany Policy F-325 “Cyber Risk and Security”.
CARRIED
30. MOVED Allison Watson/Amanda Dowhy
That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of December 7, 2022.
CARRIED

9. STUDENTS

10. FOUNDATIONS & GOVERNANCE

- 10.1 Global Stewardship – Ravi Parmar
Trustee Parmar discussed the notion of developing a comprehensive approach to global stewardship through the dedication of developing a program.
31. MOVED Ravi Parmar/Allison Watson
That the Board of Education for School District 62 (Sooke) direct the Superintendent to develop a SD62 Global Stewardship Program for the purpose of initiating opportunities to support SD62 students becoming global citizens.
DEFEATED
32. MOVED Allison Watson/Cendra Beaton
That the Board of Education for School District 62 (Sooke) direct the Superintendent to develop a SD62 Global Stewardship Program for the purpose of initiating opportunities to support SD62 students becoming global citizens and that it be forwarded to the Education-Policy Committee for discussion.
CARRIED

11. ADMINISTRATION

- 11.1 Superintendent’s Report – Scott Stinson
The Superintendent provided an update to the Board of Education on learning, engagement and growth. Highlights included ongoing conversations with the Pacheedaht Chief and Council pertaining to a seismic

replacement of Port Renfrew, the District Wellbeing Committee, the District’s Operational Plan for 23/24, and the Student Success Website.

12. PERSONNEL

13. UPCOMING EVENTS

Return from Winter Break – January 3, 2023

14. FUTURE ITEMS

15. QUESTION PERIOD

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

16. ADJOURNMENT

The meeting was adjourned at 8:56 p.m.

Certified Correct:

Chairperson of the Board

Secretary-Treasurer



DISTRICT OF METCHOSIN

File No. 0400-10

December 18, 2022

Honourable Rachna Singh
 Minister of Education and Child Care
 PO Box 9045 Stn Prov Govt
 Victoria, BC V8W 9E2

Dear Honourable Singh,

RE: Letter of Support – School District No. 62 Capital Plan Submission 2023/2024

On behalf of Council and the District of Metchosin, I am pleased to provide this letter of support for School District No. 62 and their Capital Plan Submission for 2023/2024. The expansion of the new Secondary School in North Langford is needed and necessary as is the Building Envelope plans for Edward Milne Secondary School in Sooke.

We acknowledge that the BC Ministry of Education and Child Care is committed to keep our schools on Vancouver Island safe, inclusive, and engaging places where students can learn, grow, achieve their goals, and become positively contributing members of our society. I applaud your Ministry's commitment to improving and modernizing B.C.'s K-12 education system, with a continued child-centred focus. Quality education requires quality infrastructure.

The District of Metchosin has begun a new, positive relationship with School District No. 62 and I look forward to our collaboration to overcome barriers and work towards our shared vision and goals to support children, youth, and families in Metchosin.

Please feel free to contact me should you require further information.

Sincerely,

Marie-Térèse Little, PhD
 Mayor

Mobile: 1.250.508.8756
 Office: 1.250.474.3167
 email: mtlittle@metchosin.ca

- c. Scott Stinson, Superintendent of Schools/CEO
 Ravi Parmar, Board Chair, SD62
 Harold Cull, Secretary-Treasurer SD62
 Hon. Mitzi Dean, MLA



December 19, 2022
Our Ref. 127371

Ravi Parmar
Board Chair
Sooke School District

Email Address: c/o kross@sd62.bc.ca

Dear Ravi Parmar:

Thank you for your letter of congratulations of December 12, 2022, on behalf of the Sooke School District Board of Education, on my appointment as Minister of Post-Secondary Education and Future Skills (PSFS).

I am honoured to assume this role and look forward to continuing the cross-sector engagement in enhancing post-secondary education and training opportunities in our province to build a strong, sustainable and innovative economy that works for everyone.

Our Government is committed to ensuring that British Columbia is responsive to student, employer and economic needs. Premier David Eby has given me a very ambitious [mandate](#) and I am excited to collaborate with different orders of government, stakeholders and communities with an interest in post-secondary education and skills training.

Our Government appreciates the Sooke School District's important role in educating students to ensure we have the skilled workforce we need for British Columbia to be successful. Programs such as the South Island Partnership with Camosun College and the new collaborative post-secondary campus in Langford will help to increase access to post-secondary education and skills training and allow British Columbians to reach their fullest potential.

I welcome future opportunities to collaborate with the Sooke School District Board of Education on the post-secondary education and training needs of the district.

Thank you again for writing to me.

Sincerely,

A handwritten signature in black ink, appearing to read "SR", written over a light blue horizontal line.

Honourable Selina Robinson
Minister



VIA E-MAIL

Ref: 275258

December 29, 2022

Ravi Parmar
Board Chair
Sooke School District
E-mail: c/o kross@sd62.bc.ca

Dear Ravi Parmar:

Thank you for your kind letter of December 12, 2022, in which you offered congratulations on my re-appointment to the office of Minister of Children and Family Development and offered your support and availability to meet in the future.

Your letter made clear the Sooke School District Board of Education is committed to serving the children and youth of British Columbia in your school district, and your dedication to their education and wellbeing is to be commended. I have appreciated your ongoing work with our local service area team in ensuring that the children, youth, and their families we serve are able to access supports while continuing with their education.

Thank you again for writing. I look forward to continuing our work together.

Sincerely,

A handwritten signature in black ink that reads 'M. Dean'.

Mitzi Dean
Minister of Children and Family Development

Ministry of
Children and Family
Development

Office of the
Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

Location:
Parliament Buildings
Victoria



January 4, 2023

Ref: 118793

Ravi Parmar
Board Chair
Sooke School District 62
3143 Jacklin Road
Victoria, B.C. V9B 5R1

Via email: rparmar@sd62.bc.ca

Dear Chair Ravi Parmar:

Thank you for your letter dated December 12, 2022 regarding the importance of high-speed internet services in Port Renfrew including Pacheedaht First Nation, and cellular connectivity along Highway 14. Thank you also for your kind words on my reappointment as Minister of Citizens' Services. I am honoured to continue serving British Columbians and support connecting every household in B.C. to high-speed internet services.

We agree that connectivity is essential to student success. The pandemic highlighted the connectivity gaps we have in the province and showed how important access to high-speed internet services is for students to be able to learn and do homework online at home. We have also seen how vital cellular connectivity is along our highways, ensuring that people can connect with each other and call for help when they need it.

To address the gap, the B.C. and federal governments announced a [joint investment of up to \\$830 million](#) in March 2022 to support the expansion of high-speed internet services to all rural and First Nations communities who are underserved by 2027. The Province has also made a specific commitment to connect every First Nations community to high-speed internet services by 2027, which is stated in the government's Declaration Act Action Plan.

There are a few connectivity projects currently underway in your district. The [Connected Coast project](#), led by CityWest and the Strathcona Regional District, is a transport project that will bring subsea fibre to 139 rural and remote coastal communities along the coast, including 48 Indigenous communities. This project is funded by the Province and the federal government, and will bring much-needed fibre capacity to under-served coastal communities in the province, including along the west coast of the island.

.../2

Ravi Parmar, Board Chair, Sooke School District
Page 2

Landing sites for the Connected Coast fibre are planned for Port Renfrew, Pacheedaht First Nation, Jordan River, Shirley, T'Sou-ke, and Beecher Bay. Service providers will then be able to access the high-speed fibre for last-mile projects to connect homes. There is funding currently available to support service providers for these last-mile projects through the [Connecting Communities BC](#) funding program.

We would encourage you to reach out to service providers in the area to see if there are any current plans to expand internet services around Port Renfrew, including Pacheedaht First Nation. For any area that does not have access to internet services of a minimum speed of 50/10 Megabits per second, funding may be available to service providers through Connecting Communities BC to help offset costs of expanding internet services to rural areas. Contacts for service providers are:

- CityWest: Wes Eisses, wes.eisses@cwct.ca, 250-687-0132
- Shaw: Kiersten Enemark, kiersten.enemark@sjrb.ca, 778-928-1919
- Telus (broadband): Simeon Elibaccus, simeon.elibaccus@telus.com, 604-813-4066

In addition, there is a project underway to expand cellular service along the 70-kilometre stretch of Highway 14 between Sooke and Port Renfrew. This will increase safety for residents, travellers and students, while enabling people to connect with each other on that stretch of highway. This project is led by Rogers Communications, and supported with funding from the Province. Construction is currently underway and is anticipated to be complete in 2023, delivering cellular service for the first time along that stretch of highway. For a status update on the project, the best contact at Rogers is:

- Rogers: Victoria Smith, victoria.smith@rci.rogers.com, 604-363-4566

These are some exciting connectivity developments happening in your area, but please do not hesitate to reach out to program staff in the Connectivity Division should you have any further questions on how to fill the remaining gaps. The contact there is Executive Director, Connected Communities, Jeanne Holliss and she can be reached at Jeanne.Holliss@gov.bc.ca. My door is also always open to support your school district and your community to get connected.

Once again, thank you for your letter. I wish you, and everyone in the district, a very happy, healthy and safe start to 2023.

Sincerely,



Lisa Beare
Minister

pc: Connected Communities, connectedcommunities@gov.bc.ca



Committee Report of Resources Committee Meeting via MS Teams January 10, 2023

Present: Amanda Dowhy, Trustee (A/Committee Chair)
Trudy Spiller, Trustee (Committee Member - virtual)
Cendra Beaton, Trustee (A/Committee Member)
Russ Chipps, Trustee (virtual)
Scott Stinson, Superintendent & CEO
Harold Cull, Secretary-Treasurer
Ed Berlando, STA (virtual)
Trudy Court, CUPE
Ceilidh Deichmann, SPVPA

Staff: Nicole Gestwa, IT

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:06 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 December 8, 2022 at its Public Board Meeting dated December 13, 2022.

At the end of the meeting, the Committee discussed the Digital Services Operational Plan as it was initially planned to be brought back to the Committee's January meeting. Staff advised that the consultation process had not been completed and that the agenda item would be discussed at the March meeting once staff had a chance to provide input.

3. PRESENTATIONS

4. BUSINESS

4.1 Committee Mandate/Reminders – Amanda Dowhy

Consistent with the first Committee meeting of previous calendar years, the Committee introduced themselves and then discussed their role and purpose and the valuable input the Committee has in Board decisions. These discussions can be summarized as:

The Mandate of the Resources Committee: To meet with the Secretary-Treasurer, other appropriate staff, and district partner groups to review and recommend to the Board direction and actions pertaining to:

- Building construction, maintenance and district facilities, transportation and custodial services;
- Develop and recommend to the Board long range planning for accommodating the District's needs related to sites and buildings;
- Make recommendations to the Board regarding the annual Capital Budget submission to the Ministry of Education;
 - Consider and make recommendations to the Board on the District's operating, special purpose and capital budgets;
 - Consider and recommend to the Board new or adjusted bylaws;
 - Consider and make recommendations to the Board on the District's business and accounting services;
 - Consider, recommend and provide advice and information to the Board related to human resources; and
 - Other matters referred by the Board.

The Membership consists of:

- Three Trustees appointed in December of each year by the Board Chairperson;
- Superintendent;
- District staff;
- Any Trustees not assigned may attend as a guest;
- A representative from Sooke Teachers' Association (STA);
- A representative from CUPE Local 459;
- A representative from Sooke Principals and Vice-Principals Association (SPVPA);
- A representative from Sooke Parent Education Advisory Council (SPEAC); and
- A Student representative.

4.2 22/23 Budget Recalculation – Harold Cull

Harold Cull provided an overview of the recalculated Operating Grant and Classroom Enhancement Fund Grant based on the information provided by the Ministry. This info is the confirmation of the actual September 1701 enrolment from a financial/operating grant perspective.

Based on the recalculated operating grant, the Expenditure Plan approved by the BoE in December and the Q2 forecast, staff will be preparing the Amended Budget Bylaw for consideration of support by the Committee in February. The School Act requires the BoE to approve the Amended Budget Bylaw by February 28th and as all three readings of the bylaw are expected at the February meeting, a separate motion (noted below) is required to allow all 3 readings to happen at the same meeting and the Committee supported this motion going forward to the Board.

Recommended Motion: That the Board of Education of School District 62 (Sooke) allow all three readings of the 2022/23 Amended Budget Bylaw at its meeting of February 28, 2023.

4.3 23/24 Budget Principles, Assertions and Process – Harold Cull

Consistent with previous budget cycles, Harold Cull presented the draft 23/24 Budget Principles, Assertions and Process and requested support from the Committee on these items prior to going to the BoE at the end of the month. The emphasis of the Budget Principles remained grounded in support of

the Strategic Plan objectives and based on stakeholder/partner input. The Committee discussed these items and supported the following motion going forward to the Board for consideration.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed 23/24 budget principles, assertions and process as outlined at the January 10th Resources Committee meeting.

4.4 23/24 Space Pressures and Plan – Harold Cull

Harold Cull provided an overview of the space pressures and proposed plan to address those issues. The long-range enrolment estimates were used to determine the amount of divisions required next year as compared to the amount of classrooms available. Based on this analysis, a space plan totalling \$1.000 m has been created and will be actioned by staff with the understanding that it may be amended based on actual enrolment. The Committee also discussed the potential growth at EMCS and the need to make sure adequate space is available there given the initial thoughts of decommissioning one or more of the existing portables.

4.5 Social Responsibility Fund – Scott Stinson

Scott Stinson provided an overview of the Social Responsibility Fund, its purpose and potential outcomes. The Committee discussed the proposed framework and supported an application process for schools to access up to \$1,000/school. Based on this feedback, staff will update the framework for presentation to the BoE at the end of the month.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the criteria and framework for the distribution funding from the Social Responsibility Fund as amended at the January 10th Resources Committee meeting.

5. **ADJOURNMENT AND NEXT MEETING DATE:** February 14, 2023

Committee Info Note

Resources Committee Meeting

January 10, 2023

Agenda Item: 4.6 – Social Responsibility Fund

Purpose:

The Board of Education for SD62 has created a fund to support district schools in achieving objectives related to the environment, truth and reconciliation and social responsibility. This will fund will provide support to the Board in achieving their social responsibility objective under the Strategic Plan.

Board Motion: December 13, 2022

“That the Board of Education of School District 62 (Sooke) direct staff to create a one-time Social Responsibility Fund of \$25,000 to be used to advance the Strategic Plan’s Growth, Objective #4 and to bring forward the issue of making the fund structural during the 23/24 budget development process. Furthermore, the Board directs staff to develop criteria and a framework for the distribution of funds for the Board to review in a Resources Committee meeting prior to the board’s final approval. Staff will consider including the following guiding principles when developing the criteria:

- School based projects that promotes engaging opportunities for students and staff;
- Supports social and environmental matters important to the community; and
- Pursue grant/funding matching partnerships.”

Overview:

One-time funding has been set aside for the 2022/2023 school year in the amount of \$25,000 to support the implementation of the Board’s Strategic Plan Social Responsibility Objective; to “expand our culture of social responsibility and implement long-term commitments that strive to support society and protect the environment”.

Initiatives may be focused on environmental issues, truth and reconciliation action, or social action in alignment with the principles noted above.

Proposed Criteria:

- Funding is available to all SD62 schools.
- Schools must provide a brief overview of the work they intend to do in relation to this fund, including:
 - The intended area of focus,
 - The scope of work to be carried out,
 - Who, at the school will be involved in the initiative (staff, parents, particular classes)
 - Any outside agency or community service providing support.
- Each school submission will receive up to \$1000 towards the implementation of their social responsibility initiative.
- Timeline:

- February 24, 2023: application deadline. Distribution of funds will be adjudicated at that time to determine the amount for each grant based on the total number of applicants.
- March 3, 2023: Funds allocated to schools
- June 30, 2023: summary report submitted.
- Schools are encouraged to seek additional funding/grants to enhance and extend their intended work.
- The school will provide a summary report on the social responsibility initiative undertaken at the school by June 30, 2023.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the criteria and framework for the distribution of funding from the Social Responsibility Fund as amended at the January 10th Resources Committee meeting.

Prepared by: **SCOTT STINSON | SUPERINTENDENT and CEO**



Board Info Note

January 24, 2023

Agenda Item: 7.2 22/23 Minor Capital Plan Amendment

Background

- This Ministry is recognizing the financial premium School Districts are facing with regards to purchasing electric buses and upgrading site infrastructure to support the supply and installation of associated charging stations
- The Ministry has therefore agreed to provide an additional \$30,000 for each electric bus a school district purchased through their Bus Acquisition Program (BUS); the additional amount will be automatically revised on our current BUS Certificate of Approval (COA); no further action is required by the School District
- The Ministry is also able to provide some funding for charging infrastructure/charging stations through their Carbon Neutral Capital Program (CNCP) to those school districts that are purchasing electric buses in FY22/23
- This funding is above and beyond annual CNCP funding and would not take priority over other project requests, but would be in addition to those minor capital requests already submitted
- The CNCP funding available for infrastructure upgrades is \$70,900
- As a result, the Ministry is requesting a new Board Resolution be submitted to support this addition/amendment to the 22/23 Minor Capital Plan by January 28th, 2023

Proposed Motion: That the Board of Education of School District 62 (Sooke) approve the amendment to the 22/23 Minor Capital Plan submission as presented to the Board of Education on January 24, 2023.

Ministry of Education - Minor Capital Program
School District Sixty Two - Minor Capital Submission
September 2022 - Amended January 2023

		2023/2024	
Program	Abbr.	Location/Project	Budget
Playground Equipment Program	PEP	Dunsmuir Middle	\$ 165,000
Carbon Neutral Capital Program	CNCP	John Muir (Phase 2)/ Mechanical Upgrade	\$ 500,000
		E-bus Charging Infrastructure	\$ 70,900
		Subtotal	\$ 570,900
Building Envelope Program	BEP	Edward Milne Secondary	\$ 7,600,000
School Enhancement Program	SEP	Spencer Middle (Phase 3)/ Mechanical Upgrade	\$ 850,000
		Millstream Elementary/ Roofing Replacement	\$ 225,000
		Subtotal	\$ 1,075,000
Annual Facility Grant	AFG	Transportation/ Site Power Upgrade	\$ 175,000
		Drainage/Septic	\$ 50,000
		Exterior Painting	\$ 100,000
		Roofing Replacement (RK-C1)	\$ 100,000
		Parking Lots/Hard Surfaces	\$ 100,000
		Emergent Projects	\$ 45,000
		Subtotal	\$ 570,000



**COMMITTEE REPORT OF THE
EDUCATION-POLICY COMMITTEE
School Board Office
January 3, 2023 – 6:00 p.m.**

- Present:** Allison Watson, Trustee (Committee Chair)
Cendra Beaton, Trustee (Committee Member)
Russ Chipps, Trustee (Committee Member)
Trudy Spiller, Trustee
Amanda Culver, STA
Lou Leslie, CUPE
Dana Savage, CUPE
Georgette Walker, SPVPA
Sandra Arnold, SPEAC
Scott Stinson, Superintendent/CEO
Paul Block, Associate Superintendent
- Guests:** Farzaan Nusserwanji – Chief Information Officer/Exec. Dir. Information Technology
Wayne Kelly, District Principal – Academy Program
Kirk MacRae, Royal Bay teacher
- Regrets:** Monica Braniff, Dave Strange
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**
Chair Watson shared her best wishes to all in attendance for the upcoming year 2023 and expressed her hope that everyone had a wonderful and restful break.
 3. **COMMITTEE REPORT** of Dec. 6, 2022 Education-Policy Committee meeting
The committee report for the Dec. 6, 2022 Education-Policy Committee meeting was reviewed by the committee. No errors or omissions were noted.
 4. **BAA COURSE PROPOSALS**
There are no BAA course proposals for this meeting.
 5. **REVIEW OF POLICIES/REGULATIONS**
 - a. Draft New Policy and Regulations – “Business Continuity” – Farzaan Nusserwanji

Mr. Nusserwanji opened his presentation explaining what Business Continuity is and said the Policy and Regulations have been developed in response to an external audit process that highlighted the need for a plan to respond to maintaining continuity of operations in the face of adversity. He spoke to the major tenets of the current policy and then opened the conversation to questions. Mr. Nusserwanji took feedback and questions from the committee members

Recommendation:

That the Board of Education for School District #62 (Sooke) give Notice of Motion to draft new Policy and Regulations F-495 “Business Continuity”.

6. **NEW BUSINESS**

a. Outdoor Learning – Scott Stinson

Mr. Stinson provided a verbal summary of the report submitted to committee focusing on connecting elements of the report that was developed over 2 years to more recent developments across the district for outdoor learning spaces. The focus of the report was to provide an overall response to the Board motion related to outdoor learning. Discussion about next steps and ideas ensued.

Trustees discussed receiving further information on the resources required for additional development and accessibility of pedagogical resources for outdoor learning experiences and the financial implications of developing, maintaining and securing outdoor learning spaces across the district.

b. Staff Affordability Fund Update – Scott Stinson

Mr. Stinson shared an overview of the distribution of gift cards (375 cards) to staff prior to the holidays. He expressed his thanks to Dave Strange, Associate Superintendent, for the work he undertook to implement and bring the Board’s motion to a reality.

c. Mountain Biking Academy Presentation – Wayne Kelly

Mr. Kelly presented the slide deck from the committee package, adding details about current academy programs and the proposed Mountain Biking Academy. Following his presentation, he responded to questions from committee members about logistics and scenarios surrounding the implementation of the proposed Mountain Biking Academy.

Recommendation:

That the Board of Education for School District #62 (Sooke) approve the proposed Mountain Biking Academy as presented at the January 3, 2023 Education-Policy Committee meeting, beginning in the 2023-24 school year.

7. **FOR INFORMATION**

- a. Research Project Proposal – Zhimei Gu – “Cat5 National Data Collection Study” – please note this research project proposal has been declined by the District due to the number of assessments that students are already involved in.
- b. Research Project Approval – Dr. Gina Harrison – “Literacy and Executive Function Development in Linguistically Diverse Learners”
- c. Research Project Approval – hcma architecture + design – “RHFAC Cost Comparison Feasibility Study: Retrofits & Upgrades”

8. **FOR FUTURE MEETINGS**

9. **ADJOURNMENT AND NEXT MEETING DATE:** February 7, 2023

School District #62 (Sooke)

Business Continuity	No.: F-495
	Effective: Revised: Reviewed: Jan. 3/23; Jan. 24/23

Purpose

This policy establishes the framework for SD62's Business Continuity. The purpose of Business Continuity is to:

- Identify, Assess and Manage the likelihood and impact of risks and events that could disrupt operations.
- Implement cost-appropriate actions to mitigate the risk's likelihood and/or severity.
- Protect assets against serious business disruption by developing, implementing, exercising, and maintaining a business continuity plan.
- Design an effective plan that recovers impacted business and educational functions with minimal downtime and safeguards the reputation of SD62.
- Confirm the capability of SD62 to implement the plan through regular review, exercise, and training on the business continuity plan.
- Establish a culture that exemplifies a level of preparedness and readiness for any adverse incident.

Policy

SD62 believes in the importance of business continuity to build resilience in our systems and processes to ensure the resumption of board operations after a significant disruptive event. Further, SD62 is committed to the continued delivery of educational and business services at acceptable levels, following a disruptive incident. SD62 Business Continuity is focused on ensuring recovery after a significant event impacts the Board's operations.

Related Policies and Legislation:

BC Emergency Program Act

BC Emergency Program Management Regulation

School Act

Policy F-501 Emergency Preparedness

Policy F-325 Cyber Security and Risk

School District #62 (Sooke)

Business Continuity	No.: F-495
	Effective: Revised: Reviewed: Jan. 3/23; Jan. 24/23

Administrative Regulations

The following Administrative Regulations support and further define Business Continuity Planning in SD62.

Application and Scope

All School District 62 staff and vendors employed under contract, who have any involvement with the delivery and continuity of educational and business services are responsible for implementing this policy and its regulations and shall have the support of the School District 62 Board which has approved the policy. Incident plans, departmental plans, and school emergency plans are developed to respond to and recover from a wide variety of incidents, using the same framework and guidelines within a single business continuity plan.

These regulations will be implemented alongside and work in conjunction with:

1. Critical Incident Response Plans and procedures within the district.
2. Emergency Response Procedures as outlined in School Board Policy F-501.
3. Crisis management and crisis communications plan.
4. Disaster recovery plan for Technology.

Roles and Responsibilities

The Board of Education's responsibilities:

- Provide oversight, guidance, and direction on the scope and application of the Business Continuity Planning process
- Be informed and advise during incident recovery efforts
- Represent community interests when required

District Executive responsibilities:

- Provides strategic direction and approves changes in key areas of Business Continuity including, but not limited to prioritization of activities and systems, recovery time expectations, frequency of exercising the plans and testing the systems, and funding authorization as requested through the business planning process.
- Provides support to Business Continuity initiatives across the organization.
- Appoint one or more persons to be responsible for the Business Continuity Plan with the appropriate authority to establish, implement, maintain and improve the plan.
- Supports the establishment of an Emergency Operations Centre to support crisis response and business continuity plan activation.
- Participates and contributes to the Business Continuity Plan exercises, initiatives, strategy development, and implementation.
- Review the program at planned intervals to ensure its continuous sustainability, adequacy, and effectiveness.

School District #62 (Sooke)

Emergency Management Team (EMT) responsibilities:

School District 62 will establish an Emergency Management Team (EMT) to take command and control when there is a major disruption to School District 62 operations and/or any buildings.

This team will be responsible for the following:

- Ensure communications with SD62 staff at large, schools, and other key stakeholders.
- Consult with and report to the Ministry.
- Liaise with any outside entities and key stakeholders on any extraordinary issues.
- Initiate activation of the emergency response and business continuity organization.
- Receive damage assessment reports, decide on the level of response based on the criticality of operations, and declare appropriate activation of plans.
- Authorize those responsible for business continuity to activate their response and continuity procedures if impacted by a disruptive event.
- Set priorities for the overall response, continuity, and recovery efforts with the impacted SD62 operations.
- Approve action plans and status report updates and ensure appropriate collection and distribution.
- Manage public relations and work closely with the SD62 Communications team.
- Approve expenditures required for response, continuity, and recovery efforts.
- Request resources or assistance from public authorities when necessary.
- De-activate when the situation is stabilized, and coordinate return to business as usual.

At the time of drafting these regulations, the following are members of this team:

- Superintendent is the Lead
- Secretary-Treasurer is the Alternate
- Associate Superintendents for Milne's Landing, Belmont, and Royal Bay families of schools
- Manager, Communications
- Director, Facilities
- Executive Director, Human Resources
- Executive Director, Information Technology
- Manager, Executive Operations

Business Continuity Plan Manager

The Business Continuity Plan Manager is responsible for:

- Oversight of the plan, including developing procedures and standards aligned with legislation, organizational objectives, and industry best practices, maintaining and updating the Business Continuity Plan.
- Publishing and distributing business continuity plan documentation
- Ensuring regular refreshes and reviews of the plan are completed annually
- Working with Department Management to make certain that priorities are identified, and continuity planning efforts are focused on the critical priority systems and activities.
- Providing advice, training, and guidance to the organization on plan development, implementation, testing/exercising, and maintenance.
- Providing the methodology, processes, templates, and tools required for developing, implementing, training, exercising, maintaining, and monitoring the Business Continuity.

School District #62 (Sooke)

- Promoting education and awareness to the organization on Business Continuity.
- Conducting post-incident and exercise reviews to allow for plan updates and communication with key stakeholders.
- Coordinating, documenting, and supporting organization-wide continuity strategies and initiatives.
- Monitoring and reporting to the Leadership Team on progress, compliance with policy, audit requirements, and business continuity standards, and continuous improvements on Business Continuity.

Department/Site Leadership is responsible for:

- Working directly with the Business Continuity Plan manager to identify activities and systems required within their area to maintain critical levels of business operations and determine their criticality.
- Developing, implementing, maintaining, and exercising department Business Continuity procedures and support arrangements in accordance with Business Continuity Policy and the overall continuity strategy for SD62.
- Liaising with the Business Continuity Plan manager to confirm the completion of business impact analysis, continuity strategy, and plan development.
- Participating in business continuity/IT disaster recovery exercises as well as providing input to update SD62's Business Continuity Plan to incorporate lessons learned from the exercises.
- Participating in post-incident and exercise reviews to identify plan deficiencies and communicate to the Business Continuity Plan manager.
- Keeping their staff aware of the business continuity requirements and their roles and responsibilities in SD62's Business Continuity Plan.
- Participating in the development and exercising, at least annually, of SD62 Business Continuity Plan to provide staff with an opportunity to practice their roles, and ensure the plan is maintained and remains current.

All Employees are responsible for:

- Being aware of Business Continuity requirements within their departments and SD62 as a whole.
- Understanding their specific roles and responsibilities as it applies to responding to serious business disruption.
- Developing a personal emergency preparedness plan for themselves and their families.

School District #62 (Sooke)

Components of a Business Continuity Planning

1. Risk Assessment (RA)

SD62 shall conduct a Risk Assessment (RA) to identify, analyze and evaluate threats to its services as well as the likelihood and severity of their occurrence.

The RA shall be reviewed and updated annually, and when changes to core services, relevant legislation, operations, or location occur.

SD62 is responsible for determining and implementing risk treatments to prevent, mitigate, accept or transfer the threats.

2. Business Impact Analysis (BIA)

SD62 shall complete a Business Impact Analysis to identify its critical activities and evaluate the potential impact, damage, or loss, which may be experienced as a result of a serious business disruption.

SD62 shall identify the assets, functions, processes, resources, and dependencies required to attain recovery time objectives and sustain critical activities.

The BIA shall be reviewed and updated annually, and when changes to business operations and processes, organizational structure, critical dependencies, and/or resources occur.

3. Continuity Strategy Development

SD62 shall develop continuity strategies based on the information obtained from the risk assessment and business impact analysis and shall be kept current.

These strategies will focus on:

- Preparedness for effective response, continuity, and recovery management planning,
- Response to incidents that threaten people, property, the environment, and/or the continuity of critical activities.
- Continuity of critical activities,
- Recovery to an acceptable level,
- Effective Communication, and
- Competency-based training and education.

4. Emergency Response and Operations

SD62 shall establish an incident management system, which includes a specific organizational hierarchy, roles, and responsibility for responding to serious business disruption.

SD62 shall establish primary and alternative emergency operations centers, physical or virtual, capable of supporting the management of an incident.

SD62 shall establish linkages to their Critical Incident Response Team through the Emergency Management Team, which outlines how SD62 will respond to a major emergency in a coordinated, timely, and effective manner to address life safety and stabilize the incident until the arrival of trained or external first responders.

School District #62 (Sooke)

5. Business Continuity Plan Development

SD62 must set out, in Business Continuity Plans and procedures the manner and means by which the organization will resume critical activities systems following a serious business disruption or incident, regardless of the cause.

SD62 shall implement resource management procedures to provide adequate human, physical, informational, and financial resources.

Plans shall include current lists of resource requirements including personnel, facilities, supplies and office equipment/furniture, information technology assets (hardware, software, and data), vital records, communications, critical dependencies, and documented strategies and procedures.

SD62 shall establish primary and alternative work locations, physical or virtual, capable of supporting the continuity of critical activities.

Plans shall be reviewed and updated at least annually, and as warranted by changes to organizational structure, business operations, critical dependencies, resource requirements, location, or critical contact information.

6. Awareness and Training Programs

SD62 shall deliver general awareness and training activities to all staff on the components of preparedness, response, continuity, and recovery. Specific training may be required for those responsible for carrying out tasks as outlined in the Plans.

7. Business Continuity Exercise, Audit, and Maintenance

Business Continuity exercises are conducted to validate plan strategies, procedures, arrangements, and the ability to meet Recovery Time Objectives.

SD62 shall review the Business Continuity Plan at least annually, and as warranted by changes to organizational structure, business operations, critical dependencies, resource requirements, location, or critical contact information. This should include periodic exercises and drills.

SD62 shall take corrective actions on deficiencies, gaps, and limitations identified and documented, as a result of the program evaluations, exercises, audits, reviews, and regular maintenance.

8. Crisis Communications / Coordination with External Agencies

SD62 shall establish and maintain the capability to facilitate crisis communications with management, staff, Ministry, students, families, and key stakeholders.

SD62 will ensure integration between the Business Continuity Plan, Critical Incident Response Plan, and Crisis Communication Plan.

SD62 shall establish procedures to coordinate the response, continuity, and recovery activities with External Agencies at the local, provincial and national levels while ensuring compliance with applicable statutes and regulations.

School District #62 (Sooke)

Definitions

Business Continuity Management (BCM) is a holistic management process that identifies potential risk events to an organization and their impact(s) on business operations. BCM provides a framework for building organizational resilience with the capability for an effective response that safeguards the interests of its key stakeholders, reputation, brand, and value-creating activities.

Emergency Preparedness – The processes and planning activities that allow an organization to be ready to respond to a disaster and manage its consequences through measures taken before an event, for example, emergency response plans, employee awareness, mutual assistance agreements, resource inventories, and training, equipment and exercise programs.

Crisis Management and Communications - The overall coordination of an organization's response to a crisis, in an effective, timely manner, with the goal of avoiding or minimizing damage to the organization's regulatory mandate, reputation, and ability to operate. Communications include the development of crisis communications strategies, protocols, and processes that allow for the timely and effective flow of information to facilitate better decision-making during a crisis. As well as integration with the Critical Incident Response Plan if the crisis impacts the schools.

IT Disaster Recovery Planning – the development and maintenance of a Technology Recovery Plan that provides for the recovery of IT Infrastructure required to support critical business processes. This includes defining the resources, actions, tasks, and data required to manage the technology recovery effort.

Business Continuity Planning (BCP) – the identification of critical activities, and the development and maintenance of plans and arrangements to allow the business to continue to operate at an agreed-upon pre-defined level when a major disruption occurs. It also includes processes and plans that allow the business to resume normal operational activities after an interruption.

Business Recovery Planning – the development of procedures and arrangements to repair or restore and return operations from the temporary measures adopted during an incident to support 'normal' operations requirements after an incident.

Critical Incident Response Team - respond to a critical incident impacting a school and/or schools. Triggered when there is a traumatic, significant, or critical health and safety issue concerning a student, teacher, and/or staff member

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

January 24, 2023

Draft new Policy and Regulations F-495 "Business Continuity" 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 F-495 "Business Continuity".



Committee Info Note
Education-Policy Committee Meeting
January 3, 2023
Agenda Item 6c: Mountain Biking Academy Presentation

Background

This course seeks to develop recreational, competitive and community opportunities in the sport of mountain biking. Included in the proposed course programming are skill development, first-aid, bike mechanics, sustainable trail design, construction and maintenance, physical conditioning and leadership skills. This course would cover all elements and facets of learning about, and participating in, the sport and career of mountain biking. The course is designed to operate as a double block (PE 9-12 and Mountain Biking 9-12) in the spring semester. Three days per week will be spent on trail (predominately Jordie Lunn Bike Park) and two days in the classroom.

The Concerns, Rationale

Currently, we do not have any curricular cycling programs running in SD 62. This program will allow students to connect with their educational goals through their passion for mountain biking and outdoor experience. Mountain biking is a lifestyle that provides dynamic feedback from the earth, connecting you both physically and mentally with our natural environment. Few other sports, activities, or courses offer this type of connection. Mountain biking is challenging and provides a humbling experience for everyone from the beginner enthusiast to elite professional. Challenging sporting norms, mountain biking can merge intense physical skill with community building which we are witnessing first-hand in the PNW and, more specifically, Vancouver Island. Beyond the athletic aspect, mountain biking serves to promote environmental stewardship, appreciation for our environment, and positively impacts our mental health.

Context

Trail access - primary location is Jordie Lunn Bike Park and Clubhouse. Formal permit acquired. Program will also access regional trails (Hartland in Saanich, Harbourview in Sooke, and Duncan trail networks). Classroom space @ RBSS, outdoor areas (ex. sports field or gravel parking) and weight training facility/gym. There may be an opportunity to use the JLBP clubhouse space. This is currently being developed with Langford Parks.

Recommendation:

That the Board of Education for School District 62 (Sooke) approve the proposed Mountain Biking Academy as presented at the January 3, 2023 Education-Policy Committee meeting, beginning in the 2023-24 school year.

Respectfully,

Wayne Kelly, District Principal
 District Sports Academy Programs, PACE and Percussion Academies
 Principal, Canadian Sports School

Board Info Note

Board Meeting

January 24, 2023

Agenda Item: 10.1 Alternate Board Meeting Sites

Background:

- At the May 24, 2022 Public Board Meeting, the following motion was passed:
 “That the Board of Education for School District #62 (Sooke) direct staff to investigate the feasibility of live-streaming Board and Standing Committee Meetings at a school location in the Milnes Landing Zone. Further, that staff develop a proposed schedule of alternating Standing Committee and Board meetings between the Belmont and Milnes Landing zones for the 2022/2023 school year for the Board to consider.”

Current Context:

- Staff have investigated the costs related to providing the necessary technology at a school site in the Milnes Landing zone as follows:
 - Most probable location: Edward Milne Community School (EMCS), Library/Learning Commons
 - Scope of work:
 - Mobile cart and LOFT Board for interactive display with PC module for video-conferencing,
 - Logitech Rally Bar camera and wired microphone pod,
 - Barco Clickshare, video conferencing equipment
 - Estimated Total Cost: \$19,922.00
- The Board Room is currently set up to host trustees, executive, stakeholders, media and a public gallery for both in-camera and public meetings. The Library/Learning Commons at EMCS could be re-oriented for this purpose when properly outfitted with necessary technology.
- Should the Board choose to host meetings in the Milnes Landing zone, Staff could reschedule the balance of board and standing committee meetings for this school year once the technology has been purchased and installed.
- As the Board considers whether to action this request or not the purpose for the change should be considered. If the Board is interested in greater constituent engagement there are alternative engagement mechanisms that would be more conducive to this outcome.
- Board Meetings are not structured for broad public input and dialogue other than through the delegation and question period section of the agenda. Board meetings are meetings of the Board in public, they are not designed to interactive meetings with the public.
- With the advent of livestreaming for Board and Committee Meetings, members of the public from across the school district have the opportunity to watch the meetings and to ask questions of the Board.

For Recommendation:

- Options:
 - If the desired outcome is engagement, staff would recommend that a specific engagement process be developed to ensure broad input from students, families and community members in the Milnes Landing Zone.
 - If the Board wishes to ensure that there is an operational presence in the Milnes Landing Zone, that they allocate the necessary funding through the Amended budget process to purchase and install the necessary technology.
- Recommended Motion:
 - That the Board of Education for School District #62 (Sooke) direct staff to develop an engagement strategy for the Milnes Landing Zone that would allow for greater (two-way) dialogue between the Board and stakeholders/community members.

Submitted with respect,

Scott Stinson,
Superintendent/CEO

Report to the Board of Education, Sooke School District

RE: Na'tsa'maht Education Council Meeting at Lekwungen Room, SD62 School Board Office, January 18, 2023

1. Welcome to New Members

- Tara Jensen, Admin Assistant, T'Sou-ke Nation
- Stacey Charles, Executive Assistant, Beecher Bay First Nation
- Russ Johnston, Director, Indigenous Education, Royal Roads University
- Derek Gent, CEO, YMCA-YWCA

2. School District Update

2.1. Board Seat on N.E.C.

- Russ Chipps, Trustee, Board of Education

2.2. Fundamental Anti-Racism: Diversity, Equity & Inclusion Analysis

- Working with Bajau Consulting – A full-service equity, inclusion and anti-racism consulting company based in Canada
 - Fundamentals of Anti-Oppression Workshop will be held
 - Full Audit - Expansive analysis of operations from an internal and external perspective. The Components of the Full Audit are:
 - Internal Survey
 - External Survey
 - Internal Documents
 - Focus Groups
 - Data Analysis
 - Final Report and recommendations to be received in June with debrief session in July

2.3. Kindergarten Registration & 1701 Data Collection

- Nature Kindergarten offered at Saseenos and Sangster

Comments:

- Is there funding available to Indigenous families to help alleviate financial barriers that stop them from applying to the program?
 - Transportation is available to students
 - Supports are available, please reach out to Paul Block for more information
- Expecting 1000 Kindergarten registrations for September 2023

2.4. NEAR Report to Board of Education

- Objectives and outcomes are new this year – information and input will be gathered through Table Talk below.

3. Na'tsa'maht Indigenous Education Update

3.1. Language Legacy Video with Elder Shirley – Numbers

- Creation of local resources
- On SD62 Staff Engage-not available to the public

3.2. Grade 12 Parent & Student Survey Results

- Parents/guardians are more in favour of the Graduation Ceremony (59% vs. 41%)
- Note: They are not opposed to the land-based event. 50% of Parents felt neutral about attending a day on the land.
- Students are more in favour of the Activity Day (74% vs. 26%)
- 43% of students would still like to attend an Indigenous graduation event.
- Responding students prefer to receive their gift on the stage (67%) followed by privately (22%)

- Conclusion: There is support for both events.
 - The activity day on the land could include more than Grade 12s. With 130 student spots, what student group could be our focus?
 - Recommendation: plan both events, the Indigenous Graduation recognition and an activity day on the land.

3.3. Events:

- Student & Family Affordability Funds – Na'tsa'maht District Office
 - Consultation with each Nation individually to best determine usage
 - Funds provided directly to First Nations based on FTE of Nominal Roll
 - Christmas hampers with fresh food, school supplies, clothing, gifts, cultural supplies
 - Transportation for Indigenous students
 - Monthly bus passes to date: 67 Total cost of monthly bus passes: \$3,140.00
 - Funds provided to schools to support Indigenous student's needs (Spirit wear, supplies, clothing, etc.)
- Funds for community engagement dinners (Each Nation, Metis and Urban) Community Engagement Dinners 5:00pm to 7:00pm
 - Sooke Family of Schools, T'Sou-ke Nation:
 - April 26 at Saseenos Elementary
 - Belmont Family of Schools, Urban Indigenous Partners:
 - April 12 at Ruth King Elementary
 - Royal Bay Family of Schools, Sc'ianew Nation:
 - TBD at Hans Helgesen Elementary
 - Port Renfrew/Pacheedaht Nation:
 - TBD
- Metis Engagement Dinner Gatherings: 5:00pm to 7:00pm
 - Westshore Zone:
 - March 6 at Ecole John Stubbs
 - Sooke Zone:
 - March 9 at Ecole Poirier Elementary
- Please let us know if you would like to be on the planning committee for any of the events
- Year-End Celebrations
 - Na'tsa'maht Land-Based Celebration,
 - May 19 at Camp Thunderbird, 9:00am to 2:00pm. Planning Committee to determine target grades, logistics, and activities
 - Na'tsa'maht Graduation Celebration
 - May 31 at Camosun Lansdowne, 4pm – 7pm (To be confirmed). Planning committee includes Secondary Na'tsa'maht Teachers

3.4. Table Talk - Na'tsa'maht Enhancement Agreement Review: *Moon of NINENE*

- Reviewed and asked for thoughts on the reporting of the One Spirit and One Mind Goals

Next Meeting: February 15, 2023 Zoom

We are honored 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

Board Meeting

January 24, 2023

Agenda Item: 11.1 – Field Trip Update – Belmont Peru Trip

Background:

- At the June 28, 2022 public Board Meeting, a motion for Belmont Secondary School to host a field trip to Peru was passed by the Board.
- Key elements of his trip included connection to the Global and Intercultural Skills Program (GISP) and to enhance Spanish language skills.
- Teacher sponsor Reisha Williams provided details of the trip to the Board in alignment with the Board’s Field Trip Policy, C-329

Current Context:

- The political situation in Peru has changed dramatically since the Board originally approved the field trip. Peru has now been added to the Government of Canada’s travel advisory list with the following designation “exercise a high degree of caution.”
- As such, the school has begun the process of determining an alternate destination to support changes in travel plans for “reasons of student safety”.
- Staff have been working with the tour provider, EF Tours, to find a suitable alternate destination that will continue to support the educational goals of the trip and not result in additional costs to families.
- All field trips are passed by the Board and subject to the oversight of the superintendent, including planning contingencies:
 - Policy C-329, Section H: International Educational Trips
 - Guiding Principle 3:
 - “All International Educational Trips must be planned to ensure that changes in travel plans, on short notice, to ensure the safety of students are possible without significant costs to participating students and/or their parents/guardians.”
 - Procedures, 1.5(d)
 - “the destination and the risks of travel to that destination (the Principal and Associate Superintendent will not approve travel to a destination where the Department of Foreign Affairs has published a travel warning which indicates “avoid non-essential travel” or “avoid all travel”).”
 - Conditions of Participation, 2.2
 - “For reasons of student safety, an International Educational Trip may need to be changed, postponed or canceled (i.e. - global catastrophic events such as hurricane, pandemic, war or other military conflict).”
 - International Field Trip Planning Form: includes a section to detail insurance information and alternate destination plans.
 - Revised planning details:
 - new information has been shared with parents, including
 - revised permission forms with destination and cost updates.
 - Travel itinerary and activities have been reviewed by school administration for consistency.
 - All relevant field trip documentation has been filed with the superintendent’s office and the school principal.

- Trip costs have been reduced by \$500 per participant

For Information:

- This information is provided to the Board as an update to a previously planned field trip and to ensure alignment to Board policy.

Submitted with Respect,

Scott Stinson,
Superintendent/CEO

Board Info Note
Public Board Meeting
January 24, 2023
Agenda Item 11.2: Superintendent's Update

LEARNING

Superhero Elder



- Metis Elder, Kookum Jo-ina Young, hosted a beading club during lunchtime as part of her 6-week elder residency at École Poirier Elementary. Without her knowledge, her students arrived dressed as superheroes in recognition of the superhero work that Kookum is performing in our schools, district and community. A heart-warming story and evidence of the deep and meaningful connections our Elder program is creating and fostering between students, schools and the SD62 community.



Black Excellence Day

- Thousands of students from our middle and secondary schools participated in a virtual celebration of [Black Excellence Day](#) on Friday, January 13th. This event was hosted by the Burnaby School District and led by the [Ninandotoo Society](#). Students and staff joined many districts around the province to learn and acknowledge Black history, stories, art and people.
- Events like this offer us the opportunity to learn about each other, to better understand equity, and to demonstrate the importance of inclusivity in our schools and community.



Pink Shirt Day

- As well as many special Pink Shirt Day assemblies and events across SD62, Dunsmuir Dance Academy are performing at the Legislature for Pink Shirt Day, February 22, 2023.



ENGAGEMENT

Trustee Student Forum

- On Wednesday, February 22, the Board of Education will be hosting students from SD62 middle and elementary schools at Edward Milne Community School for the second Trustee Student Forum.
- The forum will focus on issues of diversity, equity, and inclusion with trustees seeking specific feedback on what the district can do to help improve the experiences of students in our schools.

- The forum will be informed by the results of Thought Exchange engagement with middle and secondary students prior to the event. The themes from the Thought Exchange will help to form the detailed questions that trustees will ask during the forum. The Thought Exchange will be launched on February 7 and conclude on February 17.

New School Naming

- We are now underway with a Thought Exchange to the SD62 community, to assist the Board in naming the new elementary school in South Langford. The exchange was launched on January 17 and is open until January 31.
- Following this process, the Board will be hosting an open house at Happy Valley Elementary School on February 15. The open house will allow the Board to share some of the emerging suggestions for names and solicit additional feedback. It will also allow the Board an opportunity to share the design of the new school, some of the features that will be included and to launch the process for catchment review.
- Staff have already begun consultations with Indigenous rights holders to determine possible direction for names.

GROWTH

High School Teacher Laptop Refresh

- Information Technology (I.T.) will be distributing refreshed laptops to every secondary school teacher in the district with 0.4 FTE or higher – in previous years this was 0.6 FTE. We will also be providing spares at a 1:5 ratio for TTOC use. To this end, I.T. is planning to distribute laptops over the months of January and February to EMCS, Belmont, Royal Bay, and Westshore Secondary.
- Middle and Elementary schedules will be communicated at a future date.
- I.T. would like to thank every school for their contribution and commitment to the I.T. equipment renewal process.

Careers Fair

- HR are holding a careers fair at Belmont Secondary School on January 26, 4-6pm, to garner interest in several roles we are currently hiring to: Bus Drivers, Custodial, Education Assistants, and Supervision Assistants.

SPRING INTO AN AWESOME CAREER AT SD62

We're looking for great people to join our school district! Bring a current resume if you can. Staff will be on hand to help you apply and answer any questions. There will be an activity table for younger children, please feel free to bring them along.

January 26, 2023
4:00 - 6:00 PM
Belmont Secondary
School Foyer

WE'RE HIRING: and more!

- Bus Drivers (On-Call)
- Custodial (On-Call)
- Education Assistants (Temporary, Permanent and On-Call)
- Supervision Assistants (Temporary, Permanent and On-Call)

SD62
SOUTH DISTRICT
SCHOOLS

Registration

- Regular kindergarten registration is open now until January 27, 2023, at 3pm. French Immersion Kindergarten and Nature Kindergarten are already full for the 2023/24 school year.

