



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

Public Notice – Board of Education Public Meeting

A public meeting of the Board of Education for School District 62 (Sooke) will be held on **February 24, 2026 at 7:00 pm.**

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

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

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

If you have questions regarding the meeting or how to access it, please email info@sd62.bc.ca. See link for upcoming and previous Board and Committee meetings [Public Meetings | Sooke School District \(sd62.bc.ca\)](#) materials.

BOARD OF EDUCATION PUBLIC MEETING

By Townhall

February 24, 2026 – 7:00 p.m.

AGENDA

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

With gratitude and respect, we acknowledge that we live, learn, and work on the traditional territories of the Coast Salish: T'Sou-ke Nation, SCÍĀNEW (Beecher Bay) Nation, and the Nuuchah-nulth: Paaʔčiidʔath (Pacheedaht) Nation. We also recognize that some of our schools are located on the traditional territories of the MÁLEXEŁ (Malahat) Nation, and the Ləkʷəŋən peoples of Songhees and Esquimalt Nations. (Words gifted by the Nations SD62 works with)

2. AGENDA (page 2)

2.1 Call for amendments and additional items

Recommended Motion: That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of February 24, 2026, as presented (or as amended).

2.2 Report on In Camera Meeting – Amanda Dowhy

This notice is to inform the public that prior to this meeting an “in-camera” meeting of the Board was held where issues of legal, land and personnel were discussed.

3. MINUTES (page 6)

3.1 Call for amendments to minutes

Recommended Motion: That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of January 27, 2026, as presented (or as amended).

4. INFORMATIONAL ITEMS AND ANNOUNCEMENTS

4.1 Board Chair Update – Amanda Dowhy

5. EDUCATIONAL PRESENTATIONS

- 5.1 Secondary School Hockey 4 Youth Trip to Ottawa, ON., May 20-24, 2026 – Doug Andrews and Sophia Pettigrew (page 14)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the Secondary School Hockey 4 Youth Trip to Ottawa, ON., May 20-24, 2026, subject to the oversight and direction of the Superintendent's office.

6. INDIGENOUS EDUCATION COUNCIL

- 6.1 Indigenous Education Council – No Report

7. CORRESPONDENCE & DELEGATIONS

- 7.1 Correspondence – Amanda Dowhy (page 16)
a. Email from L. Novosad Dated January 21, 2026 RE Ban Dogs on District Property
b. Email from J. Thiessen Dated February 5, 2026 RE Child Care Access

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the above noted correspondence as listed in items a and b.

- 7.2 Standing Delegations (CUPE, SPEAC, SPVPA, STA) – 5 minutes each
7.3 Other Delegations – 5 minutes each

8. FINANCE, FACILITIES AND SERVICES

- 8.1 Resources Committee Meeting February 10, 2026 – Christine Lervold (page 19)

Recommended Motion: That the Board of Education of School District #62 (Sooke) give first, second, and third readings to the 2025/26 Amended Annual Budget Bylaw specifying a total budget of \$247,882,254.

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 2 Financial Forecast Report as presented at the Resources Committee meeting of February 10, 2026.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the 2026/27 Academy Fees as presented at the Resources Committee Meeting of February 10, 2026.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the District School Fee Schedules for Middle, Secondary and Adult programs for the 2026/2027 school year as presented at the Resources Committee meeting of February 10, 2026.

Recommended Motion: That the Board of Education of SD62 (Sooke) approve the International Student Program fee increases for the 2027/28 school year as presented to the Resources Committee of February 10, 2026.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve an increase to transportation ridership fees from \$325 to \$355 per rider - inclusive of the \$25 safety fee for the 2026-27 school year to help address inflationary pressures.

Recommended Motion: That the Board of Education of School District 62 (Sooke) direct staff to explore a low barrier means assessment for families requesting fee waivers.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve submitting a request to the Child Care Fee Reduction Initiative program to implement the maximum allowable fees for board operated childcare for the 2026/27 school year of \$204 for kindergarten and \$399 for grade 1-3 participants.

Recommended Motion: That the Board of Education of School District 62 (Sooke) request staff review participation in the Child Care Fee Reduction Initiative program for 2027/28 and bring back options to the board for consideration in September 2026.

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of February 10, 2026.

8.2 2026/27 Enrolment Forecast Update – Monica Braniff (page 63)

9. EDUCATION PROGRAM

9.1 Education-Policy Committee – February 3, 2026 - Meeting cancelled

9.2 Adoption of Policy and Regulations B-132, “Career Education” – Paul Block (page 65)

Recommended Motion: Given that the required period for notice of motion has been served, that the Board of Education of School District 62 (Sooke) ADOPT draft revised Policy and Regulations B-132, “Career Education”.

10. STUDENTS

11. FOUNDATIONS AND GOVERNANCE

11.1 Trustee Liaison Reports – Board of Education
BCPSEA AGM – Trudy Spiller
BCSTA – Christine Lervold

12. ADMINISTRATION

12.1 Board of Education Work Plan: March to May - Amanda Dowhy (page 73)

13. PERSONNEL

13.1 Superintendent's Report – Paul Block (page 74)

14. UPCOMING EVENTS

- Education-Policy Meeting – March 3
- Daylight savings time begins – March 8
- International Women's Day – March 8
- Resources Committee Meeting – March 10
- Spring Break – March 16 to 27
- Next Public Board Meeting – March 31

15. RISE AND REPORT

16. QUESTION PERIOD

Members of the public have the opportunity to ask questions related to agenda items discussed at tonight's meeting using the QA function in MS Teams. Individuals must identify themselves and ask questions directed to the Chair. Members of the media can direct their questions to the Manager, Communications for response following the meeting.

17. ADJOURNMENT – Next meeting March 31, 2026

3. MINUTES

3.1 Call for amendments to minutes

The Chair called for amendments to the minutes. No amendments were brought forward.

66. MOVED Christine Lervold/Trudy Spiller

That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of December 16, 2025, as presented.

CARRIED

4. INFORMATIONAL ITEMS AND ANNOUNCEMENTS

4.1 Board Chair Update – Amanda Dowhy

The Chair reflected on Trustees' role as leaders who have the opportunity to shape youth by ensuring all youth are supported by fostering a sense of belonging. In January, Kindergarten registration opened and transition planning began. This being an election year, draft elections bylaws have been circulated to Board and staff.

5. EDUCATIONAL PRESENTATIONS

5.1 International Program Student Trip to Carcross, Yukon, February 21-23, and March 16-18, 2026 – Paul Block

The Superintendent provided clarity around the two trips to the Yukon and the short timeframe for approval.

A friendly amendment was proposed to add, “notwithstanding Policy and Regulation C-329”.

67. MOVED Ebony Logins/Trudy Spiller

That the Board of Education of School District 62 (Sooke) approve two International Program Student Trips to Carcross, Yukon, February 21-23, and March 16-18, 2026 *notwithstanding Policy and Regulation C-329* and subject to the oversight and direction of the Superintendent's office.

CARRIED

5.2 International Program Student Trip to Rocky Mountains March 23-26, 2026 - Paul Block

68. MOVED Ebony Logins/Trudy Spiller

That the Board of Education of School District 62 (Sooke) approve the International Program Student Trip to the Rocky Mountains, March 23-26, 2026, notwithstanding Policy C-329, subject to the oversight and direction of the Superintendent's Office.

CARRIED

6. INDIGENOUS EDUCATION COUNCIL

6.1 Indigenous Education Council Update – No Report

7. CORRESPONDENCE & DELEGATIONS

7.1 Correspondence – Amanda Dowhy

- a. Email from Student Dated Dec 12, 2025 RE: Request for app
- b. Email from B. Yates Dated Dec 17, 2025 RE: Space for CISV use
- c. Email from Chandra Dated Jan 8, 2026 RE: EAs and Inclusive Education Support

69. **MOVED** Christine Lervold/Trudy Spiller
That the Board of Education of School District 62 (Sooke) receive the above noted correspondence as outlined in items 7.1 a-c.
CARRIED

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

SPEAC – Tom Davis

The President of SPEAC spoke to the new semester course change and excitement around kindergarten registration. In two days SPEAC hosts their leadership event where Royal Bay Secondary School Culinary students prepare dinner. The next SPEAC meeting is February 18, 2026.

STA – Christina Kempenaar (ONLINE)

January is a really hard month for teachers; it feels long. As February approaches, things are looking brighter. The STA expressed gratitude to Trustee Watson for her hard work over almost two terms as a trustee. The STA felt valued by her actions, and appreciated her strong advocacy for diversity, equity, and inclusion.

Teachers & CUPE staff have been wearing red on Mondays. By wearing red, we are showing solidarity with the bargaining team and showing support for public education.

SPVPA – Frances Krusekopf

The District Principal of Early Learning and Childcare echoed the words of the STA Vice President and thanked Trustee Watson for her commitment and engagement. A slideshow of events taking place in schools across the District was shared.

CUPE 459 – Amber Leonard

The CUPE President opened by reading articles #3 to #7 of the United Nations Declaration of the Rights of Indigenous People (UNDRIP) and invited reflection. While CUPE is *always* learning and unlearning, members are looking forward to the Pro-D day on May 11th. Some of the day's offerings were listed. The CUPE President expressed appreciation for solidarity and its positive effect on the school community.

- 7.2 Other Delegations – 5 minutes each
There were no other delegations.

8. FINANCE, FACILITIES AND SERVICES

- 8.1 Resources Committee Meeting of January 13, 2026 – Cendra Beaton
Acting Committee Chair Beaton provided an overview of the Resources Committee Meeting of January 13, 2026.

70. MOVED Cendra Beaton/Trudy Spiller
That the Board of Education of School District 62 (Sooke) allow all three readings of the 2025/26 Amended Budget Bylaw at its February 24, 2026 meeting.
CARRIED UNANIMOUSLY

71. MOVED Cendra Beaton/Trudy Spiller
That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of January 13, 2026.
CARRIED

9. EDUCATION PROGRAM

- 9.1 Education-Policy Committee Meeting of January 6, 2026 – Cendra Beaton
Trustee Beaton provided a summary of items discussed at the meeting. The Superintendent highlighted the learning agenda in the Operational Plan and acknowledged the important work done by Associate Superintendents D’Arcy Deacon and Lisa Leclerc around literacy and numeracy.

72. MOVED Cendra Beaton/Ebony Logins
That the Board of Education of School District 62 (Sooke) approve the proposed BAA Course “Athletic Leadership 10”, effective September 2026.
CARRIED

73. MOVED Cendra Beaton/Ebony Logins
That the Board of Education of School District 62 (Sooke) approve the proposed BAA Course “Athletic Leadership 11”, effective September 2026.
CARRIED

74. MOVED Cendra Beaton/Ebony Logins
That the Board of Education of School District 62 (Sooke) approve the proposed BAA Course “Athletic Leadership 12”, effective September 2026.
CARRIED

75. **MOVED** Cendra Beaton/Ebony Logins
That the Board of Education of School District 62 (Sooke) receive the Mid-Year Operational Report as presented at the Education-Policy Committee meeting of Jan. 6, 2026.
CARRIED

76. **MOVED** Cendra Beaton/Ebony Logins
That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations B-132 “Career Education”.
CARRIED

77. **MOVED** Cendra Beaton/Ebony Logins
That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of January 6, 2026.
CARRIED

9.2 Adoption of revised Policy and Regulations – Paul Block
The Superintendent provided the revision timeline and feedback received, acknowledging the support from partner groups, parents, and Trustee Watson for helping bring this policy forward.

78. **MOVED** Cendra Beaton/Allison Watson
Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) ADOPT draft revised Policy and Regulations C-114 “Sanctuary Schools”.
CARRIED

10. STUDENTS

There were no student presentations.

11. FOUNDATIONS AND GOVERNANCE

11.1 Trustee Resignation – Brian Jonker
As per section 51(2) of the School Act, the Secretary Treasurer provided formal notification to the Board of the resignation of Trustee Watson, effective January 31, 2026. As stated in Section 36 (2) of the School Act, The Board is not required to fill the vacancy because it occurred after January 1st of an election year. Staff recommended the vacancy be left open until the general election in October 2026.

Trustees Beaton and Logins expressed their gratitude for Trustee Watson and the work she has done.

A point of order was raised by Trustee Lervold regarding inappropriate comments. The chair did not make a ruling and Trustee Logins continued.

A point of order was raised by Trustee Lervold regarding discussion straying from the agenda item. The Chair ruled the point well taken.

The Chair reviewed the business at hand; does the Board wish to hold the vacancy until the election in October?

A point of order was raised by Trustee Beaton.

The chair called a recess at 8:24 p.m. and reconvened at 8:31 p.m. Trustee Chipps joined the meeting.

The Chair ruled that comments made by Trustees Beaton and Logins were out of order in accordance with Trustee Code of Conduct under section 5, Working Relationships, and Roberts Rules of Order for decorum as statements were not aligned to a pending question, comments were not addressed to the Chair and trustees did not refrain from speaking adversely on a prior action that is not currently pending.

Trustee Logins spoke out of turn and the Chair ruled her out of order. Trustee Logins left the room at 8:33 p.m. and did not return.

The Chair returned the discussion to the motion.

79. **MOVED** Trudy Spiller/Russ Chipps
That aligned with Section 36(2) of the *School Act*, the Board of Education of School District 62 (Sooke) hold the trustee vacancy starting February 1, 2026, open until the October 2026 general school election.
CARRIED

11.2 Trustee Liaison Reports – Board of Education

Trustee Lervold provided an update on the Victoria Youth Justice Committee regular and annual general meeting of January 22, 2026. Mayor Marie-Térèse Little was elected as Chair. Trustee Lervold will share materials with all Trustees containing information about an opportunity for boards to provide advocacy around policy changes to support youth and justice.

Trustee Beaton requested an update on the Village Initiative, the French Advisory Committee, and the Edward Milne Community School Society.

The Chair noted that updates from the Edward Milne Community School Society are shared as part of her Board Chair update.

11.3 Canadian School Boards Association Conference July 5-8, 2026 – Amanda Dowhy

The Chair provided an overview of the CSBA Conference being held in Whistler this year.

Discussion weighed the benefits trustees of attending the conference against the cost

incurred against the next fiscal year before that budget has been developed. The motion was put forward out of fiscal caution; however, discussion is open, and a friendly amendment is an option.

A point of order was raised by Trustee Lervold regarding decorum; comments are not in line with our Code of Conduct. The Chair ruled the point not well taken.

Trustee Beaton requested details regarding trustee professional development funds. The Secretary Treasurer provided the balance of Trustee professional development funds and an estimate of the cost to attend.

80. **MOVED** Trudy Spiller/Russ Chipps
That the Board of Education of School District 62 (Sooke) designate the Board Chair to attend the Canadian School Boards Conference in Whistler July 5-8, 2026.
CARRIED with 4 votes FOR AND 2 OPPOSED.

11.3 Proposed BCSTA Substantive Motion – Cendra Beaton

The Chair, noting the time and that rationale was provided in the package, requested Trustee Beaton read the motion. Trustee Beaton proceeded to provide background for the proposed motion.

A point of order was raised by Trustee Spiller regarding the request from the Chair to read the motion. The Chair ruled the point well taken and requested the motion be read.

81. **MOVED** Cendra Beaton/Allison Watson
That the Board of Education of the School District 62 (Sooke) submit the following substantive motion to the 2026 BCSTA AGM:

That BCSTA advocate to the Ministry of Education and Childcare and the Ministry of Children and Family Development for the establishment of targeted funding to provide appropriate English Language Learning (ELL) and French Language Learning (FLL) supports for school-district-operated childcare and before/after school programs.

The motion was DEFEATED with 2 votes FOR and 4 votes OPPOSED.

Discussion ensued, acknowledging the high level of consultation and information provided with this motion proposal. Concerns raised included no Indigenous input, advocacy being too specific, no funding allocation, tracking process or distribution mechanism was included.

Trustee Beaton left the meeting at 9:46 p.m. and did not return. The Chair recessed the meeting at 9:47 p.m. and reconvened at 9:54. The Chair confirmed quorum.

12. ADMINISTRATION

12.1 Board of Education Work Plan – Amanda Dowhy

The Chair provided an overview of the Board Work Plan and changes as discussed.

13. PERSONNEL

13.1 Superintendent's Report – Paul Block

The Superintendent invited Deputy and Associate Superintendents and the Secretary Treasurer to share highlights from the January report. On behalf of the Executive Team the Superintendent acknowledged Trustee Watson for her work.

14. UPCOMING EVENTS

- SPEAC Leadership Dinner – January 29
- BCPSEA AGM – January 29
- Education-Policy Meeting – February 3
- Board/Sooke Council Meeting – February 5
- Resources Committee Meeting – February 10
- Board/Langford Council Meeting – February 12
- Non-Instructional Day – February 13
- Stat - Family Day (Schools closed) – February 16
- Partner Group Presentations 2026/27 Budget – February 17
- SPEAC February Meeting – February 18
- BCSTA Provincial Council Meeting (rep only) February 20 online
- Next Public Board Meeting – February 24

15. RISE AND REPORT

16. QUESTION PERIOD

Members of the public had the opportunity to ask questions related to agenda items discussed at tonight's meeting.

A question was received from Ashley Andexser. The question was not related to an agenda item, and the Superintendent indicated he would respond to the question via email.

17. ADJOURNMENT

The meeting was adjourned at 10:20 p.m.

Certified Correct:

Chairperson of the Board

Secretary-Treasurer

School District #62 (Sooke)

MODERATE RISK FIELD TRIP APPROVAL FORM FOR OVERNIGHT OUT-OF-PROVINCE/COUNTRY TRIPS

- The Leader must read the School District Field Trip Policy before completing this form.
- The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).
- Where Part B applies, the Principal should meet with the Leader and review the information prior to the parent/guardian meeting. After this meeting, Part B is to be returned to the Principal for final approval.

PART A - Required for all field trips

Doug Andrews

Teacher/Leader/Supervisor: Sophia Pettigrew + Marnie SankeySchool: Belmont, Royal Bay, Westshore SecondaryDate of Application: Jan 23/26 Date(s) of Field Trip: May 20-24, 2026Purpose/Activities: Students From Hockey 4 Youth to attend "Big Gathering" in OttawaNumber of Students: 15 Grade(s): 9-12 Male Female 15Number of Supervisors/Chaperones: 2 Male Female 2

Times & Locations (When & Where?):

May 20 Fly to Ottawa, May 20-24 participate in activities
May 24 Fly to VictoriaMethod(s) of Transportation: Plane Vic-Ottawa / Buses while in OttawaCosts: 0 Source of Funds: Donations + Hockey 4 Youth program

I have read School District #62 Field Trip Policy C-329.

Planned by: [Signature]
Leader's signatureDoug AndrewsApproved by: [Signature]
Principal's SignatureDate: February 3, 2026

Field Trip Approval Form, page 2

PART B (to be submitted 45 days prior to trip)
 Required only for field trips that are **overnight, out-of-province/country,**
 and/or involve "moderate risk" activities.

Date of Parent Information Meeting(s) (required by policy): _____

Section 1 – Required for all Overnight Field Trips

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements Carleton University Student Residence

Meal Arrangements Caffetteria at Carleton University

Section 2 - Required if Field Trip involves any "Moderate Risk" Activities

List "Moderate Risk" Activities (see Field Trip Policy for definitions): Travel + overnight out-of-Province
Travel by bus + plane, Play ice hockey

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.): airports, University Campus
Hockey Rinks

City of Ottawa Carleton University 1125 Colonel By Drive
Ottawa complex 1565 Maple Grove Road, Byward market 55 Byward market Square
Parliament Hill - 111 Wellington St., Rideau Canal - Queen Elizabeth Drive

Leader's and/or Instructors' Local Knowledge:

Ottawa Senators Hockey, Development Coaches

Type & Quality of Safety Equipment: All safety approved hockey gear including - helmet, neck guard,
elbow pads, shin pads, hockey pants, shoulder pads, case for helmet, skates

Ratio of Students-to-Instructors (qualified to lead activities): 7 / 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): 7 / 1

Details of Student Preparation for Activities: Students have been practicing with a coach 1 hr per
week since Oct 25. total of 20 sessions

Details of Leader's, Supervisor's, and/or Instructor's Experience and Qualifications:

Sophia Pettigrew - Bachelor of SW, Bachelor of Education, Masters of Education
in counselling
Marnie Sankey

First Aid Training: COACHES trained + arenas have appropriate first aid

Contingency Plans for Emergencies: Campus Security there to support - meeting
scheduled 1st week in FEB
3 hospitals in Ottawa 5, 10, + 15 kms from Carleton University

Section 3 – Any Relevant Additional Information

Students will be flying on airplane + travelling on bus
They will be playing ice hockey. Travel with for activities
will be by school bus and some public transit. All activities are within
a 30 minute drive.

Planned By:

Leader's Signature

Approved/Recommended by:

Principal's Signature

Date:

February 3, 2026

Jenny Seal

From: [REDACTED]
Sent: January 19, 2026 11:11 AM
To: SD62 Information; Trustees
Subject: Need to Ban Dogs on Colwood Sports Fields

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

Good morning,

I have contacted the City of Colwood, been told to reach out directly to you. I included their response below fyi.

I'd like to formally request that the School District 62 enact and adopt bylaw to ban dogs from its Royal Bay Secondary School Field(s) and all sports fields under its authority.

As a frequent user of these fields, I have witnessed and experienced an increase in dog feces left on the playing surface(s), which is not only unpleasant but poses serious health risks, particularly to children and athletes.

Every weekend you can see small children practicing or playing soccer or other sports on turfs at RBSS. Additionally, dogs running on the fields and tracks could cause damage to the turf, resulting in potentially costly repairs to the city and taxpayers. Not everyone is comfortable around dogs as well and it would prevent conflicts between dog owners and other park users.

Our family owns a dog ourselves and while I understand the need for dog-friendly spaces, these areas are designed for organized sports and community activities, not as off-leash dog runs. Similar restrictions have been successfully implemented in other municipalities to protect public health and maintain athletic facilities.

We live on a Vancouver Island in a community surrounded by endless and beautiful natural areas dogs can run freely around. I really do believe sports fields and tracks should be left to athletes and children playing sports.

I would appreciate, and I know I am not alone, if your School Board could look into this request and install "No Dogs Allowed on Sports Fields" signage and increase enforcement in these areas.

Sincerely,

Lou [REDACTED]

Jenny Seal

From: Julia [REDACTED]
Sent: February 5, 2026 7:33 PM
To: Trustees
Cc: [REDACTED]
Subject: Request for guidance regarding school transfer and childcare access

Dear Trustees,

My name is Julia [REDACTED] and I am an Educational Assistant at [REDACTED] School working within the Impact Program. I truly love my role and feel incredibly fortunate to support students within School District 62.

I am writing to seek your guidance regarding a challenge I am facing with my own child's schooling and access to before- and after-school care, and how current district processes have left us in a difficult position.

My daughter, [REDACTED] will be entering Grade [REDACTED] next year and is currently enrolled at our catchment school, [REDACTED]. Unfortunately, due to the ongoing lack of available before- and after-school care at [REDACTED], I was previously forced to enroll her in a private school solely because the hours aligned more closely with my working hours at [REDACTED].

As a solo parent, this situation has created significant financial strain through monthly tuition and additional childcare costs during closures that do not align with the SD62 calendar. It has also affected my ability to fully participate as an employee. With only a ten-minute buffer on either side of my workday, I am unable to come in early or stay late to collaborate with my team outside of student hours—time that is essential to effectively support students.

For the past year, I have actively tried to secure before- and after-school care at [REDACTED] in hopes of fully transitioning [REDACTED] into our public catchment school. Having previously worked at [REDACTED] I know it to be an exceptional and supportive school community. Unfortunately, no spaces have become available, and given current priority structures, this appears unlikely to change soon.

Recently, I was able to secure before- and after-school care at [REDACTED], located minutes from [REDACTED] and serving [REDACTED] Elementary. This option would allow me to work my contracted hours more sustainably while ensuring my daughter is safely cared for.

Because [REDACTED] is outside our catchment, this would require a school change request. While [REDACTED] is now enrolled at [REDACTED], the February 9–20 transfer request window has closed, creating a timing barrier that I am unsure how to navigate.

I have included the principals of both [REDACTED] Elementary and [REDACTED] on this email for transparency and shared awareness, as they are directly connected to the school communities involved. I am not seeking to place responsibility at the school level, but rather to ask whether there is any flexibility, exception process, or advocacy available at the district level—particularly where a staff member’s ability to work is directly impacted by access to childcare and school placement.

My hope is to keep [REDACTED] within SD62 public schools while continuing to fully meet my responsibilities as an employee. I appreciate any guidance or direction you may be able to offer.

Thank you very much for your time and consideration.

Sincerely,

Julia [REDACTED]

[REDACTED]

School District 62

[REDACTED]

RESOURCES COMMITTEE MEETING REPORT

**School Board Office 3143 Jacklin Road
February 10, 2026 – 6:00 p.m.**

Present: Christine Lervold, Trustee (Committee Chair)
Russ Chipps, Trustee (Committee Member) (online via MS Teams)
Trudy Spiller, Trustee (Acting Committee Member) (online via MS Teams)
Amanda Dowhy, Trustee
Paul Block, Superintendent (online via MS Teams)
Brian Jonker, Secretary-Treasurer
Monica Braniff, Deputy Superintendent
D'Arcy Deacon, Associate Superintendent
Lisa Leclerc, Associate Superintendent
Mhairi Bennett, Director, Facilities
Ceilidh Diechmann, SPVPA
Ed Berlando, STA
Tom Davis, SPEAC
Trudy Court, CUPE
Nicole Gestwa, Network Analyst, Digital Solutions

Regrets: Ebony Logins, Committee Member

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:00 p.m. by the Committee Chair. The Chair acknowledged the traditional territories of the First Nations.

The Chair provided virtual participation instructions to Trustees and attendees joining online.

2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated January 13, 2026, at its Public Board Meeting dated January 27, 2026.

3. PRESENTATIONS

There were no presentations.

4. BUSINESS

4.1 2025/26 - Amended Budget – David Lee-Bonar

The Assistant Secretary Treasurer outlined the process and reasons for the amended annual budget.

The Committee recommended the following motion go forward to the Board:

Recommended Motion: That the Board of Education of School District #62 (Sooke) give first, second, and third readings to the 2025/26 Amended Annual Budget Bylaw specifying a total budget of \$247,882,254.

4.2 2025/26 - Q2 Forecast David Lee-Bonar

The Assistant Secretary Treasurer explained the forecast for the second quarter.

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 2 Financial Forecast Report as presented at the Resources Committee meeting of February 10, 2026.

4.3 2026/27 Academy Fees – Mike Huck

The District Principal of Pathways and Choice provided rationale for the proposed Academy fee increases.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the 2026/27 Academy Fees as presented at the Resources Committee Meeting of February 10, 2026

4.4 School Fees – D’Arcy Deacon

- 2026/27 - Middle School Fees
- 2026/27 - Secondary School Fees
- 2026/27 - SD62 ADULT Learning Fee Schedule

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the District School Fee Schedules for Middle, Secondary and Adult programs for the 2026/2027 school year as presented at the Resources Committee meeting of February 10, 2026.

4.5 International Student Program Fees – Paul Block

The Superintendent explained the proposed increases to the international student fees.

Recommended Motion: That the Board of Education of SD62 (Sooke) approve the International Student Program fee increases for the 2027/28 school year as presented to the Resources Committee of February 10, 2026.

4.6 Transportation Fees and Fee Waivers – Mhairi Bennett

The Director of Facilities contrasted the revenues against expenses for student transportation. An analysis of the fee waiver process was presented.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve an increase to transportation ridership fees from \$325 to \$355 per rider - inclusive of the \$25 safety fee for the 2026-27 school year to help address inflationary pressures.

Recommended Motion: That the Board of Education of School District 62 (Sooke) direct staff to explore a low barrier means assessment for families requesting fee waivers.

4.7 Board Operated Childcare 2026-27 – Frances Krusekopf

The District Principal of Early Learning and Child Care detailed funding provided by the Ministry of Education and Child Care and revenue from fees charged. The current fee structure is unsustainable, and the committee supported the following motions for consideration by the Board:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve submitting a request to the Child Care Fee Reduction Initiative program to implement the maximum allowable fees for board operated childcare for the 2026/27 school year of \$204 for kindergarten and \$399 for grade 1-3 participants.

Recommended Motion: That the Board of Education of School District 62 (Sooke) request staff review participation in the Child Care Fee Reduction Initiative program for 2027/28 and bring back options to the board for consideration in September 2026.

4.8 Resources Committee Annual Work Plan – Christine Lervold

The Committee Chair reviewed the Resources Committee Annual Work Plan.

A moment of silence was observed for the staff, students, emergency responders and community of Tumbler Ridge given the ongoing response to the incident.

5. **ADJOURNMENT**

The meeting was adjourned at 7:44p.m. The next meeting is March 10, 2026.



Committee Information Note Resources Committee Meeting

February 10, 2026

Agenda Item 4.1 – 2025/26 Amended Budget

BACKGROUND:

- Pursuant to Section 156 of the *School Act* (Accounting Practices), Boards of Education are required to prepare and submit budgets to the Minister, in the form, with the information, and at the time required by the Minister.
- The Minister is requiring Amended Annual Budgets to be prepared, adopted by bylaw and submitted by February 28, 2026.

ANALYSIS:

- This Amended Annual Budget is the Board of Education’s updated financial plan for the 2025/26 school year.
- The total budget bylaw amount, which includes expenses and asset purchases from all funds, is presented at the end of Statement 2.
- The end of year Budgeted Accumulated Surplus of \$4,747,613 is 2.53% of budgeted total expenses of \$187,642,833.
- The Amended Annual Budget Bylaw amount of \$247,882,254 is an increase of \$8,524,493 from the Annual Budget bylaw amount of \$239,357,761 approved by the Board on June 24, 2025.
- The table below shows a break down of changes.

	2025-26 Amended	2025-26 Annual	Incr / (Decr)
	\$	\$	\$
Budget Bylaw Amount			
Operating - Total Expense	187,642,833	186,501,757	1,141,076 A
Operating - Tangible Capital Assets Purchased	2,328,094	0	2,328,094 B
Special Purpose Funds - Total Expense	42,540,149	37,700,034	4,840,115 C
Capital Fund - Total Expense	15,371,178	15,155,970	215,208 D
Capital Fund - Tangible Capital Assets Purchased from Local Capital	0	0	0
Total Budget Bylaw Amount	247,882,254	239,357,761	8,524,493

- The \$1,141,076 increase in Operating Fund Expenses is due to the 2024/25 carry forward amounts (\$1.659M) approved as part of the 2024/25 financial statements, offset by a decrease in expenses and tangible capital assets (\$0.439M) associated with a decrease in revenues (\$0.563M). See attachment 1, page 3 of the document for further details.
- The \$2,328,094 increase in Operating - Tangible Capital Assets is mostly due to portable moves, electric bus infrastructure costs, and the purchase of bleachers at EMCS.
- The \$4,840,115 Special Purpose Fund Expense increase is largely due to anticipated increases in School Generated Funds (\$0.6M), Classroom Enhancement Fund (\$1.1M), National School Foods Program (\$0.3M), and carry forward amounts from 2024/25 (\$2.7M).
- The \$215,208 Capital Fund Expense increase is due to an anticipated increase in amortization of tangible capital assets.

NEXT STEPS:

The committee endorse the following motion for the Boards consideration at its February 24, 2026 meeting. Note: the motion at the board meeting will require unanimous consent.

Recommended Motion: That the Board of Education of School District #62 (Sooke) give first, second, and third readings to the 2025/26 Amended Annual Budget Bylaw specifying a total budget of \$247,882,254.

Prepared by:

David Lee-Bonar, Assistant Secretary-Treasurer

Attachments:

1. Operating Fund Expense Change Summary
2. 2025/26 Amended Budget

Attachment 1: Operating Fund Expense Change Summary

	2025-26 Amended Budget	FY26 Oper Grant & Dept Realloc	FY25 Carry Over	2025-26 Annual Budget	Incr / (Decr) \$	
Total Revenue	187,081,492	-562,826	0	187,644,318	-562,826	A
Total Expense	187,642,833	-517,844	1,658,920	186,501,757	1,141,076	B
Tangible Capital Assets Purchased	2,328,094	80,000	2,248,094	0	2,328,094	C
Transfer to Local Capital	0	0	0	0	0	

- A. Based on the December 2025 recalculated grants, the District received \$1.182M less operating grant funding than budgeted.
- The decrease in operating grant revenue from budget was due to 46 FTE (\$0.422M) less standard school enrolment and 98 FTE (\$0.877M) less inclusive education enrolment.
 - The decrease is offset by a \$0.118M increase from budget in non-standard enrolment and other supplemental funding.
 - The \$1.182M less operating grant funding is offset by an increase in child care revenues (\$0.5M) and international student revenues (\$0.1M).
- B. The \$1,141,076 increase in Operating Fund Expenses is due to the 2024/25 carry forward amounts (\$1.659M) approved as part of the 2024/25 financial statements, offset by a decrease in expenses and tangible capital assets (\$0.439M) associated with a decrease in revenues (\$0.563M).
- C. The \$2,328,094 increase in Operating - Tangible Capital Assets is mostly due to portable moves, electric bus infrastructure costs, and the purchase of bleachers at EMCS.

Amended Annual Budget

School District No. 62 (Sooke)

June 30, 2026

School District No. 62 (Sooke)

June 30, 2026

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 62 (SOOKE) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2025/2026 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 62 (Sooke) Amended Annual Budget Bylaw for fiscal year 2025/2026.
3. The attached Statement 2 showing the estimated revenue and expense for the 2025/2026 fiscal year and the total budget bylaw amount of \$247,882,254 for the 2025/2026 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2025/2026.

READ A FIRST TIME THE 24th DAY OF FEBRUARY, 2026;

READ A SECOND TIME THE 24th DAY OF FEBRUARY, 2026;

READ A THIRD TIME, PASSED AND ADOPTED THE 24th DAY OF FEBRUARY, 2026;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 62 (Sooke) Amended Annual Budget Bylaw 2025/2026, adopted by the Board the _____ DAY OF _____, 2026.

Secretary Treasurer

School District No. 62 (Sooke)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2026

	2026 Amended Annual Budget	2026 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	14,189,125	14,232,375
Adult	32,250	33,000
Total Ministry Operating Grant Funded FTE's	14,221,375	14,265,375
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	210,905,294	210,198,320
Other	1,078,880	218,485
Federal Grants	1,967,640	
Tuition	8,276,500	8,159,500
Other Revenue	7,142,238	6,501,329
Rentals and Leases	589,114	589,114
Investment Income	933,246	893,875
Amortization of Deferred Capital Revenue	13,109,632	12,917,831
Amortization of Deferred Capital Revenue - For Lease	61,477	61,477
Total Revenue	244,064,021	239,539,931
Expenses		
Instruction	201,862,620	196,620,396
District Administration	8,704,798	8,521,639
Operations and Maintenance	29,806,567	29,225,222
Transportation and Housing	5,180,175	4,990,504
Total Expense	245,554,160	239,357,761
Net Revenue (Expense)	(1,490,139)	182,170
Budgeted Allocation (Retirement) of Surplus (Deficit)	3,907,014	
Budgeted Surplus (Deficit), for the year	2,416,875	182,170
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)	1,017,579	1,142,561
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	1,399,296	(960,391)
Budgeted Surplus (Deficit), for the year	2,416,875	182,170

School District No. 62 (Sooke)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2026

	2026 Amended Annual Budget	2026 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	187,642,833	186,501,757
Operating - Tangible Capital Assets Purchased	2,328,094	
Special Purpose Funds - Total Expense	42,540,149	37,700,034
Capital Fund - Total Expense	15,371,178	15,155,970
Total Budget Bylaw Amount	247,882,254	239,357,761

Approved by the Board

 Signature of the Chairperson of the Board of Education

Date Signed

 Signature of the Superintendent

Date Signed

 Signature of the Secretary Treasurer

Date Signed

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2026

	2026 Amended Annual Budget	2026 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(1,490,139)	182,170
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(2,328,094)	
From Deferred Capital Revenue	(9,801,882)	(8,410,400)
Total Acquisition of Tangible Capital Assets	(12,129,976)	(8,410,400)
Amortization of Tangible Capital Assets	14,038,430	13,878,222
Total Effect of change in Tangible Capital Assets	1,908,454	5,467,822
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	418,315	5,649,992

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2026

	Operating Fund	Special Purpose Fund	Capital Fund	2026 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	7,637,049	673,449	157,396,139	165,706,637
Changes for the year				
Net Revenue (Expense) for the year	(561,341)		(928,798)	(1,490,139)
Interfund Transfers				
Tangible Capital Assets Purchased	(2,328,094)		2,328,094	-
Net Changes for the year	(2,889,435)	-	1,399,296	(1,490,139)
Budgeted Accumulated Surplus (Deficit), end of year	4,747,614	673,449	158,795,435	164,216,498

School District No. 62 (Sooke)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2026

	2026 Amended Annual Budget	2026 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	175,076,663	176,009,615
Other	169,121	218,485
Tuition	8,276,500	8,159,500
Other Revenue	2,116,219	1,813,729
Rentals and Leases	589,114	589,114
Investment Income	853,875	853,875
Total Revenue	187,081,492	187,644,318
Expenses		
Instruction	159,659,348	159,257,239
District Administration	8,704,798	8,521,639
Operations and Maintenance	15,257,785	14,820,596
Transportation and Housing	4,020,902	3,902,283
Total Expense	187,642,833	186,501,757
Net Revenue (Expense)	(561,341)	1,142,561
Budgeted Prior Year Surplus Appropriation	3,907,014	
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(2,328,094)	
Total Net Transfers	(2,328,094)	-
Budgeted Surplus (Deficit), for the year	1,017,579	1,142,561

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2026

	2026 Amended Annual Budget	2026 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	174,072,066	175,246,642
ISC/LEA Recovery	(631,134)	(578,444)
Other Ministry of Education and Child Care Grants		
Pay Equity	931,052	931,052
Funding for Graduated Adults	40,000	40,000
Student Transportation Fund	358,365	358,365
FSA Scorer Grant	12,000	12,000
Child Care Funding	294,314	
Total Provincial Grants - Ministry of Education and Child Care	175,076,663	176,009,615
Provincial Grants - Other	169,121	218,485
Tuition		
Continuing Education	90,000	90,000
International and Out of Province Students	8,186,500	8,069,500
Total Tuition	8,276,500	8,159,500
Other Revenues		
Funding from First Nations	631,134	578,444
Miscellaneous		
Grants for Crossing Guards	156,000	156,000
Rebates	51,000	51,000
SGF Discretionary	200,000	200,000
Transportation Safety Fees	80,000	80,000
Miscellaneous	111,920	147,920
Bus Fees	600,365	600,365
Child Care Fees	285,800	
Total Other Revenue	2,116,219	1,813,729
Rentals and Leases	589,114	589,114
Investment Income	853,875	853,875
Total Operating Revenue	187,081,492	187,644,318

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Operating Expense by Object
 Year Ended June 30, 2026

	2026 Amended Annual Budget	2026 Annual Budget
	\$	\$
Salaries		
Teachers	67,197,647	67,273,679
Principals and Vice Principals	11,510,769	11,450,704
Educational Assistants	21,984,311	22,874,563
Support Staff	16,791,318	17,023,014
Other Professionals	6,926,937	6,669,961
Substitutes	7,212,657	6,771,089
Total Salaries	131,623,639	132,063,010
Employee Benefits	35,639,587	35,892,906
Total Salaries and Benefits	167,263,226	167,955,916
Services and Supplies		
Services	9,650,459	8,786,891
Professional Development and Travel	1,270,035	1,274,515
Rentals and Leases	394,114	397,976
Dues and Fees	188,596	178,596
Insurance	740,451	668,451
Interest	-	
Supplies	5,763,808	4,867,268
Utilities	2,346,344	2,346,344
Bad Debt	25,800	25,800
Total Services and Supplies	20,379,607	18,545,841
Total Operating Expense	187,642,833	186,501,757

School District No. 62 (Sooke)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2026

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	56,436,831	287,428	227,500	2,419,359	676,142	4,470,313	64,517,573
1.03 Career Programs	431,529			189,260		28,600	649,389
1.07 Library Services	565,509			293,672		6,699	865,880
1.08 Counselling	2,292,162						2,292,162
1.10 Inclusive Education	4,745,866	457,567	20,803,819	171,634	1,544,790	1,802,705	29,526,381
1.20 Early Learning and Child Care			260,192	4,268		12,814	277,274
1.30 English Language Learning	847,968			168,415		24,032	1,040,415
1.31 Indigenous Education	651,000	281,235	551,000	104,511		10,000	1,597,746
1.41 School Administration		9,875,324		3,126,978		256,680	13,258,982
1.61 Continuing Education							-
1.62 International and Out of Province Students	1,212,582	322,493		422,918		-	1,957,993
Total Function 1	67,183,447	11,224,047	21,842,511	6,901,015	2,220,932	6,611,843	115,983,795
4 District Administration							
4.11 Educational Administration	14,200	166,722	141,800	9,000	1,050,839	2,000	1,384,561
4.20 Early Learning and Child Care		96,000			32,000		128,000
4.40 School District Governance		24,000		27,500	166,884		218,384
4.41 Business Administration				720,992	2,625,561	43,997	3,390,550
Total Function 4	14,200	286,722	141,800	757,492	3,875,284	45,997	5,121,495
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				136,297	167,065		303,362
5.50 Maintenance Operations				6,061,750	438,708	405,514	6,905,972
5.52 Maintenance of Grounds				845,000			845,000
5.56 Utilities							-
Total Function 5	-	-	-	7,043,047	605,773	405,514	8,054,334
7 Transportation and Housing							
7.41 Transportation and Housing Administration				132,909	224,948		357,857
7.70 Student Transportation				1,956,855		149,303	2,106,158
Total Function 7	-	-	-	2,089,764	224,948	149,303	2,464,015
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	67,197,647	11,510,769	21,984,311	16,791,318	6,926,937	7,212,657	131,623,639

School District No. 62 (Sooke)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2026

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2026 Amended Annual Budget	2026 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	64,517,573	17,976,134	82,493,707	4,814,719	87,308,426	86,826,747
1.03 Career Programs	649,389	187,613	837,002	675,959	1,512,961	1,393,738
1.07 Library Services	865,880	235,893	1,101,773	28,450	1,130,223	1,137,586
1.08 Counselling	2,292,162	617,647	2,909,809	7,694	2,917,503	2,795,529
1.10 Inclusive Education	29,526,381	8,109,255	37,635,636	782,804	38,418,440	39,220,151
1.20 Early Learning and Child Care	277,274	101,732	379,006	35,850	414,856	71,414
1.30 English Language Learning	1,040,415	277,791	1,318,206	44,700	1,362,906	1,413,337
1.31 Indigenous Education	1,597,746	388,500	1,986,246	344,334	2,330,580	2,237,500
1.41 School Administration	13,258,982	3,285,073	16,544,055	759,066	17,303,121	17,284,765
1.61 Continuing Education	-	-	-	40,405	40,405	73,545
1.62 International and Out of Province Students	1,957,993	490,307	2,448,300	4,471,627	6,919,927	6,802,927
Total Function 1	115,983,795	31,669,945	147,653,740	12,005,608	159,659,348	159,257,239
4 District Administration						
4.11 Educational Administration	1,384,561	287,326	1,671,887	726,016	2,397,903	2,485,517
4.20 Early Learning and Child Care	128,000	34,758	162,758	2,500	165,258	
4.40 School District Governance	218,384	24,027	242,411	230,344	472,755	415,325
4.41 Business Administration	3,390,550	828,772	4,219,322	1,449,560	5,668,882	5,620,797
Total Function 4	5,121,495	1,174,883	6,296,378	2,408,420	8,704,798	8,521,639
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	303,362	75,536	378,898	511,800	890,698	824,759
5.50 Maintenance Operations	6,905,972	1,861,312	8,767,284	1,835,370	10,602,654	10,231,404
5.52 Maintenance of Grounds	845,000	226,000	1,071,000	347,089	1,418,089	1,418,089
5.56 Utilities	-	-	-	2,346,344	2,346,344	2,346,344
Total Function 5	8,054,334	2,162,848	10,217,182	5,040,603	15,257,785	14,820,596
7 Transportation and Housing						
7.41 Transportation and Housing Administration	357,857	92,001	449,858	54,991	504,849	504,849
7.70 Student Transportation	2,106,158	539,910	2,646,068	869,985	3,516,053	3,397,434
Total Function 7	2,464,015	631,911	3,095,926	924,976	4,020,902	3,902,283
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	131,623,639	35,639,587	167,263,226	20,379,607	187,642,833	186,501,757

School District No. 62 (Sooke)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2026

	<u>2026 Amended Annual Budget</u>	<u>2026 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	34,557,360	32,972,434
Other	909,759	
Federal Grants	1,967,640	
Other Revenue	5,026,019	4,687,600
Investment Income	79,371	40,000
Total Revenue	<u>42,540,149</u>	<u>37,700,034</u>
Expenses		
Instruction	42,203,272	37,363,157
Operations and Maintenance	336,877	336,877
Total Expense	<u>42,540,149</u>	<u>37,700,034</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2026

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-		39,371	886,019	-	27,414		109,416	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	336,877	605,797			204,000	49,000	306,705	800,343	1,630,981
Other				4,140,000					
Investment Income			40,000						
	336,877	605,797	40,000	4,140,000	204,000	49,000	306,705	800,343	1,630,981
Less: Allocated to Revenue	336,877	605,797	79,371	5,026,019	204,000	76,414	306,705	909,759	1,630,981
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	336,877	605,797			204,000	76,414	306,705		1,630,981
Provincial Grants - Other								909,759	
Federal Grants				5,026,019					
Other Revenue			79,371						
Investment Income									
	336,877	605,797	79,371	5,026,019	204,000	76,414	306,705	909,759	1,630,981
Expenses									
Salaries									
Teachers							91,918	100,000	30,000
Principals and Vice Principals								50,144	
Educational Assistants		473,279							170,000
Support Staff					144,844			10,000	120,000
Other Professionals								304,040	
Substitutes						44,599	6,667	69,069	1,000,000
	-	473,279	-	-	144,844	44,599	98,585	533,253	1,320,000
Employee Benefits		132,518			46,928	6,815	23,370	131,893	290,000
Services and Supplies	336,877		79,371	5,026,019	12,228	25,000	184,750	244,613	20,981
	336,877	605,797	79,371	5,026,019	204,000	76,414	306,705	909,759	1,630,981
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2026

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children (CR4YC)	Seamless Day Kindergarten	Early Childhood Education Dual Credit Program	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning
	\$	\$	\$	\$	\$	\$	\$	\$	
Deferred Revenue, beginning of year	106,964	13,360	28,640	11,439	28,853	9,026	15,505	2,021	9,384
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	28,172,256	17,640	51,000		55,400				175,000
Other									
Investment Income									
	28,172,256	17,640	51,000	-	55,400	-	-	-	175,000
Less: Allocated to Revenue	28,279,220	31,000	79,640	11,439	84,253	9,026	15,505	2,021	184,384
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	28,279,220	31,000	79,640	11,439	84,253	9,026	15,505	2,021	184,384
Provincial Grants - Other									
Federal Grants									
Other Revenue									
Investment Income									
	28,279,220	31,000	79,640	11,439	84,253	9,026	15,505	2,021	184,384
Expenses									
Salaries									
Teachers	22,240,977								
Principals and Vice Principals									147,507
Educational Assistants					61,887				
Support Staff					800				
Other Professionals									
Substitutes			20,540	5,000					
	22,240,977	-	20,540	5,000	62,687	-	-	-	147,507
Employee Benefits	6,038,243		5,460	1,000	18,566				36,877
Services and Supplies		31,000	53,640	5,439	3,000	9,026	15,505	2,021	
	28,279,220	31,000	79,640	11,439	84,253	9,026	15,505	2,021	184,384
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2026

	Feeding Futures Fund	Health Career Grants	Professional Learning Grant	National School Food Program	Nature K	Academies	Art Starts	Donations	Theatres
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	348,780	2,938	221,496	141,640	4,953	540,381	6,436	59,252	11,618
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	1,661,694			253,010					
Other						1,300,000		40,000	5,000
Investment Income									
	1,661,694	-	-	253,010	-	1,300,000	-	40,000	5,000
Less: Allocated to Revenue	2,010,474	2,938	221,496	394,650	4,953	1,840,381	6,436	99,252	16,618
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	2,010,474	2,938	221,496	394,650					
Provincial Grants - Other									
Federal Grants					4,953	1,840,381	6,436	99,252	16,618
Other Revenue									
Investment Income									
	2,010,474	2,938	221,496	394,650	4,953	1,840,381	6,436	99,252	16,618
Expenses									
Salaries									
Teachers						125,000			
Principals and Vice Principals						12,000			
Educational Assistants									
Support Staff	250,493					43,000			
Other Professionals									
Substitutes				155,833		6,000			
	250,493	-	155,833	-	-	186,000	-	-	-
Employee Benefits	57,731		31,167			50,000			
Services and Supplies	1,702,250	2,938	34,496	394,650	4,953	1,604,381	6,436	99,252	16,618
	2,010,474	2,938	221,496	394,650	4,953	1,840,381	6,436	99,252	16,618
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2026

	Mentorship Grant	Here 4 Peers	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year	68,727	1,813	2,695,446
Add: Restricted Grants			
Provincial Grants - Ministry of Education and Child Care			34,319,703
Other			5,485,000
Investment Income			40,000
	-	-	39,844,703
Less: Allocated to Revenue	68,727	1,813	42,540,149
Deferred Revenue, end of year	-	-	-
Revenues			
Provincial Grants - Ministry of Education and Child Care	68,727	1,813	34,557,360
Provincial Grants - Other			909,759
Federal Grants			1,967,640
Other Revenue			5,026,019
Investment Income			79,371
	68,727	1,813	42,540,149
Expenses			
Salaries			
Teachers			22,587,895
Principals and Vice Principals			209,651
Educational Assistants			705,166
Support Staff			569,137
Other Professionals			304,040
Substitutes			1,307,708
	-	-	25,683,597
Employee Benefits			6,870,568
Services and Supplies	68,727	1,813	9,985,984
	68,727	1,813	42,540,149
Net Revenue (Expense)	-	-	-

School District No. 62 (Sooke)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2026

	2026 Amended Annual Budget			2026 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	1,271,271		1,271,271	1,216,271
Amortization of Deferred Capital Revenue	13,109,632		13,109,632	12,917,831
Amortization of Deferred Capital Revenue - For Lease	61,477		61,477	61,477
Total Revenue	14,442,380	-	14,442,380	14,195,579
Expenses				
Operations and Maintenance	1,332,748		1,332,748	1,277,748
Amortization of Tangible Capital Assets				
Operations and Maintenance	12,879,157		12,879,157	12,790,001
Transportation and Housing	1,159,273		1,159,273	1,088,221
Total Expense	15,371,178	-	15,371,178	15,155,970
Net Revenue (Expense)	(928,798)	-	(928,798)	(960,391)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	2,328,094		2,328,094	
Total Net Transfers	2,328,094	-	2,328,094	-
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	-
Budgeted Surplus (Deficit), for the year	1,399,296	-	1,399,296	(960,391)



Committee Information Note Resources Committee Meeting

February 10, 2026

Agenda Item 4.2 – 2025/26 Quarter 2 Financial Forecast

BACKGROUND:

- The School District’s fiscal year runs July 1, 2025 – June 30, 2026.
- At the end of the first quarter (Q1), second quarter (Q2), and third quarter (Q3) of the fiscal year, staff complete a forecast of where we expect to finish the year financially.
- This note provides the District’s estimate of where we expect to end the year based on the Q2 forecasting process. This estimate will be revised as we work through the financial forecasts again after Q3.

ANALYSIS:

- Summaries based on revenues and expenditures by function (**Appendix B**) and expenditure type (**Appendix C**) have been provided for the Committee’s review as well as a summary of the changes from Q1 (**Appendix A**).
- There is a forecasted savings of \$1,511,044 from the Amended Budget at this time which, if materialized, would result in a \$6,258,658 reserve at fiscal year end, June 30, 2026.
- The forecasted reserve of \$6,258,658 is 3.38% of the total forecasted Operating expenses of \$185.4M.
- There are several assumptions used in this forecast that may impact the final numbers. Some examples include: that the February enrolment count, and May enrolment count will all come on budget.

Next Steps

- Next steps include completing the Q3 Forecast (March 31, 2026) at which time more of the variables will be known.
- Staff will provide the Q3 Forecast to the Committee in May.

RECOMMENDATION:

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 2 Financial Forecast Report as presented at the Resources Committee meeting of February 10, 2026.

Prepared by:

David Lee-Bonar, Assistant Secretary Treasurer

Attachments:

1. Appendix A: Summary of changes for Quarter 2
2. Appendix B: Forecast summary based on expenditures by function
3. Appendix C: Forecast summary by standard object of expenditure (STOB)

APPENDIX A

2025-26 Q2 FORECAST CHANGE SUMMARY

			BUDGETED RESERVE AS AT JUNE 30 2026	FORECASTED RESERVE AS AT JUNE 30 2026	FORECASTED RESERVE % FORECASTED EXPENSES
A	Q1 - FORECASTED SAVINGS FROM BUDGET	\$	716,584	\$ 4,747,614	\$ 5,464,198 2.94%
	ADDITIONAL SAVINGS/(PRESSURES) SINCE Q1				
	TEACHER & TTOC SAL/BEN	\$	475,836		
	INTERNATIONAL	\$	315,034		
	EMPLOYEE BENEFITS	\$	168,687		
	UTILITIES	\$	126,136		
	FACILITIES DEPARTMENT	\$	90,575		
	FINANCE DEPARTMENT	\$	85,073		
	OP GRANT	\$	47,634		
	SASEENOS FIELD	\$	(597,500)		
	INTEREST REVENUE	\$	(25,620)		
	VARIOUS OTHER	\$	108,605		
B	SUBTOTAL OF CHANGES SINCE Q1	\$	794,460		
C = A+B	Q2 FORECASTED SAVINGS	\$	1,511,044	\$ 4,747,614	\$ 6,258,658 3.38%

Appendix B

School District 62

Summary of Q2 Forecast by Financial Statement Function

	BUDGET	Q2 FORECAST	VARIANCE	VARIANCE EXPLANATION
Revenues				
Provincial Grants				
Ministry of Education and Child Care	175,076,663	175,076,663	-	
Other	169,121	158,551	10,570	
Municipal Grants Spent on Sites			-	
Tuition	8,276,500	7,989,970	286,530	International homestay and summer program revenues less than budgeted
Other Revenue	2,116,219	2,105,863	10,356	
Rentals and Leases	589,114	715,025	(125,911)	
Investment Income	853,875	852,620	1,255	
Total Revenue	187,081,492	186,898,693	182,799	
Expenses				
Instruction	159,659,348	157,600,028	2,059,320	\$0.4M teacher/TTOC sal/ben savings, \$0.6M International, \$0.4M PVP sal/ben
District Administration	8,704,798	8,352,601	352,197	\$0.2M Finance Dept sal/ben from hiring lag / turnover
Operations and Maintenance	15,257,785	15,362,772	(104,987)	
Transportation and Housing	4,020,902	4,120,445	(99,543)	
Total Expense	187,642,833	185,435,846	2,206,987	
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	(2,328,094)	(2,841,238)	513,144	Saseenos Field Remediation
Local Capital	-	-	-	
Surplus (Deficit), for the year	(2,889,435)	(1,378,391)	(1,511,044)	
Total Reserve as at June 30 2024	7,637,049	7,637,049	-	
Operating Surplus (Deficit) for the year	(2,889,435)	(1,378,391)	(1,511,044)	
Total Reserve as at June 30 2025	4,747,614	6,258,658	(1,511,044)	

Appendix C

School District 62

Summary of Q2 Forecast by Financial Statement Expenditure Type

	BUDGET	Q2 FORECAST	VARIANCE	VARIANCE EXPLANATION
Salaries				
Teachers	67,197,647	65,456,650	1,740,997	Post and fill processes
Principals and Vice Principals	11,510,769	11,136,347	374,422	
Educational Assistants	21,984,311	22,031,273	(46,962)	
Support Staff	16,791,318	16,642,874	148,444	
Other Professionals	6,926,937	6,616,927	310,010	
Substitutes	7,212,657	8,288,843	(1,076,186)	TOC budget pressure due to teacher post & fill process
Total Salaries	131,623,639	130,172,915	1,450,724	
Employee Benefits				
	35,639,587	35,112,217	527,370	
Services and Supplies				
Services	9,650,459	9,376,038	274,421	INTL Summer Program & Aug Prep
Professional Development and Travel	1,270,035	1,253,086	16,949	
Rentals and Leases	394,114	548,029	(153,915)	
Dues and Fees	188,596	204,035	(15,439)	
Insurance	740,451	609,945	130,506	
Supplies	5,763,808	5,867,330	(103,522)	
Utilities	2,346,344	2,287,252	59,092	
Bad Debt	25,800	5,000	20,800	
Total Services and Supplies	20,379,607	20,150,714	228,893	
Total Operating Expense	187,642,833	185,435,846	2,206,987	
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	2,328,094	2,841,238	(513,144)	Saseenos Field Remediation
Local Capital	-	-	-	



Committee Information Note

Resources Committee Meeting

February 10, 2026

Agenda Item 4.3 – Academy Fees - 2026/27

TOPIC: Consideration of a new academy and academy fees for 2026/27

BACKGROUND / FACTS:

- Sooke School District currently operates 23 Academies, serving a diverse range of students and athletic and academic disciplines. These academies contribute significantly to:
 - Student engagement and attendance
 - Skill development and physical literacy
 - School and district reputation
- From time to time, consideration of starting new academies is made where there is interest and synergy with existing program offerings.
- Program fees have remained relatively static while operational demands and cost pressures have increased.
- Staff have conducted an in-depth review of each academy and the costs to the District to operate them.
- Enabling legislation for academy fees is provided for under the *School Act*, section 82.1(4), included below for ease of reference:

“...a board may charge a student enrolled in a specialty academy fees relating to the direct costs incurred by the board in providing the specialty academy that are in addition to the costs of providing a standard educational program.”

ANALYSIS:

- A review conducted by staff concluded that operational costs to administer and run each academy program has outpaced the fee increases to date.
 - Costs have escalated due to increasing market rates for coaching and instructional staff, professional development and certification requirements, facility rentals and maintenance, required memberships, equipment replacement cycles and safety standards, as well as transportation, competition entry fees, and supervision expenses.
- To run academy programs with financial sustainability in mind, a modest fee increase for all programs is required to maintain program standards. The fee increases (see attachment 1):
 - Address rising operational costs and maintaining high-quality programming that supports student engagement, safety, and excellence.
 - Are designed to be both balanced and responsive, minimizing impacts on families while ensuring long-term program sustainability.
- Without fee increases, academy:
 - Service levels will need to drastically decrease to ensure academy programs are not being subsidized by the operating grant revenue.

- Programs will place additional strain on district operating budgets, leading to reduced staffing ratios, deferred equipment replacement, and diminished capacity to meet program delivery and supervision standards.

NEXT STEPS:

The committee endorse the following motion for the Board's consideration at its February 24, 2026 meeting.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the 2026/27 Academy Fees as presented at the Resources Committee Meeting of February 10, 2026.

Publish revised fees and communicate to parents beginning February 25, 2026.

Prepared by: Mike Huck, District Principal of Pathways & Choice

Attachments:

1. Academy Fee Increases – 2026/27

Attachment 1: 2026/27 Academy Fees

	2025/26 Fees	2026/27 Fees
Administration Fee	\$140	\$200 (+60)

Academy Fees

(Note: fees listed in the table below include the administration fee noted in the table above)

School	Academy	2025/26 Fees	2026/27 Fees
Secondary School Academies			
Belmont Secondary School	Baseball/Softball	\$680	\$770 (+90)
	Climbing	\$1100	\$1285 (+185)
	Belmont Equine	\$3700	\$3940 (+240)
	Hockey	\$1640	\$1800 (+160)
Edward Milne Community School	Eco (On Hold 2025/26)	\$625	\$710 (+85)
	Hockey	\$900	\$995 (+95)
	Soccer	\$800	\$910 (+110)
	Softball	\$700	\$788 (+88)
Royal Bay Secondary School	Dance	\$1305	\$1425 (+120)
	Golf - Learn To Compete	\$2100	\$2485 (+385)
	Lacrosse (Men) - New Registration	\$1425	\$1615 (+190)
	Lacrosse (Men) - Returning Registration	\$1175	\$1340 (+165)
	Lacrosse (Women)	\$1050	\$1250 (+200)
	Soccer	\$1305	\$1535 (+230)
Middle School Academies			
Dunsmuir Middle School	Dance	\$1100	\$1410 (+310)
	Soccer	\$930	\$1030 (+100)
Journey Middle School	Hockey	\$850	\$980 (+130)
	Soccer (New TBD**)	\$N/A	\$890
Spencer Middle School	Spencer Hockey	\$1550	\$1680 (+130)
District Academies			
District	Equine	\$2550	\$3745 (+1195)
	Golf - Learn to Play	\$1200	\$1510 (+310)
	PACE (K – 7)	\$150	\$175 (+25)
	PACE (8 – 12)	N/A	\$225 (+225)
	Mountain Bike	\$1200	\$1313 (+113)

** Approval to start a new soccer academy at Journey Middle School beginning September 2026 is being brought to the Education Policy Committee for consideration in March 2026. If endorsed by the committee and subsequently approved by the board, the fee listed is the proposed fee.



Committee Information Note Resources Committee Meeting

February 10, 2026

Agenda Item 4.4 – School Fees

ISSUE:

Attached are the Middle, Secondary and Adult Learning fees for the Committee's review prior to going to the Board for approval

BACKGROUND / FACTS:

Language has been added to clarify that all fees are applied on an 'up to' maximum cost

- Middle School Fee Changes:
 - There are no changes to the cost of middle school fees for 2026-27
- Secondary School Fees:
 - Increase in Workbook fees from \$35.00 to \$40.00
 - Addition of Health Care Sampler (HASK) course \$400.00
 - Introduction of \$50.00 fee for Sustainability course
 - Increase in PHE recreation Golf from \$75.00 to \$100.00
- Adult Education Fees
 - Increase in Workbook fees from \$35.00 to \$40.00

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the District School Fee Schedules for Middle, Secondary and Adult programs for the 2026/2027 school year as presented at the Resources Committee meeting of February 10, 2026.

Prepared by: D'Arcy Deacon, Associate Superintendent

Attachments:

- 4.1a Middle School Fees
- 4.1b Secondary School Fees
- 4.1c Adult Learning Fee Schedule

2026-27 Middle School Fees

STANDARD/COST RECOVERY FEES	COST	Notes
Textbooks	\$50.00	Fee for all texts which are damaged beyond use or lost
Lost Novel	\$15.00	Fee for all novels which are damaged beyond use or lost
Locks	\$14.00	Dunsmuir, Spencer, Centre Mountain Lellum and John Stubbs only
OPTIONAL FEES	COST	Notes
Athletic Participation	\$40.00	One fee (\$40) allows students to participate on as many teams as they wish. Additional costs for travel, accommodation and meals may be required
Yearbook	\$40.00- \$50.00	Optional
Food Safe	\$55.00	If offered
Applied Design, Skills & Technology / Exploratory	\$25.00	As needed throughout year (see examples below)
Band Instrument Rental	max \$420.00	Variable depending on instrument.
<i>Please note: a 2.5% administrative fee will be added to cover costs related to the processing of credit card payments.</i>		
<p>* All fees are listed as an 'up to' maximum cost</p> <p>Other fees may be charged prior to a course for value-added products, or for projects taken home or consumed.</p> <p>Cost lists will be provided:</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • ADST classes (a) projects taken home (b) specialty materials (c) food consumed <p>Other fees may occur in association with Optional Curricular Events such as:</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Dance outfits for performances • Travel, accommodations, meals and registrations • Exploratory Program (busing, projects to take home) 		
<p>No student will be denied educational opportunities if they do not have the ability to pay.</p> <p>Please contact your assigned principal, vice-principal or counsellor to request for fees to be waived due to financial hardship.</p>		

Secondary School Fees 2026-27

STANDARD FEES	COST	Notes
Band Instrument Rental	Up to \$350	Dependent on instrument choice
Band Uniform & Cleaning	\$20.00	Dependent on individual band program needs. (reflects maximum fee charge) (went down from 25 to 20)
Drumline	\$45.00	Equipment maintenance and replacement
Ceramics/ 3D Art	\$40.00	Clay fee for optional / personal take home projects
Lifesaving	\$300.00	The fee covers workbook, instruction & examination for Red Cross certification. Students can participate in course without paying this fee by borrowing a workbook. Certification will require payment of the fee. Course is only offered at Belmont at this time
Textbooks – LOST/DAMAGED	\$110.00	Replacement fee will range for all texts/novels which are damaged beyond use or lost
Workbooks	\$35 \$40.00	Workbooks are consumable and are not required – can be used free in the classroom if not written in. They are used primarily in math and science classes
Athletic Participation	\$50.00	One fee allows students to participate on as many teams as they wish to try out for. Additional costs for travel, accommodation and meals may be required
Dance Company	\$50	Showcase and/or festival/enrichment opportunities; costumes; costume cleaning & maintenance
Dance Technique & Performance	\$50	Showcase and/or festival/enrichment opportunities; costumes; costume cleaning & maintenance
Athletic Leadership	Up to \$200	covers coaching, referee, and first aid courses that students choose to take for certification.
Emergency Medical Responder	Up to \$300	Consumable Materials (gloves, masks, bandages)
Yearbook/Annual	\$55.00	Optional - Prices will fluctuate based on production costs
Food Safe Training	\$55.00	Fee applies only if offered
Student Activity Fee	\$20.00	Includes school-wide events, student locks, school appointments online & Locker app
Active Living	\$ 50.00	Various activities outside the building
Outdoor Ed./Enviro Science	\$150.00	Grades 11/12 (additional \$50 for Galiano camping trip)
Outdoor Education	\$100.00	Grades 9/10
Health Care Sampler (HASK)	\$400.00	Consumables, lab materials, post-secondary trainers
Sustainability	\$50	Fieldtrips/Activities Offsite
Environmental Science 11	\$50.00	Activities outside the building (Goldstream Park, East Sooke Park, Other CRD Parks, etc.)
Marine Life Science/Aquatic Chemistry Cohort	\$250	Fieldtrips: Whiffin Spit, Esquimalt Lagoon, Shaw Ocean Discovery, Sooke Reservoir Water Treatment Plant, East Sooke Park and Galiano Island. (increase by \$50)

STANDARD FEES	COST	Notes
Marine Biology	\$50.00	To cover costs associated with fieldtrips
P.H. E. 11/12 Recreation/Golf	\$75.00 \$100	Various activities outside the building that incur travel & amenity costs, course fees, facilities fees
Technology Explorations	\$45	For take home projects
ADST – Wood	\$45.00	Optional for personal projects/take home (new for 2025-26)
ADST – Metal	\$45.00	Optional for personal projects/take home
ADST – Auto	\$25.00	Optional for personal consumables
ADST – Electronics	\$45.00	Optional for personal projects/take home
ADST – Cosmetology	\$90.00	Optional for personal use & to keep: Mannequin, nail polish, make-up
Film Photography	\$40.00	Film, developing chemicals, and developing paper
Food Studies	\$45.00	Optional for personal projects/take home
Metal TASK Program (EMCS)	\$150.00	Materials for personal projects/take home
Textiles	\$45.00	Optional for personal projects/take home
<i>Please note: a 2.5% administrative fee will be added to cover costs related to the processing of credit card payments.</i>		
Other fees may be charged prior to a course for value-added products which students chose to purchase as an option, or for projects taken home. Cost lists will be provided: <u>*All course fees and materials fees are based on an up to \$ amount.</u> <u>Examples:</u> <ul style="list-style-type: none"> • Wood Tech (a) projects taken home (b) specialty wood • Sewing/Fashion/Design (a) projects taken home (b) specialty materials • Art/Theatre Arts (a) projects taken home (b) specialty materials • Cooking (a) specialty ingredients (b) food taken home • Workbooks if a student wants to write in the book and/or keep it • Materials for elective programs required beyond the basic curriculum. 		
Other fees may occur in association with Optional Curricular Events such as: <u>Examples:</u> <ul style="list-style-type: none"> • Grad Ceremony, Prom, Winter Formal, School Dances & Student Conferences • Dance outfits for performances • Travel, accommodations, meals and registrations • Technical Education Program (busing, projects to take home) 		
No student will be denied educational opportunities if they do not have the ability to pay. <ul style="list-style-type: none"> • Please contact your assigned administrator or counsellor to request for fees to be waived due to financial hardship. 		



Adult Learning Fee Schedule

ITEM	AMOUNT	Notes
Textbook/Materials Deposit	Up to \$100	To be paid by students registered with SD62 Continuing Education or SD62 Online School when they choose to sign out a textbook or a course materials package. Refundable upon return of the item(s) signed out by the student. Actual replacement cost of textbook/materials will be charged if lost or damaged.
Workbooks & other consumable items that students write in and/ or keep	Up to \$35 \$40	Used by some math and science courses.
Texas Instruments Mathematics Graphing Calculators	Up to \$190 (Equivalent to replacement price if not returned.)	To be paid by students registered in some Math 11/12 courses at SD62 Continuing Education or SD62 Online School IF they choose to use a school owned graphing calculator. Refundable upon return of the calculator in the same/similar condition as when it was issued.
<p>No student will be denied educational opportunities if they do not have the ability to pay fees. Please contact your assigned administrator or counsellor to ask for fees to be waived due to financial hardship.</p> <p>Please note: a 2.5% fee will be added to any electronic payments (debit or credit card)</p>		

Prepared by: D'Arcy Deacon
Associate Superintendent



Committee Information Note Resource Committee Meeting

February 10, 2026

Agenda Item 4.5 – 2027/28 International Student Program Fees

TOPIC: 2027/28 International Student Program Fees

BACKGROUND / FACTS:

- The International Student Program sets fees annually, that are paid by students who register in the school district as fee-paying international students.
- These annual fees are typically set a year and a half ahead of the current school year.
- International student fees for online learning and academic summer learning courses are being maintained at 2026/27 board approved levels of \$1,500 per course.

ANALYSIS:

Program Fees:

- Over the past five years, SD62's International Student Program fees have increased at an average annual rate of approximately 5%.
- The proposed 2027–28 overall increase of 4.58% is consistent with this historical pattern and reflects a measured approach to addressing ongoing cost pressures.
 - The proposed total program fees are recommended to increase from \$31,650 in 2026/27 to \$33,100 for 2027/28, a 4.58% increase. (See attachment 1 for fee break-down).
 - A comparison with select British Columbia school districts shows that SD62's proposed increases align with other districts fee increases and reflect market trends while maintaining the SD62's competitive position. (see attachment 2 for comparison table)
- The International Student recruitment space is extremely competitive with mid/south island and lower mainland district competing to attract similar students.
- The proposed fee schedule balances revenue sustainability with market sensitivity by applying targeted increases to specific cost-pressured areas while maintaining stability in other fee categories.

Dual Credit Fees:

- Dual credit course fees for international students are proposed to increase from \$550 to \$1,050 per course.
 - Historically, International Students have been charged \$550 per dual-credit course, and this amount has remained static for the greater part of the past decade. Fees for dual-credit courses are set by the post-secondary institution that the school district has a partnership agreement with. The school district does not receive any Ministry funding for international students who take dual-credit courses.

NEXT STEPS:

- Staff are recommending that the resource committee endorse the following motion for board consideration at its February 24, 2026 meeting.

Recommended Motion: That the Board of Education of SD62 (Sooke) approve the International Student Program fee increases for the 2027/28 school year as presented to the Resources Committee of February 10, 2026.

- If that above recommended motion is approved by the board, the revised fees will be published with overseas partners and posted on the SD62 International Program website by mid-March 2026.

Prepared by: Laura Schwertfeger, District Principal

Attachments:

1. SD62 International Student Fee Breakdown
2. Total ISP Fees: Comparison with select other school districts

Attachment 1: SD62 International Student Fee Breakdown

	2022-23 FY23	2023-24 FY24	2024-25 FY25	2025-26 FY26	2026-27 FY27	2027-28 FY28	% change
Application Fee	\$250	\$250	\$250	\$250	\$300	\$325	+8.33%
Tuition	\$14,000	\$14,250	\$15,000	\$15,750	\$16,250	\$17,000	+4.62%
Homestay Fee	\$9,750	\$11,000	\$12,000	\$12,000	\$12,600	\$13,200	+4.76%
Medical Insurance Fee	\$ --.--	\$ --.--	\$ --.--	\$ --.--	\$1,100	\$1,100	0%
Program Fee	\$1,850	\$1,850	\$1,850	\$1,950	\$1,000	\$1,050	+5.00%
New Student Orientation	\$250	\$325	\$375	\$375	\$400	\$425	+6.25%
Dual Credit Fees	\$550	\$550	\$550	\$550	\$550	\$1050	+91%
TOTAL	\$26,100	\$27,675	\$29,475	\$30,325	\$31,650	\$33,100	+28.14%

Application Fee:

The proposed increase from \$300 to \$325 represents an 8.33% increase. This adjustment reflects anticipated increases in administrative processing costs, including staffing, application screening, compliance requirements, and database/system maintenance.

Tuition:

The proposed increase from \$16,250 to \$17,000 represents a 4.62% increase. This continues a measured, multi-year tuition growth strategy that balances competitiveness with the need to address ongoing salary and benefit pressures across employee groups supporting the International Student Program.

Homestay Fee:

The proposed increase from \$12,600 to \$13,200 represents a 4.76% increase. This reflects continued inflationary pressure on housing and food costs and supports host-family recruitment and retention in a competitive housing market.

Medical Insurance Fee:

No increase is proposed for 2027–28. The Medical Insurance Fee was separated from the Program Fee last year to improve transparency and forecasting accuracy, and current rates are forecasted to remain stable.

Program Fee:

The proposed increase from \$1,000 to \$1,050 represents a 5.0% increase. This adjustment reflects anticipated employee wage and benefit increases.

New Student Orientation:

The proposed increase from \$400 to \$425 represents a 6.25% increase and reflects higher transportation, staffing, materials, and activity costs associated with delivering orientation programming.

Attachment 2: Total ISP Fees: Comparison with select other school districts:

School District Name	2023-24	2024-25	% change	2025-26	% change	2026-27	% change	3 yr average
Greater Victoria School District	\$29,825	\$31,425	+5.37%	\$32,675	+3.98%	\$33,600	+2.83%	4.06%
Saanich School District	\$28,850	\$30,000	+3.99%	\$31,500	+5.00%	\$32,550	+3.33%	4.11%
Delta School District	\$28,050	\$28,900	+3.03%	\$30,400	+5.19%	\$32,000	+5.26%	4.49%
Abbotsford School District	\$27,200	\$28,220	+3.75%	\$29,770	+5.49%	\$29,770	0%	3.08%
Nanaimo School District	\$27,000	\$28,350	+5.00%	\$29,700	+4.76%	\$29,700	0%	4.88%
Comox Valley School District	\$25,750	\$26,650	+3.50%	\$27,850	+4.50%	\$29,850	+7.18%	5.06%
Sooke School District	\$27,675	\$29,475	+6.50%	\$30,325	+2.88%	\$31,650	+4.37%	4.58%



Committee Information Note Resources Committee Meeting

February 10th, 2025

Agenda Item 4.6 – Transportation Fees

ISSUE: Transportation Fees

BACKGROUND:

- Fees for busing were introduced in the 2024/2025 school year to help support the operating costs associated with providing busing services
- Fees are \$300 per rider, plus a \$25 safety fee
 - Discounts are available for families with 3 or more riders
 - There is a fee waiver process administered at the school level

ANALYSIS:

- As the costs associated with the transportation of students continues to increase, staff have reviewed associated revenues and expenses against the current fee.
- Given the transportation fee has not changed since implementation, it has not kept pace with inflation for the last two years and does not account for inflationary pressures.
- Inflation has been reported as 3.2%, 2.6% in each of the last two years respectively and projected at 3.1% for 2026/27.
- Staff are recommending that transportation fees increase to account for inflation.
 - In this model, fees will move from \$325 per rider to \$355 per rider.
 - Staff will maintain the discount program for 3 riders or more from the same family.
- Staff have also analyzed the fee waiver process and the emerging trend data.
 - The data shows that we had a total of 774 fee waivers in 2024/25 and 783 in 2025/26 to date.
 - This translates to 28% of fees being waved, valued at over \$250,000.
- The revenue and expense profile for transportation services is as follows:

Total Cost to Provide Transportation Services	~\$3,000,000	100%
Less: Fee Revenue	~\$630,000	18%
Less: Provincial Grant	~\$360,000	10%
= District Funds Required*	~\$2,500,000	72%

*Of the district funds required, approximately \$250,000 is fee waivers.

- As an outcome of the analysis, staff are recommending a review of the fee waiver process.

NEXT STEPS

- The committee endorse the following motions for board consideration at its February 24,2026 meeting.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve an increase to transportation ridership fees from \$325 to \$355 per rider - inclusive of the \$25 safety fee for the 2026-27 school year to help address inflationary pressures.

Recommended Motion: That the Board of Education of School District 62 (Sooke) direct staff to explore a low barrier means assessment for families requesting fee waivers.

Prepared by: Mhairi Bennett, Director of Facilities



Committee Information Note Resources Committee Meeting

February 10, 2026

Agenda Item 4.7 – Child Care Fees 2026/27

TOPIC: Board operated childcare - fees for the 2026/27 school year.

BACKGROUND / FACTS:

- Four (4) board-operated childcare programs opened on September 16, 2025, at École John Stubbs, École Poirier, Sangster and Savory Elementary. These programs are staffed by SD62 CUPE staff. Each program is licensed for 24 before and after childcare spots.
- Bill 19, Amendment to *School Act*, received royal assent in November 2025. It further enables boards of education to provide childcare programs on board properties; changes include specific reference to allocation of both direct and indirect costs to support program delivery.
- Prior to further expansion of the board operated programs and considering Bill 19, staff have reviewed the current financial model and forecasting with a view to self-sustainability.
- The District received confirmation that the provincial special purpose fund of \$175,000 to support the hiring of an Early Learning Child Care Lead will not be continued provincially after the current school year.
- Concurrently, the District received confirmation that provincial special purpose funding of \$55,400 for Seamless Day programs will not be continued provincially.

ANALYSIS:

- In light of the special purpose fund grants not being renewed by the Province and the need to consider further expansion of board operated programming, staff have developed a comprehensive financial model with a view to cost neutral operations aligned with Bill 19.
- Given the District's current participation in the Child Care Fee Reduction Initiative (CCFRI) there are restrictions on fees charged to a maximum of \$204 for kindergarten and \$399 for grade 1-5 participants.
 - Current fees at schools that offer both before and after school care for students in grades K-5 are \$200 for kindergarten students and \$350 for students in grade 1-5.
- Staff are recommending that the district submit a request to the CCFRI program to allow an increase in fees to the maximum amounts to support administration and operation of board operated childcare for 2026/27.
 - It is important to note, that even with charging the maximum allowable fees under the CCFRI the program is not cost neutral, operating at a projected \$201,000 deficit for 2026/27.
- In light of the financial model and the unsustainability of ongoing participation in the CCFRI and the Bill 19 amendments, staff are recommending that the District explore exiting the CCFRI program after the 2026/27 school year.
 - Further analysis of this shift away from the CCFRI is planned for completion early in the 2026/27 school year.

- It is important to note that given that the Province has not renewed the special purpose grant for seamless day, the current seamless day program at École Millstream will conclude in June 2026. Staff will work to transition this program to a before and after school program for 2026/27, staffed by CUPE.
- Staff have considered the needs and future possibilities for before and after childcare at John Muir, Sooke and Saseenos Elementary Schools where we currently do not have childcare programs with a recommendation to pursue opening a program at one of the Milne's Landing area elementary schools.

NEXT STEPS:

- The committee endorse the following motion for consideration by the Board.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve submitting a request to the Child Care Fee Reduction Initiative program to implement the maximum allowable fees for board operated childcare for the 2026/27 school year of \$204 for kindergarten and \$399 for grade 1-3 participants.

Recommended Motion: That the Board of Education of School District 62 (Sooke) request staff review participation in the Child Care Fee Reduction Initiative program for 2027/28 and bring back options to the board for consideration in September 2026.

- Staff will post and communicate the fees once the outcome of the Board's consideration at its February 2026 board meeting and the outcome of its request to the CCFRI program is known.
- Advance expanding a board operated before and after school care program in Sooke for 2026/27 should interest show support to fill 24 spaces.
- If approved, consideration of participation in the CCFRI program for board operated child care programs in 2027/28 will be explored and brought back for board consideration in September 2026.

Prepared by: Lisa Leclerc, Associate Superintendent & Frances Krusekopf, District Principal of Early Learning and Child Care



Information Note Public Board Meeting

February 24, 2026

Agenda Item 8.2 – Enrolment Projections Update

ISSUE / TOPIC:

To update the Board on the 2026/27 enrolment projections as submitted to the Ministry of Education and Child Care on February 13, 2026.

BACKGROUND / FACTS:

This process is completed each year in mid-February. These projections then form the foundation for developing the *Preliminary Budget* amounts for the 2026/27 operating grant.

These amounts are confirmed in September 2026 when the actual enrolment is established through the September 1701 process. This then leads to the *Amended Budget* process.

ANALYSIS:

The Enrolment Projections for 2026/27 are attached as submitted on February 13, 2026. This process involved analysis by Data Integration and Analytics, Capital Planning, and District/School PVP.

September Enrolment Count - School-Age Basic Allocation

▪ K-12 Standard (Regular) Schools FTE (School-Age)	13,879
▪ Total Estimated School-Age Enrolment (Incl CE, Alt, OL)	14,288
▪ Growth from Previous Year	225 (1.7%)

September Enrolment Count - Unique Student Needs

▪ ELL/ESD—projections reflect slight decline	1,430
▪ Indigenous Education—projections reflect stabilized growth	1,293
▪ IES—projections reflect stabilized growth (Level 1, 2 & 3)	1,641

Prepared by: Monica Braniff, Deputy Superintendent

	2025/26 Interim Base	2026/27	
		District	Ministry*
July Enrolment Count			
Summer Learning: Grades 1-7 Headcount Enrolment	0	0	0
Summer Learning: Grades 8-9 Course Enrolment	0	0	0
Summer Learning: Grades 10-12 Course Enrolment	0	0	0
Grade 8 & 9 Cross-Enrolment Courses	0	0	0
September Enrolment Count - School-Age Basic Allocation			
K-12 Standard (Regular) Schools FTE (School-Age)	13,654.0000	13,879.0000	13,833.1966
Continuing Education FTE (School-Age)	52.7500	55.0000	52.7500
Alternate Schools FTE (School-Age)	212.0000	212.0000	212.0000
Online Learning FTE (School-Age)	141.3750	142.0000	141.3750
Total Estimated School-Age Enrolment	14,060.1250	14,288.0000	14,239.3216
Change from Previous Year		227.8750	179.1966
September Enrolment Count - Unique Student Needs			
Level 1 Inclusive Education Headcount	12	11	12
Level 2 Inclusive Education Headcount	1,004	1,060	1,239
Level 3 Inclusive Education Headcount	564	570	669
English Language Learning Headcount	1,489	1,430	1,900
Indigenous Education Headcount	1,302	1,293	1,328
Adult Education FTE (Non-Graduates only)	12.6250	16.0000	12.6250
February Enrolment Count - Continuing Education, Online Learning, Special Needs Growth and Newcomer Refugees			
Continuing Education FTE - School-Age	16.0000	28.0000	16.0000
Continuing Education FTE - Non-Graduate Adults	13.0000	18.0000	13.0000
Online Learning FTE K-Grade 9 (School-Age)	0.0000	0.0000	0.0000
Online Learning FTE Grades 10-12 (School-Age)	68.0000	70.0000	68.0000
Online Learning FTE - Non-Graduate Adults	0.0000	0.0000	0.0000
Level 1 Inclusive Education Headcount Growth (All Schools)	0	0	0
Level 2 Inclusive Education Headcount Growth (All Schools)	35	30	35
Level 3 Inclusive Education Headcount Growth (All Schools)	60	55	60
Newcomer Refugees FTE (Standard & Alternate only)	10.0000	10.0000	10.0000
ELL Headcount (applies to Newcomer Refugees only)	0	5	0
May Enrolment Count - Continuing Education and Online Learning			
Continuing Education FTE - School-Age	16.0000	21.0000	16.0000
Continuing Education FTE - Non-Graduate Adults	7.0000	6.0000	7.0000
Online Learning FTE K-Grade 9 (School-Age)	0.0000	0.0000	0.0000
Online Learning FTE Grades 10-12 (School-Age)	29.0000	60.0000	29.0000
Online Learning FTE - Non-Graduate Adults	0.0000	0.0000	0.0000

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

February 24, 2026

Draft revised Policy and Regulations B-132 "Career Education" are scheduled for adoption.

RECOMMENDATION

Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) ADOPT draft revised Policy and Regulations B-132 "Career Education".

School District #62 (Sooke)

CAREER EDUCATION	No.: B-132
	Effective: Dec. 10/92 Revised: July 5/05; June 23/15; Apr. 26/22; Reviewed: May 11/15; Feb. 1/22; Feb. 22/22; Apr. 26/22; Jan. 6/26; Jan. 27/26; Feb. 24/26

SCHOOL DISTRICT POLICY

The Board of Education recognizes that Career Development is one of the "collective mandates" in addition to Intellectual Development and Human and Social Development of the public education system, shared by schools, family and community. Career Education programs in BC schools should prepare students to attain their career and occupational objectives; to assist in the development of effective work habits and the flexibility to deal with change in the workplace as per the [Vision for Student Success](#). When students complete secondary school, they will have developed:

- Competencies to be self-directed, responsible individuals who can set and meet career goals.
- Knowledge of a range of career choices, and actions needed to pursue those choices; and,
- Employability skills required to work effectively and collaboratively in a workplace.
- A personal awareness of overall strengths, character and passions with a focus to leverage skills and attributes to foster independence in the 21st century.

Career Education is designed to facilitate the student's use of community **and district** resources for learning experiences and pursuit of career and life objectives.

Career Development Policy Issued and in effect January 2022.

CAREER EDUCATION LIFE COURSES AND PROGRAMS**1. Definitions — General**

- a. ~~Career Life Courses and Programs: Educational courses and/or programs focusing on a career or career-related area of study, which may combine related secondary and post-secondary courses. For purposes of reporting to the Ministry, career courses and programs may include any of the following:~~
- ~~[Work Experience \(WEX\)](#): Supports students in both their career development and their human and social development. This type of experiential learning increases the relevance of school by helping students connect what they learn in the classroom with the skills, knowledge, and attitudes needed to be successful in both the workplace and larger community. This course can include volunteer service.~~

- ~~Career Preparation Programs: Prepare students for entry into the workplace or for further education and training in a specific career pathway that includes coursework and 90 hours of work experience placements.~~
 - ~~Youth Work in Trades (YWT): Students earn 16 credits toward secondary school graduation and begin earning work-based training hours toward provincially and nationally (Red Seal) recognized industry training program credentials.~~
 - ~~Youth Train in Trades (YTT): An industry training program for high school students. Through a YTT program, students take courses that will provide both high school graduation credits and post-secondary institution credits at the first level of foundation/apprenticeship technical training.~~
 - ~~Post-Secondary Transition Programs (Dual Credit): Educational programs that combine secondary and post-secondary courses that lead to Grade 12 graduation as well as help students make smooth transitions to further education or training. Students receive both high school graduation credits as well as post-secondary credits.~~
- b. ~~Curriculum: The Career Education curriculum is highlighted by the Big Ideas in Kindergarten to grade 3, grades 4-5, grades 6-7, grades 8-9, and in the grad program for grades 10-12. In grades K-9, the Career Education curriculum is woven into the learning programs of all students. In grades 10-12, students earn 8 credits towards graduation by completing Career Life Education, Career Life Connections, and their Capstone project or presentation. Students are supported through learning standards focused on Curricular Competencies and Content.~~
2. The Board of Education (the "Board") supports **Career Education curriculum and** programs that integrate classroom learning with practical experience in the workplace. These programs link the resources of secondary schools, business/industry, post-secondary, and the community to provide senior students with educational experiences that prepare them for the transition from school to further study and/or work.
 3. Schools and school boards may also create **optional** career programs as educational options to support students in career development. Successful career courses and programs provide students with opportunities to integrate school-based learning with post-secondary pursuits and community-based work experiences. In these programs, students explore a particular focus area or career interest, participate in post-secondary and/or workplace learning to prepare for transitions to the workplace or to further education, and training at a post-secondary institution. To support and recognize student achievement in the area of career development, participation in a career program is acknowledged on a student's transcript.

Co-ordination

The Board believes that co-ordination of career programs is required both at the district and school level to ensure that:

- ~~Ministry of Education requirements for programs are met,~~
- ~~Board regulations and guidelines are followed,~~
- ~~Parental understanding and consent is secured,~~
- ~~All students receive appropriate preparative instruction for off-campus work experience,~~
- ~~The required forms and authorizations are completed and processed,~~

- ~~Appropriate supervision and evaluation is provided and accurate records are kept,~~
- ~~Employer support is developed and maintained,~~
- ~~New programs are developed as required by the district and the Ministry,~~
- ~~Develop and maintain post-secondary links and programming opportunities,~~
- ~~Develop and maintain industry and community links for work experience and employment opportunities,~~
- ~~Labour market and post-secondary information is provided and used as a basis for program development and promotion.~~

References

Policy for Student Success (2018)
Framework for Enhancing Student Learning (2019)

School District No. 62 (Sooke)

CAREER EDUCATION	No.: B-132
	Effective: Dec. 10/92 Revised: July 5/05; June 23/15; Apr. 26/22; Nov. 7/23; Reviewed: May 11/15; Feb. 1/22; Feb. 22/22; Apr. 26/22; Nov. 7/23; Jan. 6/26; Jan. 27/26; Feb. 24/26

ADMINISTRATIVE REGULATIONS**BACKGROUND**

Career Education in the Sooke School District encompasses both mandatory curriculum and a range of transitional courses and programs designed to support student choice. As an innovative learning community, the district has a long-standing tradition of offering Career Education Programs that equip students with practical skills and real-world experience.

These programs include, but are not limited to:

- Work and Volunteer Experience
- Youth Work in Trades
- Youth Train in Trades
- Dual Credit courses and programs

Through strong and expanding partnerships with the community, opportunities for students continue to grow and evolve. The district remains committed to developing programs that reflect the diverse needs, interests, and aspirations of its learners.

DEFINITIONS

Curriculum: The [Career Education curriculum](#) is highlighted by the Big Ideas in Kindergarten to grade 12 and is experienced by all students. In grades 10-12, students earn 8 credits towards graduation by completing Career Life Education, Career Life Connections, and their Capstone project/presentation. Students are supported through learning standards focused on Curricular Competencies and Content.

Dual Credit ([MECC Dual Credit Policy](#)): Are courses and/or programs where students gain post-secondary credits while still in high school.

TASK - Trades Awareness, Skills and Knowledge ([Youth Explore Trades Sampler Program Guide](#)): This program is for students in grades 10 - 12 to dive deep into a variety of trades as they find their preferred career path. Thanks to this partnership between the Ministry of Education and Child Care and SkilledTradesBC, students gain 300 hours of hands-on experience before they enroll in a high school apprenticeship program like Youth Train in Trades or Youth Work in Trades.

Work Experience ([Work Experience Program Guide](#)): Refers to components of educational programs that provide students with opportunities to participate in, observe, or learn about tasks and responsibilities related to various occupations or careers.

Youth Work in Trades ([Skilled Trades BC Youth Work in Trades Program Guide](#)): This program is a collaboration between the Ministry of Education and Child Care and SkilledTradesBC where high school students begin apprenticeship training while still in school.

Youth Train in Trades ([Skilled Trades BC Youth Train in Trades Program Guide](#)): This program is an industry training initiative for high school students, allowing them to take courses that provide both high school graduation credits and the equivalent of the first level of apprenticeship technical training.

CAREER EDUCATION

PROCEDURES

I. Approval and Operation

Career programs Education shall be developed and operated according to Ministry of Education and Child Care and Board of Education (the "Board") regulations and guidelines, as outlined in the definitions and linked documents and references listed below above.

Ministerial Order 302/04, the [Graduation Program Order](#)

Student WorkSafe: Grades 10 to 12
[Student WorkSafe—WorkSafeBC](#)

Graduation Program Policy Guide (2023)
[graduation-policy-guide.pdf](#)

Program Guide for Ministry Authorized Work Experience Courses (2023)
[Work Experience Program Guide \(gov.bc.ca\)](#)

Youth Work in Trades (2023)
[Skilled Trades BC Youth Work in Trades Program Guide](#)

Youth Train in Trades (2019)
[Skilled Trades BC Youth Train in Trades Guide](#)

SD62 Work Placement Documentation (attached) online link to be established.

II. Co-ordination

The Board supports co-ordination for the development, maintenance, and management of career programs. Co-ordination shall include defined responsibilities at both district and school levels to ensure that:

- Ministry of Education and Child Care requirements for programs are met.
- Board policy and regulations are followed.
-

- **New programs are developed as required by the Ministry of Education and Child Care and District Policy.**
- **Program coordination is outlined in the SD62 Career Education Handbook of Procedures.**
- **MOUs with partnering post-secondary institutions are annually updated and maintained and include Delivery Agreements detailing roles and responsibilities, processes and requirements.**

- ~~Confirmation of the completion of an onsite safety orientation is required.~~

- ~~On-going monitoring of work placement sites is part of the supervision process and is the responsibility of school-based staff. When appropriate, concerns regarding specific work placement sites should be reported in writing to the **District Principal of Pathways and Choice and/or the Career Education Coordinator** Career Programs Advisor/Co-Ordinator.~~
- ~~Development of placement sites for Work Experience and Youth Work in Trades and is the joint responsibility of district and school-based staff.~~

Work Experience

To fulfill the Career Life Connection Graduation Requirements, students must complete 30 hours of work experience or career life exploration. Students must provide evidence that they have completed any of the following: A Ministry authorized work experience course, a school arranged 30-hour work placement, 30 hours of volunteer service, or 30 hours of paid student employment. In addition to the 30 hours of Work Experience required for graduation, students may also participate in elective programs such as: Youth Explore Trade Skills (10-12); Youth Explore Trades Sampler; Youth Work in Trades; Youth Train in Trades, and Work Force Training Certificate 12.

Preparation for any off campus work experience shall include:

- ~~A Staff review of [Ministry Authorized Work Experience Courses and Workplace Safety Policy – Province of British Columbia \(gov.bc.ca\)](http://www.gov.bc.ca)~~
- ~~That the student shall be 14 years of age or older;~~
- ~~Employability skills;~~
- ~~Behaviour aligned with SD62 Student Code of Conduct;~~
- ~~Workplace safety, including harassment, accident/incident procedures;~~
- ~~Employer research and expectations;~~
- ~~Human rights legislation (*Employment Standards Act and Labour Relations*);~~
- ~~Completion of required documentation (*Work Experience Placement Agreement/Paid Work Training Plan*).~~

Preparation, as described above, must take place prior to the student's first work experience.

- ~~No student shall begin work experience until the appropriate Board 'Work Experience Placement Agreement' for unpaid work or a 'Training Plan' form is signed by all parties (student, parent/guardian, teacher/supervisor, and employer) and filed in the school.~~
- ~~Students shall not be marked absent while attending off campus work experience.~~
- ~~For school arranged work placements or school arranged volunteer service, all accidents must be reported as soon as possible. A [WorkSafe BC injury report](#) (Form 7) must be completed by the school and copied to the district to be submitted within three days to WorkSafe BC. A copy of this report and the Work Experience Agreement form must also be sent to the Ministry of Education.~~

DRAFT

Board of Education 2025-26

90 Day Work Plan

MARCH TO MAY 2026

Font Colour Legend:
Blue – Education Policy
Green – Resources
Red – Ad Hoc/District Partners
Black – Board of Education

ACTION	March 2026	April 2026	May 2026
Approve		<ul style="list-style-type: none"> – 1st reading of Capital Plan Bylaw 	<ul style="list-style-type: none"> – 1st reading of Budget Bylaw (if available) – Final readings of Capital Plan Bylaw (if available) – Auditor engagement/plan
Review	<ul style="list-style-type: none"> – Estimated Enrolment Update – Budget Instructions – Annual Facilities Grant Planning 	<ul style="list-style-type: none"> – Student Code of Conduct Review 	<ul style="list-style-type: none"> – <i>3rd Quarter Report Package:</i> <ul style="list-style-type: none"> – Financial forecast – District Operational Plan for 2026-2027
Complete	<ul style="list-style-type: none"> – Consider candidates for Premier’s Awards in Education. – Governance Committee (Mar 4) – Spring VISTA Conference (Mar 6-7) 	<ul style="list-style-type: none"> – BCSTA AGM (April 9-11) – Audit Committee (April 15) – Personnel Committee Meeting (TBD) 	<ul style="list-style-type: none"> – Host Retirement/Long Service Event (May 27) – Board Annual Self-Assessment – Governance Committee (May 21)
Engage			<ul style="list-style-type: none"> – ECOW – Budget 2025/26 (May 19) – Host Retirement/Long-Service Event (May 27) – Municipal Partner Meeting (Langford CAO/ST/Mayor/Chair & Supt – May 7) – Municipal Partner Meeting (Colwood CAO/ST/Mayor/Chair & Supt – May 7) – Municipal Partner Meeting (Sooke CAO/ST/Mayor/Chair & Supt – May 28)



Board Information Note

Public Board Meeting

February 24, 2026

Agenda Item 13.1: Superintendent's Update

I want to begin my report by acknowledging the loss and grief being felt across Peace River South School District, especially among the students and staff of Tumbler Ridge Secondary School, and throughout the broader Tumbler Ridge community. Our thoughts remain with the families and friends who are mourning loved ones, and with those who continue to recover from injuries, both physical and psychological. We will carry them in our thoughts, not only in this moment, but in the days ahead, as they move forward together as a school, a district, and a community.



Registration for 2026-27

Kindergarten Registration Update

Initial kindergarten registration numbers are now available, and we are excited to welcome our newest learners to the Sooke School District this September 2026. Current registration totals include:

- 40 Nature Kindergarten students
- 159 French Immersion Kindergarten students
- 749 Regular Kindergarten students

Regular kindergarten registrations are currently trending closer to 25% higher than at this time last year. Registration remains open. For the first time, lotteries were held at Lakewood Elementary and PEXSISEN Elementary. Both schools currently have waitlists in place. Millstream Elementary and Willway Elementary have been identified as designated overflow schools to support enrolment pressures. In contrast, and also for the first time in many years, Happy Valley Elementary did not require a kindergarten lottery this year, reflecting both the opening of SCIANEW_STELITKEŁ Elementary to ease capacity pressures and the growing density of North Langford and Westhills.

Grades 1–12 Registration

Registration for Grades 1–12 is also ongoing for September 2026. As experienced this school year, we anticipate limited capacity at Belmont Secondary. Depending on enrolment patterns across



Grades 1–12, other schools in the district may also experience capacity pressures in specific grades. We will continue to monitor registration closely and provide updates as needed.

Port Renfrew School Introduces Grade 6-8 Programming

Prior to the new year, Pacheedaht First Nation surveyed members of the community who expressed interest in establishing Grade 6-8 programming at Port Renfrew Elementary. In response, the school district worked quickly to support the Nation's request. We are pleased to share that, through the collaboration and support of Pacheedaht First Nation, Port Renfrew School staff, and district teams, Grade 6–8 programming was successfully implemented in time to welcome students back following winter break.

Ten students in Grades 6–8 who had previously been attending Journey Middle School have chosen to transition to Port Renfrew Elementary. We are also pleased to announce that Trystan Dunn-Jones, a long-serving member of the school community, has been appointed Vice Principal. An additional teaching position has been added to support the expanded programming. This initiative represents a positive step forward for Pacheedaht First Nation and the broader Port Renfrew community. Students residing in Port Renfrew in Grades 6–8 were invited to enroll, should they wish, and we are pleased to be able to offer educational opportunities for this age group closer to home.

Community Supports & Resources

In the wake of the recent tragedy in Tumbler Ridge, there is a renewed focus on ensuring children, youth, families, and the broader community are aware of the supports available to them. Our Safe Schools team maintains a dedicated page on our public website that serves as a central hub for [community resources and supports](#). In addition to mental health services, the page includes information and guidance related to sexual health, responding to traumatic events, online and school safety, and substance use.

If you have specific questions or would like to speak with someone about your child, we encourage you to reach out to your child's school counsellor or a member of the school administration team to discuss your concerns and explore available supports. Additionally, the [ERASE reporting tool](#) is available for reporting concerns to schools. It also offers an extensive library of resources for educators, parents, and caregivers on a wide range of topics.

Critical Incidents

The district and all schools maintain comprehensive emergency preparedness and response plans designed to address a wide range of potential situations. As part of these efforts, every school is required to conduct annual practice drills from kindergarten through grade 12 to ensure students and staff are familiar with safety procedures and expectations. If you would like to learn more about the [terminology](#) we use and our [overall emergency planning processes](#), please visit our website for detailed information. For questions related to a specific school's procedures, we encourage you to contact the school directly.



Pink Shirt Day

Pink Shirt Day takes place tomorrow, Wednesday, February 25, 2026. This day is an opportunity for our community to come together in a shared commitment to kindness, respect, and inclusion. Wearing pink is one visible way to show that we stand against bullying and that we believe every student deserves to feel safe, valued, and supported. Beyond wearing pink, we encourage students, staff, and families to reflect on how we each of us can demonstrate empathy, speak up when we see unkindness, and actively create welcoming spaces in our classrooms, schools, and community.



Bus Registration for 2026-27

This is a reminder that registration for school bus transportation opens at 8:00 a.m. on March 2, 2026. If your child is eligible for transportation, we encourage you to register before May 1, 2026. Registrations submitted on or after May 1, 2026, will be considered late and processed on a first-come, first-served basis. Please visit [our website](#) for detailed information about eligibility, fees, financial hardship options, and the registration process.

Edward Milne Community School Mural

EMCS continues to strengthen its relationship with the T'Sou-ke Nation through a shared process of cultural learning and artistic collaboration. The EMCS learning community was gifted the SNEKE (snek – wah Blue Heron) by the Nation. Elder Jackie has shared that seeing a heron nest brings her a sense of luck and she has offered guidance in the school's work towards including the Blue Heron in the school's identity. Within Coast Salish tradition, the Great Blue Heron carries deep meaning. It symbolizes patience, grace, balance, and good fortune. It is also understood as a watchman and guardian of the shoreline, and a source of wisdom, one who gathers knowledge and moves through the world with calm presence. As part of their ongoing relationship with the Nation, EMCS has been working closely with T'Sou-ke artist Shelley Davies. Shelley designed this year's staff t-shirt graphic, completed the new mural in the school, and is now developing the official EMCS school logo. They have engaged in a months-long consultation process involving the T'Sou-ke Elder Circle, students, and staff, gathering teachings and feedback to guide the design. This collective work has now been shared with Shelley for the final stage of logo creation. They look forward to sharing the completed logo once the design and motto are finalized.



Pacheedaht First Nation Chief & Council Election

Pacheedaht First Nation recently held an election and announced its newly elected Chief and Councillors. Congratulations to Chief Jeff Jones; returning Councillors Tracey Charlie and Natasha Jones; and newly elected Councillor Mariayah Jones. I would also like to extend my sincere gratitude and respect to Arliss Daniels for her dedicated service as Chief. We look forward to continuing to strengthen our relationship with Chief and Council and to working in close partnership in service of the children and youth of Pacheedaht First Nation.

NA'TSA'MAHT T'Sou-ke Nation Family Dinner

We are pleased to invite you to an upcoming dinner at John Muir Elementary on March 5, 2026, from 5:30-7:30 p.m. All are welcome. The dinner will feature seafood chowder and traditional tea (vegetarian option available). T'Sou-ke Nation Council will share some words and there will be early learning activities, community table displays, and student work displays. Please RSVP by phoning 250-474-9833 by February 28. A poster and QR code have been shared with all schools for families to register online.

Understanding Privacy in Schools: FOIPPA and Our Shared Responsibility

School districts in British Columbia operate under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. This provincial legislation requires schools and staff to protect the personal information of students, staff, and families. These protections are not optional; they are a legal and ethical responsibility we take seriously.

Much of what schools manage each day, especially when it involves students, is confidential. While we understand that families and community members may want information, there are many circumstances where schools cannot share details or respond publicly even when rumours or speculation are circulating. Our first responsibility is always to protect the safety, privacy, dignity, and well-being of children and youth in our care.

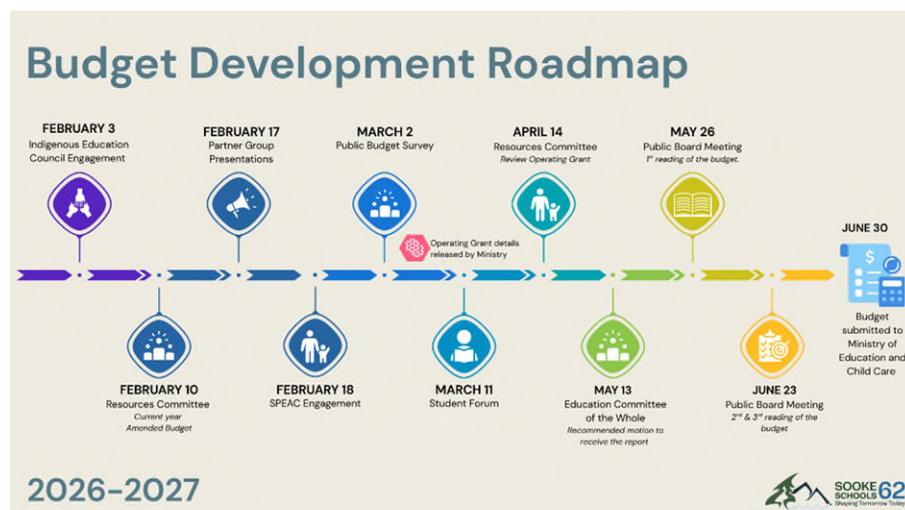


We recognize that uncertainty can be difficult. At the same time, sharing unverified information or engaging in speculation or targeting people can unintentionally cause harm.

As a community, we all play a role in supporting the well-being of children and youth. Before posting, sharing, or commenting, we encourage everyone to pause and consider the impact those words may have. If you have concerns or questions, the most helpful step is to contact your school directly so they can respond in an appropriate and confidential manner. When we approach sensitive situations with care and compassion, we strengthen a community that is safe, respectful, and supportive for every child and family.



Preparing the 2026-27 Operating Budget



We are committed to a transparent, collaborative, and inclusive budget development process that reflects the priorities of our school community and upholds our responsibilities as a school district. With this commitment guiding our work, preparation of the 2026–27 Operating Budget is now underway. Each year, we engage with our education partners, CUPE 459, the Sooke Teachers’ Association, the Sooke Parents’ Education Advisory Council, and the Indigenous Education Council as well as students, families, community members, and a working group from our leadership team. In addition to contributing through your respective partner organization, all students and community members will have the opportunity to provide direct input as part of the budget consultation process. We value this feedback and believe meaningful engagement strengthens our decision-making and helps ensure the budget aligns with student needs and community priorities.

It is important to recognize that most of the operating budget is allocated to specific requirements, with the vast majority directed toward classroom instruction and student support services. Like all school districts in British Columbia, we are required to submit a balanced budget to the Ministry of Education and Child Care by June 30 each year. We encourage the public to stay informed and involved by attending upcoming



public Board Meetings, Resources Committee Meetings, or the Education Committee Meeting of the Whole on May 19. Your participation is an important part of maintaining accountability and ensuring the 2026–27 budget reflects our shared commitment to student success.

North Langford Secondary School Design Engagement

As we move into the next phase of planning, Mark Kaecher, District Principal, will begin a focused and intentional engagement process grounded in the voices of those who know these learning environments best. The first phase will involve specialty teachers whose programs require unique instructional spaces including science, culinary arts, applied design, music, and trades. Their input will be gathered through both in-person sessions and a survey to ensure we fully understand the instructional requirements necessary to support high-quality learning.

This will be followed by engagement with current school administrators, as well as district-based principals and vice principals, to ensure operational, instructional, and leadership perspectives are carefully considered.

This is just the beginning. Our approach prioritizes staff expertise, student voice, building code requirements, and budget realities. As the process continues, we will engage secondary students in a meaningful way to understand how they use and experience these spaces. A wider public engagement phase is being planned for a later stage of the process.

Principal and Vice Principal Assignments for 2026-27

As part of our regular annual planning process, the school district makes thoughtful adjustments to school administrators. These changes help ensure our school communities remain dynamic and well-supported, strengthen mentorship and leadership capacity across the district, and provide opportunities for professional growth within the administrative team. They also allow us to responsibly plan for retirements, leaves, and other staffing considerations for the coming school year. principal and vice-principal assignments for the upcoming school year will be announced just prior to Spring Break.