



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

Regular Board Meeting

AGENDA

Monday, November 24, 2025, 6:30 p.m.

Tolmie Boardroom, 556 Boleskine Road

Broadcasted via YouTube

<https://bit.ly/3czx8bA>

A. COMMENCEMENT OF MEETING

This meeting is being audio and video recorded. The video can be viewed on the District website.

A.1. Acknowledgement of Traditional Territories

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

A.2. Approval of the Agenda

Recommended Motion:
That the November 24, 2025 agenda be approved.

A.3. Approval of the Minutes

- a. Approval of the October 6, 2025 Regular Board Meeting Minutes

Recommended Motion:
That the October 6, 2025 Regular Board Meeting minutes be approved.

A.4. Business Arising from the Minutes

A.5. District Celebrations

- a. WorkSafeBC Certificate of Recognition (COR) – Manager Health, Safety and Wellbeing Rob Clark

- b. Monterey Middle School – Terry Fox Run 2025, Principal Topher Macintosh

A.6. Community Presentations

B. CORRESPONDENCE

C. OFFICIAL TRUSTEE REPORT

C.1. Monthly Report

D. BOARD COMMITTEE REPORTS

D.1. Audit Sub-Committee Report

- a. September 2025 Quarterly Financial Report

Recommended Motion:

That the Official Trustee of School District No. 61 (Greater Victoria) accept the September 2025 Quarterly Financial Report as presented to the Audit Sub-Committee.

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1. Superintendent's Report

- a. Monthly Report
- b. 2025-2026 Middle School Goals (School Plans)

Recommended Motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approve the 2025-2026 Middle School Plans as presented.

- c. Revision and/or Deletion of Board Policies

Recommended Motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approve revised Policy 5131.0 Student, Staff and Volunteer Safety.

AND FURTHER

That the Official Trustee of School District No. 61 (Greater Victoria) approve the deletion of the following Board Policies:

Policy 5131.1 Discipline

Policy 5131.2 Threats to Students, Employees, or Volunteer/Sponsors

Policy 5131.3 Prohibition of Weapons in Schools

Policy 5141.4 Substance Abuse

Policy 5131.5 Smoking

Policy 5131.6 Student Attendance

Policy 5131.7 Student Suspensions

Recommended Motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approve the deletion of the following Board Policies:

Policy 1324.3 School Facilities – Games of Chance

Policy 1325.2 Fundraising

Policy 6142.02 Fine Arts Program

Policy 6142.03 Co-Curricular and Extra-Curricular Fine Arts

Policy 6165.3 Construction Programs for Students

- d. New Administrative Regulation 5141.2 Responding to Unexpected Health Emergencies

Recommended Motion:

That the Official Trustee of School District No. 61 (Greater Victoria) accept new Administrative Regulation 5141.2 Responding to Unexpected Health Emergencies.

E.2. Secretary-Treasurer's Report

- a. 2026-2027 Budget Update

- i. 2026-2027 Budget Development Process

Recommended Motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approve the 2026-2027 Budget Development Process.

- b. Spectrum – Artificial Turf Field Update
c. Monthly Financial Report: October 2025
d. Monthly Budget Change Report: October 2025

F. QUESTION PERIOD (15 minutes total)

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

- G.1. Record of In-Camera Board of Education Meeting – October 6, 2025**

H. NEW BUSINESS/NOTICE OF MOTIONS

- H.1. New Business**

- H.2. Notice of Motions**

I. ADJOURNMENT

Recommended Motion:

That the Official Trustee adjourn the meeting.



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

Regular Board Meeting

MINUTES

Tolmie Boardroom, 556 Boleskine Road

Monday, October 6, 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, Julie Lutner, Associate Secretary-Treasurer, Jennifer Person, Director of Information Technology, Marni Vistisen-Harwood, Director of Facilities Services, Mike Knudson, Director of Human Resource Services, Josh Barks, District Principal Information Technology, David Hovis, Director of Instruction, Sean McCartney, Director of Instruction, Shelly Wilton, Director of Indigenous Education, Sarah Winkler, VPVPA

Songhees Nation: Anevay Quocksister, Student Success Manager

Partners: Norm Issac, CUPE 382, Tricia Thexton, CUPE 947, Carolyn Howe, GVTA, Saloumeh Pourmalek, VCPAC, Aarav Goyal, Student Representative

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 October 6, 2025 agenda be approved.

A.3. Approval of the Minutes

a. Approval of the September 15, 2025 Regular Board Meeting Minutes

The Official Trustee passed the following motion:

That the September 15, 2025 Regular Board Meeting minutes be approved.

A.4. Business Arising from the Minutes

None.

A.5. District Celebrations

- a. Early Childhood Educators - District Principal Early Years and Child Care Shortt

District Principal Early Years and Childcare Shortt presented on Early Childhood Educators.

A.6. Community Presentations

None.

B. CORRESPONDENCE

- B.1. September 28, 2025 Greater Victoria Teachers' Association to Official Trustee Bell – Trustee Electoral Area**

C. OFFICIAL TRUSTEE REPORT

C.1. Monthly Report

Official Trustee Bell provided a verbal report:

- Attendance at school-wide assembly at Tillicum Elementary School which included a blessing of the land by Elder Mary Ann Thomas
- Visit to Torquay Elementary School
- Ongoing participation on BCSTA committee engaged in jurisdictional scan of school district policies and administrative procedures to develop a framework that aligns policies and administrative procedures across the province
- Overview of engagement process leading to a proposal submitted to the Minister of Education and Child Care recommending a transition from a single trustee electoral area to multiple trustee electoral areas

D. BOARD COMMITTEE REPORTS

None.

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1. Superintendent's Report

- a. Monthly Report

Superintendent Whitten provided the report for information.

b. 2025-2026 Elementary School Goals (School Plans)

Superintendent Whitten provided the 2025-2026 Elementary School Goals (School Plans) for approval.

The Official Trustee and partners had questions of clarification.

The Official Trustee passed the following motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approve the 2025-2026 Elementary School Plans as presented.

c. Climate Action Plan Update

Associate Superintendent Powell and Director of Facilities Services Vistisen-Harwood provided an update on the Climate Action Plan.

The Official Trustee and partners had questions of clarification.

d. Revision and/or Deletion of Board Policies

Superintendent Whitten provided rationale for the deletion of Board policies.

Partners had questions of clarification.

The Official Trustee passed the following motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approve the deletion of the following Board policies:

Policy 1162 *Educational Heritage*

Policy 1325.4 *Publicity for Non-School Events*

Policy 2101 *Deputy Superintendent of Schools*

Policy 2110 *Secretary Treasurer*

Policy 2115 *Associate Superintendent of Schools*

Policy 2120.010 *Director of Facilities*

Policy 2120.020 *Director of Learning Resources and Information Services*

Policy 2120.025 *Director of Human Resource Services*

Policy 2120.030 *District Principal of Learning Initiatives*

Policy 2120.062 *Director of Student Support Services*

Policy 2123.041 *Manager of Purchasing Services*

Policy 2127.067 *First Nations District Counsellors*

Policy 2212.2 *District Principal Special Education Services*

Policy 4152.51 *Medical Services Association and Group Life Extension*

Policy 4199 *Staff Reports*

Policy 4220.3 *Purchasing Services Buyer*

Policy 6164.1 *Health Services*.

E.2. Secretary-Treasurer's Report

a. 2025-2026 Student Enrolment Report

Secretary-Treasurer Stride provided the 2025-2026 Student Enrollment Report for information.

b. 2026-2027 Budget Development Process – Draft

Secretary-Treasurer Stride provided an overview of considerations for the draft 2026-2027 Budget Development Process.

Secretary-Treasurer Stride advised that the draft budget development process will be discussed at the Partners of SD61 meetings in both October and November, and the final budget development process will be presented to the Official Trustee for approval at the Regular Board Meeting on November 24, 2025.

c. Monthly Financial Report: September 2025

Secretary-Treasurer Stride provided the September 2025 report for information.

d. Monthly Budget Change Report: September 2025

Secretary-Treasurer Stride provided the September 2025 report for information.

F. QUESTION PERIOD

Q: What is the future plan for school cash online and the downloading of 4% fees onto families? How long can we expect this to continue?

A: Secretary-Treasurer Stride noted that the decision to transition to the value-based model was made in April 2024 during the budget development process for the 2024–2025 school year. It was explained that there is no option to revert back from the current model, and that alternative platforms have been explored but all have comparable fees.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G.1. Record of In-Camera Board of Education Meeting – September 15, 2025

G.2. Record of Special In-Camera Board of Education Meeting – September 29, 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 7:57 p.m.

Official Trustee

Secretary-Treasurer

Office of the Secretary-Treasurer

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4117 Fax (250) 475-4112

Katrina Stride – Secretary-Treasurer

TO: The Board of Education

FROM: Katrina Stride, Secretary-Treasurer on behalf of the Audit Sub-Committee

DATE: November 24, 2025

RE: **Audit Sub-Committee Report – November 17, 2025 Meeting**

Background:

The Audit Sub-Committee held a meeting on November 17, 2025. New business included discussion of the September 2025 Quarterly Financial Report.

There is one recommendation to the Official Trustee from the Audit Sub-Committee.

Recommendation:

September 2025 Quarterly Financial Report

Associate Secretary-Treasurer Lutner provided highlights of the quarterly financial report for the period ending September 30, 2025. The Audit Sub-Committee recommended that the Official Trustee accept the September 2025 Quarterly Financial Report through the Audit Sub-Committee Report.

That the Official Trustee of School District No. 61 (Greater Victoria) accept the September 2025 Quarterly Financial Report as presented to the Audit Sub-Committee.

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: Audit Sub-Committee

FROM: Katrina Stride, Secretary-Treasurer

DATE: November 17, 2025

RE: **September 30, 2025 Quarterly Financial Report**

Background

The format of the Quarterly Financial Report is consistent with Schedule 2A “*Schedule of Operating Revenue By Source*” and Schedule 2B “*Schedule of Operating Expense by Object*” of the School District’s financial statements. The budget reflected in the financial statements is the Annual Operating Budget approved by the Board in April 2025.

The September 2025 Quarterly Financial Report uses the Annual Operating Budget which is based on estimated revenue and expenses for the year. It does not include budget related to approved surplus carry-forwards from prior years or budget adjustments made subsequent to the approval of the Annual Operating Budget. In comparison, the budget used in the Monthly Financial Report and the Monthly Budget Change Report includes budget related to approved surplus carry-forwards from prior years and budget adjustments made subsequent to the approval of the Annual Operating Budget.

The September 2025 Quarterly Financial Report shows the year-to-date actual revenue and expenditures as a percentage of the Annual Operating Budget. Actual expenditures reflect all costs for the year including those related to approved surplus carryforwards from prior years. Prior year information has been included for comparative purposes.

The December 2025 Quarterly Financial Report will be the same format as the September 2025 Quarterly Financial Report. The March 2026 Quarterly Financial Report will be updated to include the Amended Annual Operating Budget which will be approved by the Board in February 2026. The Amended Annual Operating Budget will be based on revenue and expenses calculated on actual September 30, 2025 enrolment counts, grants confirmed subsequent to the approval of the Annual Operating Budget, and budget related to approved surplus carryforwards from prior years. It will not include budget adjustments made subsequent to the approval of the Amended Annual Operating Budget.

Revenue

Ministry of Education and Child Care Operating Grant as a percentage of the related budget is 11.38% in the current year compared to 11.38% in the prior year. Operating grant revenue is recognized as it is received.

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

Other Ministry of Education and Child Care Grants as a percentage of the related budget is 3.62% compared to 10.53% in the prior year. The amount of revenue recognized in each quarter is affected by the receipt of new grants, as well as the timing of grant payments. In the prior year, labour settlement funding (LSF) for the 1% cost-of-living adjustment (COLA) for teachers, support staff, non-educator exempt and administrators in leadership roles, and a 2% salary grid increase for administrators in leadership roles was provided subsequent to the preparation of the Annual Operating Budget, some of which had been received by September 30. No LSF has been provided in the current year. Other Ministry of Education and Child Care Grants received includes Pay Equity, Funding for Graduated Adults and Student Transportation Fund.

Revenue from Other Provincial Ministries in the current year is related to the After School Sport and Arts Initiative (ASSAI) grants from the Ministry of Tourism, Arts, Culture and Sport and SkilledTradesBC funding (previously called Industry Training Authority). Actual revenues received as a percentage of the Annual Operating Budget is higher in the current year as deferred revenue at June 30, 2025 was higher than June 30, 2024.

International Tuition Fees are fees received for the International Education (IE) Program. All International Tuition Fees related to the current school year that were collected and deferred in the previous school year have been brought into revenue as of July 1, 2025. International Tuition Fees as a percentage of the related budget are 80.7% compared to 86.41% in the prior year as fewer students have enrolled in September 2025 compared to September 2024.

Local Education Agreement (LEA) Tuition is revenue received from Songhees Nation for eligible Nation students on the Nominal Roll attending schools operated by the Board. The Nation receives the tuition funding from Indigenous Services Canada. This revenue is based on actual Nominal Roll enrolment and the equivalent amount is deducted from the Ministry of Education and Child Care Operating Grant.

Continuing Education and Distributed Learning Fees consist of registration and course fees for Continuing Education and The Link (Distributed Learning). These Fees as a percentage of the related budget are 80.0% compared to 1.18% in the prior year. The timing of this revenue varies year to year.

Rentals and Leases revenue as a percentage of the related budget is 20.19% compared to 18.98% in the prior year. Most annual child care and lease increases are tied to the Consumer Price Index (CPI). The increase in the current year is related to a higher actual CPI than what was projected in the Annual Operating Budget.

Investment Income as a percentage of the related budget is 25.96% as compared to 26.29% in the prior year.

Miscellaneous Revenue includes other grants, fees, commissions and rebates, and general donations. The amount and timing of this revenue varies each year. In the current year, the District received a Climate Risk Reduction Grant from the Corporation of the District of Saanich to mitigate climate change and upgrade the Tillicum-Burnside area with more tree canopy cover. A portion of this grant was received by September 30, 2025.

The Budgeted Prior Year Surplus Appropriation of \$3.6 million is the amount of funds required to balance the 2025/2026 Annual Operating Budget. The expenditure of \$11.2 million is the total Operating Surplus at June 30, 2025, which includes the \$3.6 million as well as all other Operating carry forwards. A journal entry was done in August 2025 to record the Operating Surplus, whereas this entry was done after September in 2024.

Total Operating Revenue is 19.85% of the related budget as compared to 16.31% in the prior year.

Expenditure by Object

Teacher, Educational Assistants and Substitute Salaries to date are 9.21% of the combined related budgets as compared to 9.40% in the prior year. As the school year starts in September, it is expected that 1/10th

(10%) of the salaries would be incurred to date as these positions are paid over 10 months. Educational Assistants Salaries as a percentage of the related budget is 7.91% in the current year compared to 7.34% in the prior year. Educational Assistant Salaries tend to be lower in September due to increased job turnover. As new jobs are created in September due to increased enrolment, these jobs are often filled by continuing employees at other school locations, which then creates new vacancies when they move to their new position.

Principals and Vice Principals, Support Staff and Other Professionals salaries are 21.88% of the combined related budgets as compared to 22.32% in the prior year. These positions are generally paid over 12 months; therefore, it is expected that salaries to date would approximate 25% of the Operating Budget.

Employee Benefits are at 14.18% of the related budget compared to 14.20% in the prior year.

Total Salaries and Benefits are 12.45% of the related budget as compared to 12.64% in the prior year.

Services are at 35.86% of the related budget as compared to 35.43% in the prior year. The expenses are comparable year over year.

Student Transportation as a percentage of the related budget is at 2.66% as compared to 5.10% in the prior year. Student Transportation expenses were \$20K lower in the current year due to the timing of when invoices were received.

Professional Development and Travel is at 62.86% of the related budget as compared to 62.98% in the prior year. The expenses are comparable year over year.

Rentals and Leases as a percentage of the related budget is at 5.34% as compared to 13.85% in the prior year, which relates to a \$3K decrease from the prior year.

Dues and Fees are at 69.54% of the related budget as compared to 71.52% in the prior year. The expenses are comparable year over year.

Insurance is at 7.60% of the related budget as compared to 14.99% in the prior year due to the timing of when the Province of British Columbia Optional Property Program invoice was paid.

Supplies are at 21.11% of the related budget as compared to 20.24% in the prior year. The expenses are comparable year over year.

Utilities are at 11.65% of the related budget as compared to 8.36% in the prior year. Utility expenses are higher than the prior year due to the timing of when invoices were received and an increase in water usage over the prior year.

Capital Asset Purchases are expenditures from the Operating Fund that will be transferred to the Capital Fund. Capital asset purchases in the current year include a truck, computer technology devices, theater equipment, network infrastructure, furniture, and portable expenditures. Capital Asset Purchases in the current year are higher than the prior year as the Information Technology for Learning department made significant student device and network infrastructure purchases in the first quarter of 2025/2026. Additionally, Facilities purchased a truck in July 2025.

Total Services and Supplies are 25.70% of the related budget as compared to 23.13% in the prior year.

Total Operating Expenditures are 13.54% of the related budget as compared to 13.55% in the prior year.

Overall, the year-to-date results are comparable to the prior year and reflect school district operations.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
QUARTERLY FINANCIAL REPORT
SEPTEMBER 30, 2025
ACTUAL AS A PERCENTAGE OF THE ANNUAL OPERATING BUDGET

	2025/2026 Annual Operating Budget	Actual September 30, 2025	Percentage of Annual Operating Budget	2024/2025 Annual Operating Budget	Actual September 30, 2024	Percentage of Annual Operating Budget
REVENUE						
Ministry of Education and Child Care Operating Grant	236,982,424	26,963,874	11.38%	229,913,818	26,165,910	11.38%
Other Ministry of Education and Child Care Grants	2,999,466	108,449	3.62%	3,199,377	336,888	10.53%
Other Provincial Ministries	249,350	90,798	36.41%	283,750	85,649	30.18%
International Tuition Fees	14,983,429	12,091,651	80.70%	15,667,733	13,537,710	86.41%
Local Education Agreement Tuition	795,694	203,886	25.62%	940,239	214,343	22.80%
Continuing Education and Distributed Learning Fees	3,500	2,800	80.00%	8,500	100	1.18%
Rentals and Leases	3,732,987	753,691	20.19%	3,221,690	611,487	18.98%
Investment Income	1,282,015	332,834	25.96%	1,796,068	472,260	26.29%
Miscellaneous Revenue	2,437,639	1,239,328	50.84%	2,064,573	809,274	39.20%
Budgeted Prior Year Operating Surplus Appropriation	3,637,526	11,225,081	308.59%	1,897,592	-	0.00%
Total Operating Revenue	267,104,030	53,012,392	19.85%	258,993,340	42,233,621	16.31%
EXPENDITURE BY OBJECT						
Teachers Salaries	115,768,026	11,069,575	9.56%	111,628,325	10,995,795	9.85%
Principals and Vice Principals Salaries	15,520,085	3,632,430	23.40%	14,773,538	3,519,289	23.82%
Educational Assistants Salaries	23,702,965	1,874,421	7.91%	23,546,895	1,729,056	7.34%
Support Staff Salaries	22,304,876	4,557,006	20.43%	21,695,793	4,579,037	21.11%
Other Professionals Salaries	5,308,327	1,246,005	23.47%	5,434,157	1,253,087	23.06%
Substitutes Salaries	12,805,807	1,082,710	8.45%	12,357,749	1,143,387	9.25%
Employee Benefits	49,599,340	7,032,520	14.18%	47,137,413	6,692,727	14.20%
Total Salaries and Benefits	245,009,426	30,494,667	12.45%	236,573,870	29,912,378	12.64%
Services	7,894,705	2,830,772	35.86%	7,940,940	2,813,486	35.43%
Student Transportation	1,258,696	33,467	2.66%	1,056,234	53,850	5.10%
Professional Development and Travel	670,376	421,396	62.86%	589,539	371,319	62.98%
Rentals and Leases	108,851	5,810	5.34%	62,851	8,706	13.85%
Dues and Fees	137,401	95,555	69.54%	131,133	93,790	71.52%
Insurance	659,087	50,110	7.60%	599,177	89,813	14.99%
Supplies	5,147,568	1,086,763	21.11%	5,029,375	1,017,767	20.24%
Utilities	4,585,640	534,269	11.65%	4,698,750	392,877	8.36%
Capital Asset Purchases	1,632,280	620,777	38.03%	2,311,471	343,832	14.88%
Total Services and Supplies	22,094,604	5,678,919	25.70%	22,419,470	5,185,440	23.13%
Total Operating Expenditure	267,104,030	36,173,586	13.54%	258,993,340	35,097,818	13.55%

News from School District No. 61



Oct 3 - Seed Library at Doncaster Elementary

- [Our Canada Project](#)



Oct 10 - Planting at Tillicum Elementary

- [Black Press](#)
- [Victoria Buzz](#)
- [Times Colonist](#)



Oct 10 - Monterey Middle School Raises \$22,000+ for Terry Fox Fundraiser

- [Chek News](#)
- [CTV News](#)



Oct 16 - Victory Van Association Donates Vehicle to Victor School



Oct 20 - Happy Diwali from Hillcrest Elementary



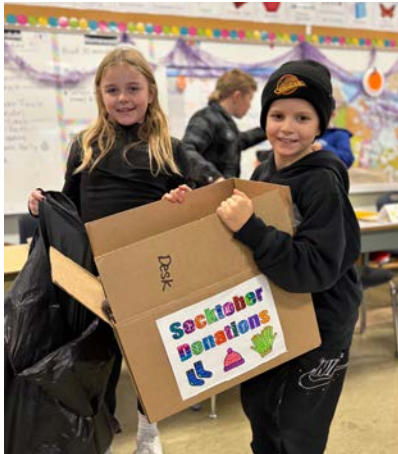
Oct 30 - ICBC 'Think of Me' Educates Students on Road Safety

Happy Halloween from SD61

Oct 31 - Halloween



News from School District No. 61



Oct 31 - Northridge Elementary Donates 898 Pairs of Socks to Our Place



Oct - Slam Poet Élémô Performs at Dual Track High Schools



Nov 5 - George Jay Clothing Swap, Eco-friendly Way to Help Keep Families Warm

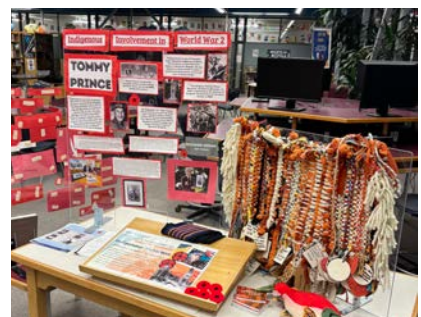
SD61 Remembers

Nov 8 - Indigenous Veterans Day | Nov 11 - Remembrance Day



Nov 11 - Vic High gets a new Great War banner

- [Times Colonist](#)



News from School District No. 61



Oct 22 - Board Office Staff Help Beautify New Child Care Centre

Congratulations / Gratitude

Congratulations to the following school sports teams:

- Esquimalt High School senior girls who won the AAA Sr. Girls Volleyball Island championships.
- Oak Bay High senior girls who took top spot in the Cross Country AAA Provincials senior girls division for the second straight year.
- Oak Bay High Senior Girls Field Hockey Team who won the Island Championship.
- Reynolds Secondary junior boys and senior boys who won the Cross Country AAA Provincials title.
- Reynolds Secondary senior boys soccer team who won the 2025 Colonist Cup.

Thank you to all who have supported recent Indigenous celebrations and days of honouring such as Inuit Day (Nov 7), Indigenous Veterans Day (Nov 8), Métis Weeks (Nov 10-21), Roc Your Mocs (Nov 15), and Louis Riel Day (Nov 16).

Thank you to all students and staff for participating in meaningful remembrance ceremonies throughout the district and in our community.

Thank you to all who supported Terry Fox and Cops for Cancer Tour de Rock fundraisers.

Thank you to our many fine arts staff and students who presented many showcases, musical sneak peeks and dance performances this month.

Thank you to our Teachers, Principals and Vice-Principals on all of their work in Communicating Student Learning.

Upcoming

Dec 8 - Next Board Meeting

Dec 19 - Last day of classes
before winter break

Dec 22 - Jan 2 - Winter Break

TO: The Board of Education
FROM: Deb Whitten, Superintendent of Schools
RE: 2025-2026 Middle School Goals (School Plans)
DATE: November 24, 2025

Purpose

As per the School Act, Division 2 – Parents, Section 8.3 School plan (1) In each school year, a board must approve a school plan for every school in the school district. (2) A board must make a school plan approved under subsection (1) available to the parents of students attending that school.

Background

The Strategic Plan 2020-2028, sets the following Goals and Strategies for the Schools/District:

Goal 1	Goal 2	Goal 3
Create an inclusive and culturally responsive learning environment that will support and improve all learners' personal and academic success.	Create a culturally responsive learning environment that will support Indigenous learners' personal and academic success.	Create an inclusive and culturally responsive learning environment that will support all learners' physical and mental well-being.
Strategy 1: Develop and support high quality learning opportunities through the implementation of curriculum in order to improve student achievement. Strategy 2: Engage and collaborate with students, families and staff to provide an inclusive learning environment that will enhance and support student learning, identities and well-being. Strategy 3: Address the inequity of outcomes for diverse learners in literacy, numeracy, engagement and completion rates.	Strategy 1: Critically examine personal and systemic biases, attitudes, beliefs, values and practices to increase student and staff understanding and appreciation of Indigenous worldviews, histories and perspectives. Strategy 2: Engage and collaborate with local Nations, Indigenous educators, Indigenous community leaders, Elders and families to enhance Indigenous student learning and well-being and identity. Strategy 3: Address the inequity of outcomes for Indigenous learners in literacy, numeracy, attendance and graduation rates.	Strategy 1: Continue to provide professional learning opportunities to all staff in K-12 to further support implementation of social emotional learning, physical literacy and mental health literacy that improves outcomes for students and classrooms. Strategy 2: Work in collaboration with Ministry of Children & Family Development to provide joint educational planning and support for children and youth in care that helps develop the child's personality, talents and mental and physical abilities to the fullest for current and future success. Strategy 3: Engage and collaborate with families to encourage awareness of and engagement in physical literacy and mental health literacy that improves outcomes for students in classrooms and at home. Strategy 4: Address the inequity of opportunity for all learners to maximize physical health and mental well-being.

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

Throughout the 2024-25 school year, our district focused on the process and development of school goals through a continuous improvement cycle. The continuous improvement cycle identified which actions will make the biggest impact; implementing the actions in a strategic manner; assessing the actions to determine if the actions created a positive change; and planning how, where, and when we can improve. During each monthly administrator meeting we will spend time examining data, reviewing our strategies and collaborating on promising practices.

The Middle School Plans have been provided for approval.

At the Board meeting December 8, 2025, Secondary School Plans will be provided.

Recommended Motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approve the 2025-2026 Middle School Plans as presented.

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

One *Learning* Community





Arbutus Global Middle School 2025-26 School Growth Plan



2025-26 TOTAL NUMBER OF STUDENTS: 469

Goal: To further student well-being and sense-of-belonging

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 3



Cedar Hill Middle School 2025-26 School Growth Plan



2025-26 TOTAL NUMBER OF STUDENTS: 540

.....
Goal: Goal: We will continue to create a culturally responsive educational environment.

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 3

.....
Goal: GOAL 2: We will strengthen our focus on understanding reading strategies at middle.

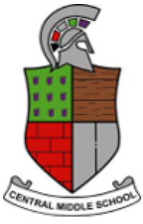
What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 1

.....
Goal: GOAL 3: We will build educational connections with community both inside and outside the school.

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 3



Central Middle School 2025-26 School Growth Plan



2025-26 TOTAL NUMBER OF STUDENTS: 559

Goal: Students at Central Middle School will feel safe, seen and supported.

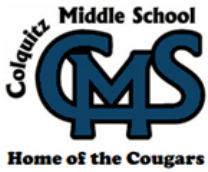
What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 3

Goal: To provide a supportive environment and a variety of opportunities for students at Central in the middle years that can help them experience new things on their journey towards their individual potential.

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 1



Colquitz Middle School 2025-26 School Growth Plan



2025-26 TOTAL NUMBER OF STUDENTS: 534

.....

Goal: Create a safe and inclusive culture that addresses the needs of all school members.

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 1

.....

Goal: Create a school community that strives for personal growth and excellence in learning.

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 1



Glanford Middle School 2025-26 School Growth Plan



2025-26 TOTAL NUMBER OF STUDENTS: 382

Goal: At Glanford our goal is to create common school wide assessment practices that promote individual growth for both students and staff with a focus on relationship, clarity and ongoing feedback.

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 1



Gordon Head Middle School 2025-26 School Growth Plan



2025-26 TOTAL NUMBER OF STUDENTS: 380

Goal: 1) Promote positive student mental health, resiliency & a growth mindset.

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 3

Goal: 2) Focusing on the core competency of building social awareness & responsibility Focus on the skills to build relationships, contributing to community & caring for the environment, resolving problems & valuing diversity.

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 1



Lansdowne Middle School 2025-26 School Growth Plan



2025-26 TOTAL NUMBER OF STUDENTS: 758

Goal: 1. Creating a culture of connectedness in our school community.

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 3



Monterey Middle School 2025-26 School Growth Plan



2025-26 TOTAL NUMBER OF STUDENTS: 405

Goal: Further student Numeracy skills across all grade levels

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 1



Rockheights Middle School 2025-26 School Growth Plan



2025-26 TOTAL NUMBER OF STUDENTS: 317

Goal: To increase the reading and writing achievement of all students at Rockheights Middle School by ensuring that all students have the skills needed to be independent communicators through reading, writing and thinking.

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 1

Goal: To have a strong connection to the world outside of the walls of the classroom as extended learning places: natural world and community.

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 2

Goal: To continue to prioritize Social-Emotional Learning as a pillar of the staff and student awareness.

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 3



Shoreline Community 2025-26 School Growth Plan



2025-26 TOTAL NUMBER OF STUDENTS: 409

Goal: To implement and extend a common language and understanding in literacy using the curricular competencies in order to improve our students learning experience and increase our students success.

What goal in the strategic plan is your goal connected to?

Strategic Plan Goal 1

Office of the Superintendent

Deb Whitten – Superintendent

To: The Board of Education
From: Deb Whitten, Superintendent of Schools
Date: November 24, 2025
RE: **Revised Policy 5131.0 Student, Staff and Volunteer Safety**

Background

The original Policy 5131.0 Personal Safety and Security was approved by the Board of Education on November 22, 1993. The new revised policy includes recommendations from members of the Partners of SD61, references to the Songhees and Esquimalt Local Education Agreements, and reflects more modern terminology and educational changes, as well as incorporates Policy 5131.1 DISCIPLINE (August 1993), Policy 5131.2 THREATS TO STUDENTS, EMPLOYEES, OR VOLUNTEER/SPONSORS (August 1993), Policy 5131.3 PROHIBITION OF WEAPONS IN SCHOOLS (August 1993) Policy 5141.4 SUBSTANCE ABUSE (February 1992), Policy 5131.5 SMOKING (May 2014), Policy 5131.6 STUDENT ATTENDANCE (November 1981), and 5131.7 STUDENT SUSPENSIONS (March 2019).

Updates to the Policy 5131.0

In addition to reflecting language from all the corresponding 5131 Policies, the revised Policy 5131.0 also incorporates language from the Student Code of Conduct including language from the BC Human Rights Code and utilizes a holistic vision of health and wellness while recognizing the importance of trauma informed practice, compassionate systems framework, mental health literacy and social emotional learning.

A corresponding Administrative Regulation will be written once the policy is approved. Feedback that was not incorporated into the revised policy will be considered for the revised regulation. The revised regulation will come to a future Board of Education meeting for information.

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

Recommended Motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approve revised Policy 5131.0 Student, Staff and Volunteer Safety.

AND FURTHER

That the Official Trustee of School District No. 61 (Greater Victoria) approve the deletion of the following Board Policies:

Policy 5131.1 Discipline

Policy 5131.2 Threats to Students, Employees, or Volunteer/Sponsors

Policy 5131.3 Prohibition of Weapons in Schools

Policy 5141.4 Substance Abuse

Policy 5131.5 Smoking

Policy 5131.6 Student Attendance

Policy 5131.7 Student Suspensions

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

One *Learning* Community



POLICY 5131.0

PERSONAL SAFETY AND SECURITY IN THE GREATER VICTORIA SCHOOL DISTRICT

RATIONALE:

The Board of Trustees recognizes that increasing violence in our community is a problem and acknowledges the Board's responsibility to contribute to the personal safety and security of the students and adults working in its schools.

It is expected that all individuals--adults and students--will treat each other with respect and courtesy and conduct themselves in a manner that will promote safety and security for all. Adult behaviour is governed by the School Act, District Policies and Regulations, and contractual agreements. Student behaviour is governed by the School Act and District Policies and Regulations.

POLICY STATEMENT:

It is the policy of the Greater Victoria School District to foster and maintain a safe working environment for all students, staff and parents through the implementation of effective measures to deal with violence in schools. These measures include the development of school-based student codes of conduct, the establishment of preventive procedures, the provision of appropriate early intervention procedures, and the administration of the School Act and School Board Policies with respect to student conduct as well as the application of any Federal or Provincial legislation pertaining to the safety and security in our schools.

REFERENCES

School Act, Section 6(1)(2)	Duties of Students
School Act, Section 94 (1)(4)(8)	Provision of Educational Program
School Act, Section 95 (3)	Conduct
School Act, Section 103 (2) (c)(i)(ii)(iii)	Power and Capacity of Board
School Act, Section 103 (2)(d)	Power and Capacity of Board

Regulation 4(1)(b)(c)(f)
Regulation 5(7)(g)

Duties of Teachers
Power and Duties of Administrative
Officers

Greater Victoria School District

Adopted: November 22, 1993

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

POLICY 5131.0

STUDENT, STAFF AND VOLUNTEER SAFETY

1.0 RATIONALE

The Greater Victoria School District (the District) has the duty to create and maintain a safe, inclusive, and culturally responsive environment for the students and staff in all facilities. The District believes every student and school learning community member in our district should feel safe, accepted, and respected regardless of race, colour, ancestry, place of origin, religion, family status, disability or diverse ability, sex, sexual orientation, gender identity, or gender expression.

The District is responsible for fostering and maintaining a safe working, and learning environment for all students, staff and parents/caregivers through the implementation of effective measures to address safety in schools. This includes the development of district-based student codes of conduct, and the administration of the *School Act* and School Board policies.

2.0 POLICY

1. The District recognizes that students, employees, and volunteers have the right to a safe school environment free from discrimination on the basis of race, colour, ancestry, place of origin, religion, or marital status, physical or mental disability, age, sex or sexual orientation, gender identity or gender expression, or any other protected grounds in the BC Human Rights Code. This includes safety from all forms of harassment including while they are participating in school related activities, on school grounds, and on their way to and from school.
 - 1.1. The District works in collaboration with the Oak Bay, Saanich, and Victoria Fire and Police Departments, and the West Shore RCMP, in maintaining student safety.

- 1.2. Students are expected to comply with the Student Code of Conduct which are developed as per the *Provincial Standards for Codes of Conduct Order*. Whenever possible, conflict resolution practices are restorative rather than punitive, aiming to provide students with a strength-based approach which provides individuals with opportunities to take responsibility for their actions and find resolutions in a supportive and constructive manner with the specific goal of resolving the situation in the best interest of both the student and the school community.
- 1.3. Students and staff are expected to engage in safe, respectful, and responsible digital behaviour, including protecting personal information.
- 1.4. Individuals are encouraged to bring forward reports of activities that do not align with the Code of Conduct without fear of retaliation or reprisal.
2. The District recognizes the short and long-term health effects associated with substance use and vapour products, and supports early intervention, holistic support and educational approaches. The district prohibits substance use including alcohol, tobacco and vapour products in vehicles parked on school property, at school-related events and on field trips.
3. The District believes that instruction in courses in applied skills, science, art, physical health education, and trades will include and emphasize safety measures and accident prevention.
4. The District acknowledges that everyone in the school community plays a role by helping build knowledge, competencies and self-worth, creating safe, caring and inclusive learning environments, encouraging positive connections and helping to build protective factors. The district recognizes that no school safety program can be effective unless everyone in the school community co-operates in the effort. All safety measures, whether they be School Codes of Conduct, fire drills, lockdowns, safety instruction, or the wearing of protective clothing and eye devices in certain classes requires the support of all students and staff.

3.0 DEFINITION

- 3.1. An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation.
- 3.2 Substances refers to chemicals or plants that can change how we think, feel, act and perceive the world around us.

4.0 RESPONSIBILITIES

- 4.1 The Superintendent will review the relevant Board policies with principals on an annual basis.

REFERENCES

School Act, Sections 6(1)(2), 17, 20, 22, 65, 85, 94(1)(4)(8), 95(3)
School Act School Regulation 265/89
Songhees Local Education Agreement
Esquimalt Education Agreement
Tobacco and Vapour Products Control Act
Greater Victoria Administrative Regulation XXXX

Greater Victoria School District

Adopted:

POLICY 5131.1

DISCIPLINE

The purpose of discipline is to develop a capacity for self control in each and every student so that a positive learning environment for all students can be maintained. Principals are to establish clearly understood and reasonable expectations of student behaviour in order to maintain an effective learning environment. Each school shall, therefore, set standards of acceptable student behaviour, communicate these standards to students, parents and staff on an ongoing basis and enforce these within existing Board policies and regulations.

School based rules of conduct should not provide for mandatory suspensions. They should allow the principal some discretion to consider the circumstances of the offense.

References: **School Act Section 6: Duties of Students**
 School Act Section 10: Liability for Damage
 School Act Section 11 (3): Appeals
 School Act Section 95 (3): Conduct
 Regulation 5 (7)(g): Duties & Powers of
 Administrative Officers

Greater Victoria School District

Approved: October 1982

Revised: August 1993



*The Greater Victoria School District is committed to
each student's success in learning within
a responsive and safe environment.*

POLICY 5131.2

THREATS TO STUDENTS, EMPLOYEES OR, VOLUNTEER/SPONSORS

The Board recognizes that students, employees, and volunteers / sponsors have the right to a safe and secure school environment.

A threat, either written, verbal, or any application of force including “swarming” (surrounded by a group of youths for the purpose of intimidation or theft) made by student(s) and considered serious by the Administration, and which is directed towards students, employees, or volunteers / sponsors, shall lead to disciplinary action.

Reference:	Policy 4302:	Multiculturalism
	Policy 5131.1	Discipline
	Bylaw 9330:1:	Appeal Process

Greater Victoria School District

Adopted: April 1993

Revised: August 1993

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

POLICY 5131.3

PROHIBITION OF WEAPONS IN SCHOOLS

DEFINITION:

A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear. The Board policy thus concurs with the definition of a weapon in the Criminal Code of Canada, Section 82: *"weapon means (a) anything used or intended for use in causing death or injury or not, or (b) anything used or intended for use for the purpose of threatening or intimidating any person, and without restricting the generality of the foregoing, includes any firearm as defined in Section 82."*

Students shall not be in possession on school premises at any time or while in any school-sponsored curricular or extra-curricular activity, of a weapon as defined above.

Reference: **Policy 5131.1: Discipline**
 Policy 5131.2: Threats
 Policy 5131.7: Student Suspensions

Greater Victoria School District

Approved: July 1983

Revised: August 1993



The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.

POLICY 5131.4

SUBSTANCE ABUSE

The Board of Trustees recognizes that in order to provide the greatest opportunity for healthy student growth and development, the school environment must be free of mood altering substances.* The Board of Trustees shares responsibility with the community for addressing problems associated with the use and abuse of such substances.

In assuming responsibility, the Board of Trustees shall:

1. Provide students with a curriculum on the prevention of substance abuse;
2. Encourage and support the identification of an early intervention into problems of substance abuse among students through utilization of school as well as community resources;
3. Provide fair and equitable response procedures and consequences regarding substance-related infractions;
4. Advise students, parents and staff of all rules established under Policy and Regulations 5131.1 (Discipline), Regulations 5131.4 (Substance Abuse) Regulation and Bylaw 9330.1. (Appeal Process)

* For the purposes of this Policy and accompanying Regulations “*mood-altering substances*” refers to alcohol and drugs prohibited or restricted under the Food and Drug Act and the Narcotic Control Act, but excludes drugs which have been prescribed for the student by a physician.

Greater Victoria School District

Adopted: February 1992

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

POLICY 5131.5

SMOKING

The Board of Education recognizes the need to protect the health, safety and welfare of its students, employees and other users of its buildings and properties with respect to the use of tobacco and smokeless tobacco products, including the smoking of electronic (e.cigarettes) cigarettes. Smoking and other tobacco use is prohibited anywhere on school property at any time.

This is in accordance with tobacco legislation Bill 10, Tobacco Sales (Banning Tobacco and Smoking in Public Places and Schools). Amendment Act, 2007, Section 2.2.

Greater Victoria School District

Adopted: February 1982
Revised: June 1991
Revised: May 1995
Revised: February 1997
Revised: January 2008
Revised: May 20, 2014



The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.

POLICY 5131.6

STUDENT ATTENDANCE

The Greater Victoria Board of School Trustees believes that regular school attendance and punctuality is necessary to enable students to develop to their maximum potential as expressed in the District's Mission Statement.

Principals will ensure the school rules of conduct include clear and consistent expectations for attendance and these expectations are to be communicated on a regular basis to students, parents / guardians and staff.

School attendance guidelines are outlined in the attendant regulations and referenced to the appropriate sections of the School Act.

References:

School Act: Section 2 Access to Educational Programs
 Section 6 Duties of Students
 Section 94 Provision of Educational Programs

School Act Regulation: 4(1)(c) and (f) Duties of Teachers
 5(8) Duties and Powers of Administrative Officers

Greater Victoria School District

Adopted: November 1981

Revised, Renumbered: June 24, 1996

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

POLICY 5131.7

STUDENT SUSPENSIONS

Students are expected to comply with school rules authorized by the principal, and with the code of conduct and any other relevant rules and policies of the Greater Victoria Board of School Trustees, *School Act* [Sections 6 (1), 85 (2)(c)(i)].

The Greater Victoria Board of School Trustees authorizes principals to suspend pupils in accordance with the provisions of the *School Act*, Section 85 (2)(c)(ii) and (d), Regulation 5 6(a) and (7)(g) and Greater Victoria School District #61 Regulations, 5131.4, (Student Abuse) 5131.3, (Weapons in Schools) and 5131.2 (Threats).

The Board, however, directs the Superintendent, or their delegate, to ensure that the suspension of any student is undertaken, for any length of time, only after exhaustion of all alternative actions which the principal has at their disposal.

Further, The Board directs the Superintendent, or their delegate, to ensure that once a suspension has been effected, all possible District and community resources are organized to resolve the problem with necessitated this action and to have the suspension lifted.

Procedures to be used by principals prior to, during, and after suspension, are provided in the attendant School District Regulation, 5131.7. (Student Suspensions)

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

Reference: **Policy 5131.1: Discipline**
 Policy 5131.3: Weapons
 Policy 5131.2: Threats
 Policy 5114.6: Attendance
 Policy 5131.4: Substance Abuse
 Bylaw 9330.1: Appeal Process

Legal Reference:

School Act Section 103 (2)(c)(ii) and (d): Power and Capacity
School Act Section 6 (1)(a)(b): Duties of Students
Regulation 5 (6)(a) and (7)(g): Powers and Duties of
Administrative Officers

Greater Victoria School District

Approved: August 1973
Revised and renumbered: August 1993
Revised: March 11, 2019

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

Policy 5131.7

Page 2 of 2

Office of the Superintendent

Deb Whitten – Superintendent

To: The Board of Education
From: Deb Whitten, Superintendent of Schools
Date: November 24, 2025
RE: **Revision and/or Deletion of Board Policies**

Background

As a district we continue to review Board Policies and revise or delete as required. At times some policies become obsolete or redundant due to changes within the district, with the curriculum, through the introduction of new Board policies, or changes to programming.

Further, policies are not defined or mandated in the School Act. Policies tend to be created with staff and members of the Board as governance structures and should outline practices that exercise their power. Policy provides a mechanism for the Board of Education to provide direction and setting expectations.

The information contained in the following policies are no longer relevant within our district as a result of a change to practice, or a change to the Ministry of Education Curriculum and as such these policies should be deleted:

- POLICY 1324.3 School Facilities – Games of Chance
- POLICY 1325.2 Fundraising
- POLICY 6142.02 Fine Arts Program
- POLICY 6142.03 Co-Curricular and Extra-Curricular Fine Arts
- POLICY 6165.3 Construction Programs for Students

As per the mission and vision of the District's Strategic Plan, the Greater Victoria School District focuses on meeting the needs of all students in a safe, responsive and inclusive learning environment for students to fulfill their potential and pursue their aspirations. As a result, certain Board Policies reflect courses, initiatives or programs that no longer align with current language and practices and therefore the corresponding policy is no longer required.

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

Policy 1324.3 was approved in 1960 and last revised in 1974 and is not in alignment with current regulatory legislation or current practice.

Policy 1325.2 was approved in 1970 and last revised in 1983. Policy 1325.2 does not reflect current practice or current district expectations.

Policy 6142.02 which was approved in 1982 references curricular instruction or co-curricular experiences that are now contained within the Ministry of Education and Child Care Arts Education Curriculum and should no longer be included in a Board policy.

Policy 6142.03, approved in 1983, references the presentation of students' work and endorses the principle of structured co-curricular and extra-curricular programs in fine arts. Given co-curricular instruction aligns with the Ministry of Education and Child Care curriculum and extra-curricular activities are provided on a voluntary basis the policy is no longer applicable or relevant.

Policy 6165.3, Construction Programs for Students, reflects language that is no longer relevant. Students who participate in Applied Design, Skills, and Technologies courses, Dual Credit, Youth In Trades or Career Pathway programs receive learning opportunities that prepare them for entry into the workplace or further education and training, and therefore a policy outlining a Construction Program is outdated and unnecessary.

Recommended Motion:

Recommended Motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approve the deletion of the following Board Policies:

Policy 1324.3 School Facilities – Games of Chance

Policy 1325.2 Fundraising

Policy 6142.02 Fine Arts Program

Policy 6142.03 Co-Curricular and Extra-Curricular Fine Arts

Policy 6165.3 Construction Programs for Students

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.



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POLICY 1324.3

SCHOOL FACILITIES - GAMES OF CHANCE

The organization or holding of games of chance, including lotteries, raffles or bingos, by a particular school, is permissible at the discretion of the principal of that school.

In all cases, conditions must be such that the rules and regulations of the local municipality and the Attorney-General's Department are complied with.

Greater Victoria School District

Adopted: January 18, 1960 (as 1330.2)

Revised: January 21, 1974

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POLICY 1325.2

FUND-RAISING

It is the intent of the Greater Victoria School Board that:

1. School fund-raising activities should enhance the educational program, and /or have educational or cultural value.
2. Children and the schools should not be exploited through sales and canvassing activities.
3. Principals should be given maximum discretionary powers, and be held accountable for their decisions. In making their decisions, principals should have the support of their Parents' Committees.

Greater Victoria School District

Adopted: July 1970

Revised: July 1975

Revised: May 23, 1978 (combining with P. 1324.2)

Revised: January 31, 1983

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.



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POLICY 6142.02

FINE ARTS PROGRAM POLICY

It is the desire of the Board of School Trustees to stress the full development of the individual student and to this end the Board fully supports and encourages a comprehensive fine arts education for all children during the elementary years. The Board encourages each elementary school to develop a balanced fine arts program (including drama, dance, music and visual arts) that may include curricular instruction and co-curricular experiences. At the secondary level the Board encourages schools to provide the widest selection possible of arts courses and to fully integrate arts programs into the school. All schools are encouraged to provide quality learning experiences in the arts for all students.

Greater Victoria School District

Adopted: February 22, 1982

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.



The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.

POLICY 6142.03

CO-CURRICULAR AND EXTRA-CURRICULAR FINE ARTS

The Board of School Trustees, School District No. 61 (Greater Victoria) is committed to the aesthetic development of students, and recognizes the artistic and social benefits of presentation of students' work within the community. In keeping with this commitment, the Board endorses the principle of structured co-curricular and extra-curricular programs in fine arts for District students as part of their intellectual, social, emotional, and aesthetic growth, acknowledging that significant learning experiences take place outside the classroom and outside the traditional time frames. The Board also recognizes the value of fine arts presentations within this community, and elsewhere, provided that said presentations are consistent with, and supportive of the approved curriculum.

The Board of School Trustees of School District No. 61 (Greater Victoria) is committed to the concept of equal opportunity for all District students to participate in co-curricular arts activities.

Greater Victoria School District

Adopted: April 25, 1983

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.



The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.

POLICY 6165.3

CONSTRUCTION PROGRAMS FOR STUDENTS

The Board of School Trustees recognizes that practical experiences in actual construction is a desirable complement to in-school training in construction programs. To provide such practical experience, the Board supports the involvement of school students in contracted projects which provide relevant content and which are approved by the Zone Assistant Superintendent.

Greater Victoria School District

Adopted: March 29, 1982

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

Office of the Superintendent

Deb Whitten – Superintendent

To: The Board of Education
From: Deb Whitten, Superintendent of Schools
Date: November 24, 2025
RE: **New Administrative Regulation 5141.2 Responding to Unexpected Health Emergencies**

Background

On September 8, 2025, the Ministry of Education and Child Care issued a Ministerial Order which stated that Boards of Education must establish, maintain, and make publicly available a policy/administrative procedure for responding to unexpected health emergencies at schools in the District. This policy/administrative procedure must ensure that life-saving First Aid tools, including Automated External Defibrillators (AEDs) and Naloxone kits are readily accessible and maintained in every school.

Purpose

A timely and effective response to unexpected health emergencies is essential to ensuring a safe school environment. Unexpected health emergency incidents can occur without warning and require immediate action to improve survival outcomes by providing critical intervention before emergency responders arrive. Ensuring that schools are equipped and prepared to respond supports student and staff safety at school, enabling school communities to focus on learning and well-being while increasing confidence and security.

Procedures Related to New Policy or Administrative Regulation

The Board regulation for responding to unexpected health emergencies should comply with WorkSafeBC requirements and consider the specific needs and context of the school community.

The regulation should also outline how the accessibility and maintenance of AEDs and Naloxone kits will be managed, and ensure these tools are accessible in each school in an equitable and responsive manner that addresses the health and safety needs of each school

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

community. It is expected that the administrative document include reference to the following practices:

- Ensuring tools are clearly marked with standardized signage to support easy identification and use.
- Conducting routine inspections to ensure functionality and monitor expiry dates.
- Providing barrier-free access to accommodate diverse user needs.
- Presenting tools in a non-stigmatizing manner to encourage comfortable and equitable use.

As per Bylaw 9220 Administrative Regulations, given the administrative regulation content involves a direct monetary attachment, a motion to accept the administrative regulation has been included for board action. The Administrative Regulation must be submitted to the Ministry by December 31, 2025.

Recommended Motion:

That the Official Trustee of School District No. 61 (Greater Victoria) accept new Administrative Regulation 5141.2 Responding to Unexpected Health Emergencies.

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

REGULATION 5141.2

RESPONDING TO UNEXPECTED HEALTH EMERGENCIES

1.0 RATIONALE

The Greater Victoria School District (the District) believes all schools have the duty to be prepared to deal with medical emergencies that students, staff or volunteers may experience. Unexpected health emergencies can arise without warning and require an immediate response. Further, the District believes that all schools must have readily accessible Epinephrine autoinjectors, Automated External Defibrillators (AEDs) and Naloxone kits.

2.0 PURPOSE

To ensure a timely, effective, and equitable response to unexpected health emergencies in all district schools, including anaphylaxis, cardiac arrest and opioid overdose, through the storage of Epinephrine autoinjectors and Naloxone kits, and the strategic deployment and maintenance of AEDs.

3.0 SCOPE

This Administrative Regulation applies to all schools within the District, including elementary, middle, and secondary schools.

4.0 DEFINITIONS

- 4.1 An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize the situation.
- 4.2 Anaphylaxis is a sudden and severe allergic reaction, which can be fatal. Anaphylaxis is a medical emergency that requires immediate emergency treatment with an Epinephrine auto-injector.

5.0 ROLES AND RESPONSIBILITIES

All schools must:

- Maintain an accurate, Anaphylaxis Action Form, and a Medication Administration Form for each student at risk of anaphylaxis
- Maintain clearly marked, barrier-free access to AEDs and Naloxone kits.
- Conduct routine inspections to ensure equipment is functional and up-to-date.
- Ensure staff are trained in emergency response procedures.
- Respond to emergencies using a standardized protocol.

District Leadership:

- Ensure all schools are equipped with AEDs and Naloxone kits.
- Provide support for training and equipment maintenance.
- The Superintendent will review the relevant Board Policies and Regulations with Principals on an annual basis.

School Administrators:

- Ensure emergency equipment is accessible and clearly marked.
- Coordinate staff training and emergency drills.
- Maintain a record of incidents in accordance with the *Freedom of Information and Protection of Privacy Protection Act* (FOIPPA/FIPPA) legislation.
- Report incidents and inspection logs to the District office.

District Occupational Health and Safety Advisor:

- Develop and distribute training materials.
- Maintain district-wide records of inspections and incidents.
- Liaise with public health and emergency services for updates and support.

Teachers and Support Staff:

- Participate in emergency response drills.
- Know the location of emergency equipment.
- Assist in emergency response when appropriate.

Students:

- Grade 10 students receive CPR/ AED training.
- Classmates and peers of students at risk of anaphylaxis should be aware and receive anaphylaxis training
- All students are encouraged to immediately report emergencies to staff.

6.0 EQUIPMENT ACCESSIBILITY AND PLACEMENT

AEDs and Naloxone kits must be:

- Located in high-traffic, easily accessible areas.
- Clearly marked with visible signage.
- Mounted at a height compliant with accessibility standards.
- Never locked away or obstructed.

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

7.0 INSPECTION AND MAINTENANCE

Automated monitoring systems may be used where available.

Monthly inspections must be conducted to:

- Check AEDs battery levels, pad expiration dates, and Naloxone shelf life.
- Log inspection and maintenance activities.

8.0 TRAINING AND AWARENESS

Annual training available for staff in:

- Anaphylaxis, CPR, AED use, and opioid overdose response.
- Location and use of emergency equipment.
- Grade 10 students receive CPR/ AED training.

9.0 EMERGENCY RESPONSE PROTOCOL

In the event of a health emergency:

1. Call 911 immediately.
2. Assess the situation and determine if epinephrine auto-injector, AED or Naloxone is needed.
3. Retrieve and use the Epinephrine auto-injector, AED or Naloxone kit as trained.
4. Continue care until emergency responders arrive, including administering a second epinephrine auto-injector after 5 minutes if symptoms have not improved.
5. Call student(s) parent(s) or guardian(s) if applicable.
6. Have student(s)/individual(s) transported to hospital by ambulance.
7. Document the incident and report to Superintendent and school-based safety personnel.

REFERENCES

School Act Sections 88(1) and 168(2)(t)

Ministerial Order (M149/89)

Policy 5131 Student, Staff and Volunteer Safety

Policy and Regulation 5141.21 Anaphylaxis

Greater Victoria School District

Adopted:

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: The Board of Education
FROM: Katrina Stride, Secretary-Treasurer
DATE: November 24, 2025
RE: **2026-2027 Budget Development Process**

2026-2027 Budget Development Process

The draft 2026-2027 Budget Development Process was presented and discussed in the following meetings:

- Regular Board Meeting – October 6
- Partners of SD61 Meeting – October 9
- Partners of SD61 Meeting – November 17

The attached 2026-2027 Budget Development Process has been updated to reflect recent discussion.

Highlights of the 2026-2027 Budget Development Process include:

Student Voice

Student Connections Meetings

In addition to receiving input from the Representative Advisory Council of Students, there will be two Student Connections meetings held on February 12 with students from middle and secondary schools participating. Proposed activities for the meetings include:

- Sharing budget infographics to build understanding
- Facilitating guided discussions focused on budget needs, priorities and trade-offs
- Participating in an interactive budget simulation exercise.

Partners of SD61

Partners of SD61 Meetings

Partners of SD61 are scheduled to meet monthly throughout the budget development process. Meeting dates for Budget Conversations have been scheduled as follows:

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

- March 11 – following the Special Budget Meeting on March 9
- April 1 – following the Special Budget Meeting on March 30

Advisory to the Board

Indigenous Education Council (IEC)

The 2026-2027 Budget Development Process has incorporated IEC meetings to advise on grants provided under the School Act in relation to Indigenous students, and to approve plans, spending and reporting of targeted grants related to Indigenous students.

Public Engagement

Special Budget Meetings

The proposed 2026-2027 Annual Budget, including budget balancing recommendations, will be presented publicly at Special Budget Meetings on the following dates:

- March 9 – Budget based on projected Ministry Operating Grants
- March 30 – Budget based on confirmed Ministry Operating Grants

There will be opportunities for public feedback on the information presented at the Special Budget Meetings.

Communication

Introduction to Budget

General budget-related information will be shared in January and February:

- Podcast exploring school district budgeting
- Infographics explaining the approved 2025-2026 Annual Budget

Media Releases

During the 2026-2027 Budget Development Process, important messages regarding the proposed 2026-2027 Annual Budget and opportunities to engage in the budget process will be released to media as needed.

Budget Development Process Feedback Survey

Following the Board's approval of the 2026-2027 Annual Budget, a public online survey will be launched to gather feedback regarding the budget development process.

Other

Timing Considerations

- Staffing packages must be distributed to schools by April 10
- Human Resource Services and Financial Services require at least two days to prepare staffing packages that reflect any approved budget changes. As a result, the latest possible date for approval of the 2026-2027 Annual Budget is April 8.

Recommended Motion

The following motion is recommended:

That the Official Trustee of School District No. 61 (Greater Victoria) approve the 2026-2027 Budget Development Process.

Supporting Documents

2026-2027 Budget Development Process

2026-2027 BUDGET Development Process



**NOV
24**

Budget Development Process

- Final budget development process presented to Official Trustee for approval

**JAN-
FEB**

Introduction to Budget

- Podcast exploring school district budgeting
- Infographics explaining the 2025-2026 Annual Budget

**FEB
12**

Student Connections

- Opportunity for students at all middle and secondary schools to provide feedback

FEB 15 - Enrolment Projections

- 2026-2027 enrolment projections submitted to the Ministry of Education and Child Care

Public Meeting

**MAR
9**

Special Budget Meeting – 2026-2027 Annual Budget Presentation

- Balanced 2026-2027 Annual Budget presented
- Based on projected Ministry operating grants

**MAR
11**

Partners of SD61 Meeting – Budget Conversation

**MAR
12**

Indigenous Education Council (IEC) Meeting

2026-2027 BUDGET Development Process



MAR 15 - Ministry Operating Grant Announcement

- Ministry announces operating grants based on submitted 2026-2027 enrolment projections

Public Meeting

MAR
30

Special Budget Meeting – 2026-2027 Annual Budget

- Balanced 2026-2027 Annual Budget presented
- Based on confirmed Ministry operating grants

APR
1

Partners of SD61 Meeting – Budget Conversation

APR
2

IEC Meeting (Tentative)

Public Meeting

APR
8

Special Board Meeting – 2026-2027 Annual Budget Approval

- Three readings of the 2026-2027 Annual Budget Bylaw

APR
9-17

Budget Development Process Feedback Survey

- Public online survey to gather feedback on the budget development process

Board Meetings

For live/recorded meeting links, how to submit questions, and agenda packages, visit:
www.sd61.bc.ca/board-of-education/meetings-of-the-board

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - October 2025

	2025-2026						2024-2025					
	Budget	Oct 2025	YTD	Available	%	!!	Budget	Oct 2024	YTD	Available	%	
602 CE/HL OTHER FEES	200	120	375	(175)	-88%	!!	50	0	125	(75)	-150%	
605 CE/HL REGISTRATION FEES	10,100	1,400	4,750	5,350	53%	!!	10,045	500	5,250	4,795	48%	
621 MINISTRY BLOCK FUNDING	237,778,118	23,143,681	50,107,555	187,670,563	79%	!!	233,138,448	22,463,922	48,629,832	184,508,616	79%	
629 OTHER MIN OF ED GRANTS	2,203,772	103,589	212,038	1,991,734	90%	!!	2,257,638	332,028	668,916	1,588,722	70%	
641 REVENUE -OTHER PROV MINISTRIES	250,548	0	90,798	159,750	64%	!!	286,649	(82,750)	85,649	201,000	70%	
642 REVENUE -OTHER SCHOOL DISTRICTS	270	270	270	0	0%	!!	1,740	1,740	1,740	0	0%	
644 CE/HL COURSE FEES	3,500	700	3,500	0	0%	!!	8,500	0	100	8,400	99%	
645 REVENUE-CAFETERIA	58,488	32,808	54,621	3,867	7%	!!	52,370	36,100	52,110	261	0%	
647 OFFSHORE STUDENTS TUITION FEES	14,983,429	894,809	12,986,460	1,996,969	13%	!!	15,667,733	672,208	14,209,919	1,457,814	9%	
648 LOCAL EDUCATION AGREEMENTS	795,694	0	203,886	591,808	74%	!!	940,239	0	214,343	725,896	77%	
649 MISC FEES & REVENUE	2,548,796	130,605	1,344,514	1,204,282	47%	!!	1,904,189	88,181	876,572	1,027,617	54%	
651 COMMUNITY USE OF FACILITIES	2,487,610	227,583	590,914	1,896,696	76%	!!	2,170,445	342,408	711,792	1,458,653	67%	
652 COMMUNITY USE OF FIELDS	151,786	15,416	85,890	65,896	43%	!!	85,903	7,291	75,246	10,658	12%	
653 COMMUNITY USE OF THEATRE	86,858	3,310	6,073	80,785	93%	!!	51,140	6,523	27,477	23,663	46%	
654 PARKING FEES	30,863	1,713	10,302	20,561	67%	!!	36,678	2,279	17,786	18,892	52%	
655 RENTALS LIAB INS REVENUE	11,140	195	6,446	4,694	42%	!!	6,516	570	6,659	(143)	-2%	
659 OTHER RENTALS & LEASES	920,313	93,674	395,956	524,357	57%	!!	824,569	15,393	146,989	677,580	82%	
661 INTEREST	21,101	1,572	5,631	15,470	73%	!!	58,062	(6,384)	647	57,415	99%	
669 INVESTMENT REVENUE	1,260,914	117,238	364,273	896,641	71%	!!	1,871,006	213,838	679,067	1,191,939	64%	
671 SURPLUS FROM PRIOR YEAR	7,655,631	0	11,225,081	(3,569,450)	-47%	!!	6,317,792	0	9,060,318	(2,742,526)	-43%	
GRAND TOTAL	271,259,131	24,768,681	77,699,333	193,559,798	71%		265,689,712	24,093,847	75,470,535	190,219,177	72%	

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - October 2025

	2025-2026							2024-2025						
	Budget	Oct 2025	YTD	Encumbrances	Total Exp	Available	% !!	Budget	Oct 2024	YTD	Encumbrances	Total Exp	Available	%
SALARIES														
111 CERTIFICATED TEACHERS	115,369,627	10,999,807	22,043,507		22,043,507	93,326,120	81% !!	112,483,358	11,107,337	22,078,478		22,078,478	90,404,880	80%
112 P&VP SALARIES	15,426,828	1,318,068	4,957,222		4,957,222	10,469,606	68% !!	15,373,210	1,169,064	4,696,115		4,696,115	10,677,095	69%
114 ALLIED SPECIALISTS	2,136,961	221,838	421,747		421,747	1,715,214	80% !!	2,189,555	219,649	441,320		441,320	1,748,235	80%
115 DEPARTMENT HEAD ALLOWANCES	300,591	33,823	59,699		59,699	240,893	80% !!	302,830	35,468	60,122		60,122	242,708	80%
120 EXEMPT STAFF (CERT)	1,337,465	153,859	446,759		446,759	890,706	67% !!	1,153,640	104,821	412,094		412,094	741,546	64%
121 EXEMPT STAFF (NON-CERT)	4,100,863	462,629	1,359,485		1,359,485	2,741,378	67% !!	4,078,756	304,436	1,186,822		1,186,822	2,891,934	71%
122 CUSTODIANS	2,140,925	164,950	709,259		709,259	1,431,666	67% !!	2,154,970	164,226	704,557		704,557	1,450,413	67%
123 JANITORS	4,513,304	300,466	1,378,277		1,378,277	3,135,027	69% !!	4,493,622	381,317	1,450,936		1,450,936	3,042,686	68%
125 FOREPERSON	602,492	43,349	189,051		189,051	413,441	69% !!	603,994	46,374	170,367		170,367	433,627	72%
126 TRADESPEOPLE	4,544,119	352,186	1,384,440		1,384,440	3,159,679	70% !!	4,325,861	285,527	1,308,656		1,308,656	3,017,205	70%
131 SCHOOL ASSISTANT SALARIES	23,010,538	3,195,832	4,867,444		4,867,444	18,143,094	79% !!	22,467,794	1,925,226	3,432,611		3,432,611	19,035,183	85%
142 CLERICAL SALARIES	10,544,457	1,203,583	2,847,927		2,847,927	7,696,530	73% !!	10,388,209	827,255	2,443,168		2,443,168	7,945,041	76%
161 TTOC SALARIES	11,660,253	1,218,970	2,039,275		2,039,275	9,620,978	83% !!	11,343,077	1,188,495	2,114,621		2,114,621	9,228,426	81%
165 RELIEF LABOUR	356,050	52,655	166,974		166,974	189,076	53% !!	355,724	50,880	124,559		124,559	231,165	65%
166 382 EXTRA STAFF SALARIES	314,148	23,332	156,513		156,513	157,635	50% !!	303,388	44,774	257,910		257,910	45,478	15%
167 SCHOOL ASSIST RELIEF	323,682	175,703	310,035		310,035	13,647	4% !!	307,201	95,481	214,696		214,696	92,505	30%
168 CASUAL CLERICAL SALARIES	47,347	14,126	27,881		27,881	19,466	41% !!	71,720	2,273	26,639		26,639	45,081	63%
170 FRENCH LANG ASSIST	0	2,900	5,800		5,800	(5,800)	0% !!	0	0	0		0	0	0%
191 TRUSTEES INDEMNITY	228,594	18,750	75,000		75,000	153,594	67% !!	257,671	21,143	84,571		84,571	173,100	67%
199 RECOVERIES	(111,699)	(9,912)	(23,586)		(23,586)	(88,113)	79% !!	(111,155)	(11,116)	(25,962)		(25,962)	(85,193)	77%
TOTAL -- SALARIES	196,846,545	19,946,916	43,422,708	0	43,422,708	153,423,837	78% !!	192,543,395	17,962,630	41,182,280	0	41,182,280	151,361,115	79%
BENEFITS														
211 TEACHER BENEFITS	29,996,103	2,366,247	6,323,796		6,323,796	23,672,307	79% !!	28,639,392	2,304,057	6,080,352		6,080,352	22,559,040	79%
212 P&VP BENEFITS	3,224,206	242,798	930,338		930,338	2,293,868	71% !!	3,194,966	192,254	836,717		836,717	2,358,249	74%
214 ALLIED SPECIALISTS BENEFITS	555,610	47,965	121,970		121,970	433,640	78% !!	557,472	47,601	121,383		121,383	436,089	78%
215 DEPT HEAD ALLOWANCE BENEFITS	78,154	6,816	16,582		16,582	61,572	79% !!	77,105	7,043	15,704		15,704	61,401	80%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	521,467	3,153	(214,231)		(214,231)	735,698	141% !!	467,910	42,401	(103,479)		(103,479)	571,389	122%
220 EXEMPT (CERT) - BENEFITS	251,442	23,058	75,479		75,479	175,963	70% !!	221,301	16,094	65,436		65,436	155,865	70%
221 EXEMPT (N-CERT) BENEFITS	779,162	66,969	235,146		235,146	544,016	70% !!	786,442	208,802	208,802		208,802	577,640	73%
222 CUSTODIAN BENEFITS	515,963	42,427	188,320		188,320	327,643	64% !!	492,643	44,837	185,075		185,075	307,568	62%
223 JANITOR BENEFITS	1,087,706	77,751	374,070		374,070	713,636	66% !!	1,027,277	96,164	381,935		381,935	645,342	63%
225 FOREPERSON BENEFITS	145,201	9,399	46,894		46,894	98,307	68% !!	138,078	10,101	42,070		42,070	96,008	70%
226 TRADESPEOPLE BENEFITS	1,095,018	86,230	372,975		372,975	722,043	66% !!	988,868	75,111	332,626		332,626	656,242	66%
231 SCHOOL ASSISTANT BENEFITS	6,212,846	769,204	1,452,186		1,452,186	4,760,660	77% !!	5,918,361	502,699	1,088,000		1,088,000	4,830,361	82%
242 CLERICAL BENEFITS	2,850,169	298,086	851,577		851,577	1,998,592	70% !!	2,736,163	215,056	724,966		724,966	2,011,197	74%
261 TTOC BENEFITS	2,518,316	267,070	517,605		517,605	2,000,711	79% !!	2,450,181	253,760	509,389		509,389	1,940,792	79%
265 RELIEF LABOUR BENEFITS	45,574	6,335	20,080		20,080	25,494	56% !!	40,553	6,757	15,814		15,814	24,739	61%
266 382 EXTRA STAFF BENEFITS	40,211	3,509	21,130		21,130	19,081	47% !!	34,586	7,056	32,372		32,372	2,214	6%
267 SCHOOL ASSISTANT RELIEF BENEFITS	36,962	20,059	35,404		35,404	1,558	4% !!	35,319	11,835	26,088		26,088	9,231	26%
268 CASUAL CLERICAL BENEFITS	5,327	1,636	3,781		3,781	1,546	29% !!	8,234	237	3,696		3,696	4,538	55%
271 FRENCH LANG ASSIST BENEFITS	0	322	644		644	(644)	0% !!	0	0	0		0	0	0%
291 TRUSTEE BENEFITS	18,059	366	1,462		1,462	16,597	92% !!	20,871	1,722	6,887		6,887	13,984	67%
TOTAL -- BENEFITS	49,977,496	4,339,398	11,375,211	0	11,375,211	38,602,285	77% !!	47,835,722	3,881,106	10,573,834	0	10,573,834	37,261,888	78%
SERVICES & SUPPLIES														
311 AUDIT	35,255	0	0		0	35,255	100% !!	32,004	0	0		0	32,004	100%
312 LEGAL	325,000	22,755	31,511		31,511	293,489	90% !!	475,000	47,502	151,620		151,620	323,380	68%
323 SOFTWARE MAINTENANCE	1,453,001	62,752	1,147,091	64,313	1,211,404	241,597	17% !!	1,354,069	43,898	1,196,395	16,459	1,212,854	141,215	10%
324 HARDWARE MAINTENANCE	120,070	41,919	49,282	4,741	54,023	66,047	55% !!	120,070	0	45,963		45,963	74,107	62%
331 CONTRACTED TRANSPORTATION	1,136,251	237,880	246,489	850,583	1,097,072	39,179	3% !!	933,789	25,174	49,207		49,207	884,582	95%
332 TRANSPORTATION ASSISTANCE	39,802	1,825	10,614		10,614	29,188	73% !!	39,830	4,630	8,595		8,595	31,236	78%
334 SCHOOL JOURNEYS	88,824	21,946	38,015		38,015	50,809	57% !!	83,829	15,009	40,862		40,862	42,967	51%
341 PRO-D & TRAVEL	1,000,671	87,804	514,358	3,961	518,319	482,352	48% !!	911,038	54,419	435,961	10,109	446,071	464,967	51%
342 TRAVEL MILEAGE	2,850	1,682	2,732		2,732	118	4% !!	2,850	599	1,999		1,999	851	30%
343 LOCAL MILEAGE	57,803	7,479	12,729		12,729	45,074	78% !!	69,614	5,605	9,285		9,285	60,329	87%
364 LEASES	46,206	5,844	11,654		11,654	34,552	75% !!	62,851	2,899	11,605		11,605	51,246	82%
371 MEMBERSHIP FEES	137,417	1,800	97,355		97,355	40,062	29% !!	135,112	6,287	100,077		100,077	35,035	26%
391 PREMIUMS	659,087	65,090	115,199		115,199	543,888	83% !!	678,557	508,219	628,032		628,032	50,525	7%
399 SERVICES RECOVERY	(840)	(840)	(12,298)		(12,298)	11,458	-1364% !!	0	0	(15,303)		(15,303)	15,303	0%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - October 2025

	2025-2026							2024-2025						
	Budget	Oct 2025	YTD	Encumbrances	Total Exp	Available	% !!	Budget	Oct 2024	YTD	Encumbrances	Total Exp	Available	%
421 VISA EXPENSE	24,200	1,408	5,048		5,048	19,152	79% !!	23,900	3,273	8,806		8,806	15,094	63%
422 BANK SERVICE CHARGES	73,598	4,299	14,120		14,120	59,478	81% !!	46,207	4,874	19,151		19,151	27,056	59%
431 LAND TELEPHONE	175,000	12,941	47,072		47,072	127,928	73% !!	170,000	11,316	56,728		56,728	113,272	67%
438 CELL PHONES	163,532	16,829	70,229		70,229	93,303	57% !!	160,099	15,857	69,240		69,240	90,859	57%
439 DIGITAL SERVICES RECOVERY	850,000	0	0		0	850,000	100% !!	830,987	0	0		0	830,987	100%
441 POSTAGE	19,149	287	14,139		14,139	5,010	26% !!	21,669	1,946	9,186		9,186	12,483	58%
444 COURIER SERVICE	17,589	6,372	15,003		15,003	2,586	15% !!	18,612	4,977	8,426		8,426	10,186	55%
445 ADVERTISING	99,342	11,950	50,559		50,559	48,783	49% !!	98,292	6,774	71,177		71,177	27,115	28%
446 PHOTOCOPYING	105,666	66,774	83,204		83,204	22,462	21% !!	87,226	36,202	49,707		49,707	37,519	43%
447 PRINTING SERVICES	7,657	277	1,916		1,916	5,741	75% !!	6,748	2,035	18,914		18,914	(12,166)	-180%
448 AGENT FEE	1,263,741	335,793	1,025,848		1,025,848	237,893	19% !!	1,194,320	330,657	1,011,773		1,011,773	182,547	15%
450 GRANTS	115,007	0	0		0	115,007	100% !!	114,692	0	0		0	114,692	100%
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100% !!	7,800	0	0		0	7,800	100%
452 HONORARIA	40,200	850	5,025		5,025	35,175	88% !!	13,000	4,250	4,400		4,400	8,600	66%
453 SCHOLARSHIPS	26,258	0	2,500		2,500	23,758	90% !!	17,610	0	1,000		1,000	16,610	94%
457 GIFT / GIFT CERTIFICATES	1,534	0	439		439	1,095	71% !!	1,534	0	529		529	1,005	65%
460 LICENCES	24,710	0	0		0	24,710	100% !!	24,710	0	0		0	24,710	100%
462 SECURITY	95,000	17,107	37,939		37,939	57,061	60% !!	95,000	11,970	30,796		30,796	64,204	68%
467 FLEET TELEMATICS	24,500	10,901	31,119		31,119	(6,619)	-27% !!	24,500	259	11,355		11,355	13,145	54%
469 MISCELLANEOUS SERVICES	3,373,510	444,826	1,287,911	999,929	2,287,839	1,085,671	32% !!	3,312,086	345,175	913,424	850,213	1,763,638	1,548,448	47%
481 PORTABLE MOVES	60,000	0	0		0	60,000	100% !!	60,000	0	5,861	15,170	21,031	38,969	65%
499 SERVICES RECOVERIES	(2,200)	(2,200)	(2,200)		(2,200)	0	0% !!	0	0	0		0	0	0%
501 CAFETERIA FOOD	124,450	31,427	70,634		70,634	53,816	43% !!	119,461	49,673	69,449		69,449	50,012	42%
503 WOOD	1,800	3,694	6,745		6,745	(4,945)	-275% !!	2,415	7,350	7,888		7,888	(5,473)	-227%
504 METAL	313	42	1,833		1,833	(1,520)	-486% !!	0	339	339		339	(339)	0%
508 AUTOMOTIVE	86	86	86		86	(0)	0% !!	0	0	0		0	0	0%
511 ADMINISTRATIVE SUPPLIES	158,678	30,010	96,599		96,599	62,079	39% !!	150,952	37,832	105,583		105,583	45,369	30%
512 COPY/PRINTER SUPPLIES	73,759	26,474	54,855		54,855	18,904	26% !!	47,243	21,847	47,568		47,568	(325)	-1%
514 JANITORIAL SUPPLIES	562,000	92,377	237,482		237,482	324,518	58% !!	562,000	38,337	200,339		200,339	361,661	64%
515 VEHICLE SUPPLIES	80,000	20,716	53,654		53,654	26,346	33% !!	80,000	13,703	68,100		68,100	11,900	15%
516 MEDICAL SUPPLIES	2,815	102	2,245		2,245	570	20% !!	2,490	547	1,951		1,951	539	22%
517 TIRE PURCHASES	25,000	2,655	14,116		14,116	10,884	44% !!	25,000	2,131	11,434		11,434	13,566	54%
518 VEHICLE FUEL PURCHASES	180,534	22,136	78,119		78,119	102,415	57% !!	180,534	21,359	69,930		69,930	110,604	61%
519 INSTRUCTIONAL SUPPLIES	4,371,758	385,234	1,019,900	188,665	1,208,565	3,163,193	72% !!	5,204,075	242,329	897,928	163,979	1,061,907	4,142,168	80%
520 BOOKS & GUIDES	575,003	33,487	81,481		81,481	493,522	86% !!	600,718	30,507	58,816		58,816	541,902	90%
525 MAGAZINES & PERIODICALS	108	711	1,634		1,634	(1,526)	-1413% !!	1,432	1,133	1,763		1,763	(331)	-23%
530 AUDIO VISUAL MATERIALS	0	42	42		42	(42)	0% !!	26	81	175		175	(149)	-574%
534 SOFTWARE	4,690	2,131	2,131		2,131	2,559	55% !!	5,830	231	14,509		14,509	(8,679)	-149%
541 LIGHT & POWER	1,590,000	101,438	262,677		262,677	1,327,323	83% !!	1,618,000	88,115	256,388		256,388	1,361,612	84%
551 GAS	1,745,640	42,314	61,690		61,690	1,683,950	96% !!	1,892,000	61,715	21,214		21,214	1,870,786	99%
552 OIL	40,000	7,436	7,436		7,436	32,564	81% !!	29,250	0	8,443		8,443	20,807	71%
561 WATER	552,000	117,740	363,235		363,235	188,765	34% !!	532,000	97,372	253,596		253,596	278,404	52%
562 SEWER USER CHARGE	320,000	53,614	137,904		137,904	182,096	57% !!	325,000	50,742	129,585		129,585	195,415	60%
563 STORMWATER	128,000	0	0		0	128,000	100% !!	112,500	116,170	116,170		116,170	(3,670)	-3%
572 GARBAGE DISPOSAL	210,000	23,672	47,541		47,541	162,459	77% !!	190,000	18,507	40,102		40,102	149,898	79%
581 FURNITURE & EQUIP PURCH	353,539	29,374	122,943	77,794	200,737	152,802	43% !!	547,086	69,462	154,426	122,482	276,908	270,178	49%
582 VEHICLE PURCHASES	227,645	85,892	227,645		227,645	0	0% !!	65,000	0	0		0	65,000	100%
590 COMPUTER PURCHASES	1,478,866	10,997	424,672	55,587	480,259	998,607	68% !!	1,883,901	55,078	312,491	14,160	326,651	1,557,250	83%
594 RECONCILIATION ADJUSTMENTS	0	(2)	55		55	(55)	0% !!	0	(2)	119		119	(119)	0%
595 INTERFUND TRANSFERS	49,050	0	0		0	49,050	100% !!	0	0	0		0	0	0%
599 SUPPLIES RECOVERIES	(77,560)	(22,545)	(82,373)		(82,373)	4,813	-6% !!	(93,923)	(34,341)	(103,610)		(103,610)	9,687	-10%
TOTAL -- SERVICES & SUPPLIES	24,445,364	2,587,603	8,249,585	2,245,573	10,495,157	13,950,207	57% !!	25,310,595	2,484,025	7,699,466	1,192,573	8,892,039	16,418,556	65%
GRAND TOTAL	271,269,405	26,873,917	63,047,503	2,245,573	65,293,076	205,976,329	76% !!	265,689,712	24,327,761	59,455,579	1,192,573	60,648,152	205,041,560	77%

2025-2026 Budget Change Report: October 2025 - Operating

	Revenue	Expenses
2025-2026 Preliminary Budget - Operating (Board Approved Apr 8-25)	\$ 263,466,504	\$ 267,104,030
Surplus Appropriation (Board Approved Apr 8-25)		
Budgeted 24-25 Surplus Appropriation - Allocated to Expense	3,637,526	-
	3,637,526	-
Changes - Surplus Appropriation (Board Approved Sept 15-25)		
Net School Funded Balances	755,255	755,255
Purchase Order Commitments	505,482	505,482
Department Carry Forwards	2,757,368	2,757,368
	4,018,105	4,018,105
	271,122,135	271,122,135
Changes - Amended Budget		
ASSAI Deferred Revenue	8,798	8,798
Tillicum Climate Risk Reduction Grant	233,400	233,400
Provincial Resource Centre for the Visually Impaired Grant	4,900	4,900
Misc Donations and Revenues to August 31	42,243	42,243
SkilledTradesBC Grant Reduction	(7,600)	(7,600)
ArtStarts Grant Reduction (Pause in Operations for 2025-2026)	(17,600)	(17,600)
Misc Donations and Revenues to September 30	18,290	18,290
Misc Donations and Revenues to October 31	40,494	40,494
Total Changes:	322,925	322,925
2025-2026 Amended Budget - Operating to October 31, 2025	\$ 271,445,060	\$ 271,445,060
Contingencies and Fund Balances at June 30, 2025		
Unrestricted Operating Surplus (Contingency) - District (Board Approved Sept 15/25)	\$ 1,250,000	
0.48% of prior year operating expenses	\$ 1,250,000	
Local Capital	\$ 291,962	
Ministry of Education and Child Care Restricted Capital	15,077,926	
	\$ 15,369,888	

2025-2026 Budget Change Report: October 2025 - Special Purpose

StrongStart

2025-2026 Ministry Grant Increase

Revenue	Expenses
\$	\$
12,000	12,000
12,000	12,000

Changing Results for Young Children

2025-2026 Ministry Grant Reduction

(11,250)	(11,250)
(11,250)	(11,250)

SEY2KT (Early Years to Kindergarten)

2025-2026 Ministry Grant Reduction

(19,000)	(19,000)
(19,000)	(19,000)

Ledger School (Provincial Resource Program)

2025-2026 Ministry Grant Increase

16,672	16,672
16,672	16,672

Provincial Inclusion Outreach (Provincial Resource Program)

2025-2026 Ministry Grant Increase

5,477	5,477
5,477	5,477

National School Food Program

2025-2026 Ministry Grant

374,040	374,040
374,040	374,040

2025-2026 Budget Change Report: October 2025 - Capital

Local Capital

Interest Income to October 31

Revenue	Expenses
\$	\$
2,815	-
2,815	-

Ministry of Education and Child Care Restricted

Interest Income to October 31

143,429	-
143,429	-

SECTION 72 REPORT

Present:

Official Trustee Sherri Bell

Administration:

Deb Whitten, Superintendent of Schools, Tom Aerts, Deputy Superintendent, Katrina Stride, Secretary-Treasurer, Sean Powell, Associate Superintendent, Mike Knudson, Director of Human Resource Services

The Board of Education discussed the following matters:

- Administration
- Personnel

General decisions made by the Board:

- Nil