

**REGULAR BOARD MEETING MINUTES**  
**Tuesday, April 2, 2019**  
**7:00pm**

A copy of the Public Board Meeting Agenda is available on the School District website at:

<http://www.comoxvalleyschools.ca>

Alternately, copies are available on request from [Debbie.Page@sd71.bc.ca](mailto:Debbie.Page@sd71.bc.ca).

1. **Call to Order**

**Present: Trustees**

Janice Caton, Board Chair  
Tonia Frawley, Vice Chair  
Ian Hargreaves  
Sheila McDonnell  
Kat Hawksby  
Michelle Waite  
Sarah Jane Howe

**Staff**

Dean Lindquist, Superintendent of Schools  
Tom Demeo, Assistant Superintendent  
Nicole Bittante, Secretary Treasurer  
Lynda-Marie Handfield, Director of Human Resources  
Candice Hilton, Director of Finance  
Geoff Manning, Director of Instructional Services K-12  
Ian Heselgrave, Director of Operations  
~~Esther Shatz, Director of Instruction (Student Services)~~  
Josh Porter, Director, Information Technology  
Mary Lee, Communications & Community Engagement Manager  
Debbie Page, Recording Secretary

**Regrets**

Esther Shatz, Director of Instruction (Student Services)

2. **Adoption of Agenda**

Recommendation:

***THAT the Board of Education adopt the April 2, 2019 Regular Public Board Meeting Agenda as presented.***

**CARRIED**

3. **Board Meeting Minutes**

Recommendation:

***THAT the Board of Education adopt the Regular Board Meeting Minutes of February 26, 2019 as amended.***

**CARRIED**

***Under No. 6 Presentation: change the word very to every.***

4. **Report on In-Camera Meeting –**

February 26, 2019

- Facilities and Property
- Personnel
- Governance

5. **Board Chair's Report – Verbal Report**

- Announcement of the sudden passing of former SD 71 (Comox Valley) Secretary Treasurer, Leonard Paul Ibbs.
- Acknowledgement to our Maintenance Staff – cleaning, renovating and fixing the Board Room over Spring Break.
- SD 71 hosted the Vancouver Island School Trustees Association (VISTA) Conference and Business Meeting, March 1-2, 2019 for Island Trustees.
- Thank you to SD71 Trustees for investing your time, hard work and commitment to upcoming strategic planning and governance sessions.
- Trustees will be attending the BC School Trustees Association (BCSTA) AGM in Vancouver later this month.

6. **Notice of Presentation – Tuesday, April 23, 2019**

**Topic: Vaping**

Dr. Charmaine Enns, Medical Health Officer (North Island) will be joined by Mr. Scott Riddell, Tobacco & Vapour Prevention and Control Program

7. **Education Committee Meeting Report – March 12, 2019**

Next Meeting:

**DATE:** Tuesday, April 9, 2019

**TIME:** 6:30 pm

**LOCATION:** Navigate / NIDES

Recommendation:

***THAT the Board of Education receive this report as information.***

**CARRIED**

8. **Strategic Direction**

A. **Superintendent**

i. **District News**

- Tuesday, April 23, 2019 Public Board Meeting Presentation – Topic: Vaping w/Dr. Charmaine Enns, Medical Health Officer (North Island) will be joined by Mr. Scott Riddell, Tobacco & Vapour Prevention and Control Program; 7 pm; School Board Office, Board Room.
- *Outdoor Education and Adventure Experience on Hornby Island, Leadership Camp* for young women ages 15 to 18 will take place July 14-19, 2019. For more information and to register, visit Tribune Bay Outdoor Education:  
<https://www.tribunebayoutdoored.ca/index.php/leadership-academies/>
- Two Comox Valley Schools robotics teams have earned spots at the *World Robotics Tournament*, Louisville, Kentucky, April 24-27, 2019.

ii. **Volunteer Recognition Banquet**

DATE: Wednesday, April 10, 2019  
TIME: 5:30 pm to 7 pm  
LOCATION: Florence Filberg Centre, Courtenay, BC

iii. **Consideration of School Catchment Areas**, Briefing Note

Recommendation:

***THAT the Board of Education direct administration to develop a school catchment area consultation plan for Fall 2020.*** **CARRIED**

iv. **Master's Degree Cohort – Summer 2019**, Briefing Note

Recommendation:

***THAT the Board of Education receive this Briefing Note as information.*** **CARRIED**

v. **2019-2023 Strategic Plan**, Briefing Note

Recommendation:

***THAT the Board of Education receive this Briefing Note as information.*** **CARRIED**

**B. Director of Operations**

i. **Denman Island School Child Care Facility**, Briefing Note

Recommendation:

***THAT the Board of Education direct staff to complete an MCFD grant application for child care space at Denman Island School and enter into a lease agreement with the Denman Island Pre-School Society.*** **CARRIED**

**C. Human Resources**

i. **Retirements**

Tim McCarthy, Manager, Custodial and Delivery Services, Maintenance will retire effective September 30, 2019 after 22 years of service with the district.

Deborah Clarke, Sr. Administrative Assistant, G.P. Vanier Secondary School will retire effective July 31, 2019 after 29 years of service with the district.

Kim Finlayson, Education Assistant, Mark R. Isfeld Secondary School will retire effective July 31, 2019 after 17 years of service with the district.

Teresa Dzuba, Accounts Clerk, G.P. Vanier Secondary School will retire effective July 31, 2019 after 18 years of service with the district.

Cathy Guimond, Program Worker Life Skills, Student Services will retire effective June 30, 2019 after 28 years of service with the district.

Norma Kellinghusen, Education Assistant, Courtenay Elementary School will retire effective June 30, 2019 after 14 years of service with the district.

Isabelle Durand, Teacher, Ecole Robb Road Elementary School will retire effective June 30, 2019 after 6 years of service with the district.

Suzanne Camp, Cultural Indigenous Support Worker, Indigenous Education Department will retire effective June 30, 2019 after 20 years of service with the district.

Recommendation:

***THAT the Board of Education receive this report as information.*** **CARRIED**

9. **Board Committee Reports**

**Facilities Committee Report – March 13, 2019**

i. **2019-20 Annual Five Year Capital Plan Bylaw, Briefing Note**

Recommendation

***THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2019/20-CPSD71-01 receive its first reading.*** **CARRIED**

***THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2019/20-CPSD71-01 receive its second reading.*** **CARRIED**

***THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw 2017 to have the third reading of Capital Bylaw No. 2019/20-CPSD71-01 at a subsequent meeting.*** **CARRIED**

***THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2019/20-CPSD71-01 receive its third and final reading.*** **CARRIED**

Recommendation:

***THAT the Board of Education receive the Facilities Report as provided.*** **CARRIED**

10. **Board Business / Correspondence**

1. **Civic Governance Conference Report**, Sheila McDonnell (Trustee, Baynes Sound, Hornby and Denman Islands); Sarah Jane Howe (Trustee, Village of Cumberland)

Board Information

2. Correspondence from Board of Education SD 71 (Comox Valley) to Minister of Education Rob Fleming and Letter of Response from Minister of Education Rob Fleming re: **Funding Model Panel Recommendations**

Board Information

3. Correspondence from Reg Bawa, Assistant Deputy Minister, Ministry of Education, Resource Management Division re: **Local Education Agreement (LEA) Special Grant Funding**

Board Information

11. **Public Question Period**
12. **Adjournment – 8:15 pm**