



**REGULAR BOARD MEETING MINUTES**  
**Tuesday, April 28, 2019**  
**7:00pm**

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**In Attendance VIA TEAMS MEETING:**

**Trustees**

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

**Staff**

Tom Demeo, Superintendent of Schools  
Nicole Bittante, Secretary-Treasurer  
Geoff Manning, Assistant Superintendent  
Candice Hilton, Director of Finance  
Ian Heselgrave, Director of Operations  
Esther Shatz, Director of Instruction (Student Services)  
Allan Douglas, Director of Instructional Services K-12  
Mary Lee, Communications Manager  
Josh Porter, Director, Information Technology

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**1. Call to Order**

Chair Ian Hargreaves called the meeting to order at 7:04pm and acknowledged that the meeting is being held on the traditional territories of the K'ómoks First Nation.

**2. Adoption of Agenda**

**Recommendation:**

*THAT the Board of Education adopt the April 28, 2020 Regular Public Board Meeting Agenda as presented.*

**CARRIED**

**3. Board Meeting Minutes**

**Recommendation:**

*THAT the Board of Education adopt the March 31, 2020 Regular Public Board Meeting Minutes as presented.*

**CARRIED**

**4. Old Business**

None

**5. Report on In-Camera Meeting – Tuesday, April 21, 2020**

- Personnel
- Other

**6. Board Chair’s Report**

Highlights:

- Thanks Sr. Staff for safety protocols to be put in place for students and staff
- Thanks teachers, maintenance, support staff, parents and most importantly the students for all they are dealing with at this time
- Chair of the Comox Valley Regional District invites SD71 Board and Sr. Staff to the Elected Officials Forum on Tuesday, May 5<sup>th</sup> at 4:00pm from
- Director Edwin Grieve of Comox Valley Early Years Collaborative invites Trustees to “Building Connections for Valley Families” discussion on May 25<sup>th</sup>
- Trustees are invited to upcoming Invasive Species forum, TBA
- Media conference today with Minister of Education, Rob Fleming and BCSTA President, Stephanie Higginson

**7. Presentations / Delegations**

None

**8. Education Committee Meeting**

No meeting in April

**9. Strategic Direction**

**A. Superintendent**

- i. COVID-19 Update**  
Board Information

**B. Assistant Superintendent**

None

**C. Secretary-Treasurer**

**i. Briefing Note - Capital Plan Bylaw No. 2020/21 – CPSD71-01**

**Recommendation**

*THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2020/21-CPSD71-01 receive its first reading.*

**CARRIED**

*THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2020/21-CPSD71-01 receive its second reading.*

**CARRIED**

*THAT the Board unanimously agree to suspend the requirements of the School Act to have the third reading of Capital Bylaw No. 2020/21-CPSD71-01 at a subsequent meeting.*

**CARRIED**

*THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2020/21-CPSD71-01 receive its third and final reading.*

**CARRIED**

**ii. 2020-21 Budget Information Package  
Board Information**

**iii. March 31, 2020 – Financial Update**

- Operating Fund Projection
- Capital Fund Update

Board Information

**iv. Briefing Note – Capital Project Update**

Board Information

**D. Human Resources**

**i. Retirements and Recognition**

**Recommendation:**

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

**CARRIED**

**10. Board Standing Committee Reports**

**A. Budget Committee Board Report**

No meeting in April

**B. Finance Committee Board Report**

No meeting in April

**C. Facilities Committee Board Report**

No meeting in April

**D. Policy Committee Board Report**

No meeting in April

**11. Board Business**

**A. Motion: Michelle Waite, Trustee - Area B (Lazo North)**

**Recommendation:**

*THAT the Board of Education resume the Standing Committee meetings that were suspended until further notice in the motion passed on March 31, 2020:*

- *Policy Committee*
- *Community Engagement Committee*
- *Labour Relations Committee*
- *Facilities Committee*
- *Finance Committee*
  - *Sub-committee Budget Committee*
  - *Sub-committee Audit Committee*

**CARRIED**

**12. Board Correspondence**

None

**13. Public Question Period**

**14. Meeting Adjourned – 8:30pm**

**Certified Correct:**



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Nicole Bittante, CPA, CA  
Secretary-Treasurer



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Ian Hargreaves  
Board Chair