



The Board of Education of School District No. 61 (Greater Victoria)

Regular Board Meeting

MINUTES

Tolmie Boardroom, 556 Boleskine Road

Monday, September 15, 2025, 6:30 p.m.

Official Trustee: Sherri Bell

Administration: Deb Whitten, Superintendent, Katrina Stride, Secretary-Treasurer, Tom Aerts, Deputy Superintendent, Sean Powell, Associate Superintendent, Dr. Shelly Wilton, Director of Indigenous Education, Marni Vistisen-Harwood, Director of Facilities Services, Mike Knudson, Director of Human Resource Services, Vicki Roberts, VPVPA, Julie Lutner, Associate Secretary-Treasurer, Hervinder Parmar, Director of Finance, Budgets and Financial Reporting, David Hovis, Director of Instruction, Sean McCartney, Director of Instruction

Songhees Nation: Anevey Quocksister, Student Success Manager

Partners: Norm Issac, CUPE 382, Tricia Thexton, CUPE 947

A. COMMENCEMENT OF MEETING

The meeting began at 6:30 p.m.

A.1. Acknowledgement of Traditional Territories

Official Trustee Bell recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

A.2. Approval of the Agenda

The Official Trustee passed the following motion:

That the September 15, 2025 agenda be approved.

A.3. Approval of the Minutes

a. Approval of the June 16, 2025 Regular Board Meeting Minutes

The Official Trustee passed the following motion:

That the June 16, 2025 Regular Board Meeting minutes be approved.

A.4. Business Arising from the Minutes

None.

A.5. 2024-2025 Audit Findings Report, Lenora Lee, KPMG, Auditors Presentation

Lenora Lee from KPMG, the District's external auditor, presented the 2024-2025 Audit Findings Report for information and provided highlights. Lenora Lee reported a clean audit and unqualified opinion on the District's financial statements and congratulated the Financial Services Team on requiring no adjustments.

The Official Trustee thanked Lenora Lee for the report as well as the entire Financial Services Team for their work on the clean audit.

A.6. District Celebrations

a. Welcome & Learning Centre – Pilot Summer Middle School Program

Director of Instruction Hovis, Vice-Principal Vic West Elementary Galhon and Multicultural Liaison Worker Rubin provided an overview of the Summer Middle School Program initiative held at SJ Willis Education Centre and emphasized the strong cross-departmental collaboration contributing to its success. It was shared that the program supported students with limited access to summer learning opportunities, and focused on strengthening literacy and numeracy through hands-on, engaging, and choice-driven experiences.

The Official Trustee thanked staff for the presentation.

A.7. Community Presentations

None.

B. CORRESPONDENCE

C. OFFICIAL TRUSTEE REPORT

C.1. Monthly Report

Official Trustee Bell provided a verbal report:

- Update on Trustee Electoral Areas:
 - Convened meetings with the task force twice during the summer
 - Met with members of the Songhees and Esquimalt Nations
 - Launched online public survey for feedback on the draft proposal in early August

- Held public information and engagement session at SJ Willis in early September with participation from all members of the task force
- Proposal to be submitted to the Minister by end of September
- The Official Trustee, as part of a BC School Trustees Association committee, is participating in a jurisdictional scan of school district policies and administrative procedures to develop a framework that aligns policies and administrative procedures across the province. It was noted that Greater Victoria, along with Surrey, has the highest number of policies of the school districts in BC.
- Convened a Partners of School District No. 61 meeting to discuss electoral areas, policies, and the 2026-2027 budget development process .
- Toured Cedar Hill Middle School with the School Principal. Expressed sincere thanks to everyone involved in getting the new school built and ready for students.

C.2. Annual Board Reports 2025-2026

Official Trustee Bell provided the Annual Board Reports for the 2025-2026 school year.

D. BOARD COMMITTEE REPORTS

D.1. Audit Sub-Committee Report

a. 2024-2025 Financial Year End

Secretary-Treasurer Stride provided an overview of the appropriation of operating surplus included in the 2024-2025 Audited Financial Statements.

Official Trustee Bell had questions of clarification.

The Official Trustee passed the following motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approves the appropriation of \$11,225,081 of the operating surplus as follows: 1) internally restricted \$9,975,081 and 2) unrestricted (contingency) \$1,250,000.

Secretary-Treasurer Stride thanked all Financial Services staff for their work on all of the financial statements being presented. Secretary-Treasurer Stride referenced the discussion at the Audit Sub-Committee meeting regarding the financial statements and FSD&A Report.

Official Trustee Bell had questions of clarification

The Official Trustee passed the following motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approves the Audited Financial Statements of School District No. 61 (Greater Victoria) for the year ended June 30, 2025;

AND FURTHER,

that the Official Trustee, the Superintendent and the Secretary-Treasurer be authorized to affix their signatures to the statements, where applicable, on behalf of the Board.

The Official Trustee passed the following motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approves the Financial Statement Discussion and Analysis Report for the year ended June 30, 2025.

Secretary-Treasurer advised that the draft Multi-Year Financial Plan 2025-2028 reviewed during the 2025-2026 budget development process had been updated to reflect updated budget assumptions and the impacts of the one-time and ongoing budget decisions that were made by the Board in April 2025.

The Official Trustee passed the following motion:

That the Official Trustee of School District No. 61 (Greater Victoria) accepts the Multi-Year Financial Plan 2025-2028.

Secretary-Treasurer Stride provided an overview of the Statement of Financial Information including an explanation that the report is prepared on a cash basis and that employee expenses include all expenses related to a position and not just what might be considered a personal benefit.

The Official Trustee passed the following motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approves the schedules as required by the Financial Information Act for the period July 1, 2024 to June 30, 2025;

AND FURTHER,

that the approved schedules be posted to the District website.

E. DISTRICT LEADERSHIP TEAM REPORT

E.1. Superintendent's Report

a. Monthly Report

Superintendent's Whitten provided the report for information.

b. Enhancing Student Learning Annual Report 2025-2026

Superintendent Whitten presented the Enhancing Student Learning Annual Report for the 2025–2026 school year.

Deputy Superintendent Aerts, Director of Instruction Hovis, and Director of Indigenous Education Dr. Wilton highlighted the key findings and strategies in the report. It was emphasized how the collected data aligns with strategic goals and reflects ongoing efforts to improve student outcomes across all schools.

The Official Trustee had questions of clarification.

The Official Trustee expressed appreciation for the comprehensive nature of the report and the collaborative work across departments to ensure continuous improvement in student learning.

The Official Trustee passed the following motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approve the Enhancing Student Learning Annual Report 2025-2026, as presented.

c. Anaphylaxis Aggregate Report 2024-2025

Superintendent Whitten provided the Anaphylaxis Aggregate Report for the 2024-2025 school year.

d. Revision and/or Deletion of Board Policies

Superintendent Whitten provided rationale for the deletion of the following Board policies: Policy 6120 Learner-Focused Education; Policy 6135.2 Career and Personal Planning 8-12 Sensitive Curriculum Issues; Policy 6161.1 Learning Resources for Classroom Use; and Policy 6164.8 Learning Assistance Program.

The Official Trustee passed the following motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approves the deletion of the following Board policies: Policy 6120 Learner-Focused Education; Policy 6135.2 Career and Personal Planning 8-12 Sensitive Curriculum Issues; Policy 6161.1 Learning Resources for Classroom Use; and Policy 6164.8 Learning Assistance Program.

E.2. Secretary-Treasurer's Report

a. Monthly Financial Report

Secretary-Treasurer Stride provided the June 2025, July 2025 and August 2025 reports for information.

b. Monthly Budget Change Report

Secretary-Treasurer Stride provided the June 2025 and August 2025 reports for information.

c. Quarterly Facilities Operations and Capital Project Update – September 2025

Director of Facilities Services Vistisen-Harwood provided the quarterly report for September 2025 for information.

Official Trustee Bell thanked all facilities staff for all the hard work over the summer.

d. Cedar Hill Middle School - Disposal (SRW) Bylaw Waterworks

Secretary-Treasurer Stride shared that the Official Trustee had approved a disposal (SRW) bylaw for waterworks at Cedar Hill Middle School in favour of the District of Saanich. It was explained that the Official Trustee carried three readings of the bylaw by poll vote due to the urgent requirement for the SRW to be on title prior to the issuance of an occupancy permit.

F. QUESTION PERIOD

Q: What plans does the District have to protect the safety of Vic High students and provide optimal conditions for the athletic training that they deserve?

A: Superintendent Whitten emphasized that safety remains the District's top priority. The District will follow up with the administration at Vic High to determine if there are any concerns regarding the safety of the training spaces. It was also expressed that there is a sense of pride in the quality of the amenity spaces provided at Vic High.

Q: The former Trustees have filed a petition with the BC Supreme court for a judicial review of their termination does any portion of the legal fees come the school district budget and expenses?

A: Official Trustee Bell stated that the school district does not pay any legal fees on behalf of the former Trustees.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G.1. Record of Special In-Camera of Education Meeting – April 2, 2025

G.2. Record of Special In-Camera of Education Meeting – April 3, 2025

G.3. Record of In-Camera Board of Education Meeting – June 16, 2025

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1. New Business

None.

H.2. Notice of Motions

None.

I. ADJOURNMENT

The Official Trustee adjourned the meeting at 8:23 p.m.

Official Trustee

Secretary-Treasurer