



REGULAR BOARD MEETING MINUTES
Tuesday, September 22, 2020
7:00pm

In Attendance at Mark R. Isfeld Secondary:

Trustees

Sheila McDonnell, Board Chair
Michelle Waite, Vice Chair
Tonia Frawley, Trustee
Janice Caton, Trustee
Kat Hawksby, Trustee
Sarah Jane Howe, 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
Josh Porter, Director, Information Technology

1. Call to Order

Secretary-Treasurer, Nicole Bittante called the meeting to order at 7:00pm 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 September 22, 2020 Regular Public Board Meeting Agenda as amended.

CARRIED

Recommendation:

THAT the Board of Education classify this meeting as the Annual Election of Officers of the Board and hold elections for:

- A. Board Chairperson*
- B. Board Vice-Chairperson*
- C. BCSTA Provincial Council Representative*
- D. BCSTA Provincial Council Alternate Representative*
- E. BCPSEA Representative*
- F. BCPSEA Alternate Representative*

CARRIED

3. Board Elections

Appointment of Scrutineers

Scrutineers:

Candice Hilton, Director of Finance

Esther Shatz, Director of Instruction, Student Services

A. Election of Board Chairperson

The Secretary-Treasurer called for nominations for the position of Chairperson of the Board for a first time. Trustee Tonia Frawley was nominated. The Secretary-Treasurer called for nominations a second time. Hearing none, the Secretary-Treasurer called for nominations a third time. Trustee Sheila McDonnell was nominated. Trustee Frawley and Trustee McDonnell let their names stand. Each nominee spoke in support of their nomination. The Secretary-Treasurer asked the appointed scrutineers to distribute ballots for a vote. Ballots were counted a first time and there was a tie. The Secretary-Treasurer asked the appointed scrutineers to distribute ballots for a second vote. Ballots were counted and Trustee Sheila McDonnell was declared Board Chairperson for the ensuing year.

Trustee Sheila McDonnell assumed the Chair.

B. Election of Board Vice Chairperson

The Board Chairperson called for nominations for the position of Vice-Chairperson of the Board for a first time. Trustee Michelle Waite was nominated. The Board Chairperson called for nominations a second time. Hearing none, the Board Chairperson called a third time for nominations. Trustee Sarah Jane Howe was nominated. Trustee Waite and Trustee Howe let their names stand. Each nominee spoke in support of their nomination. The Board Chairperson asked the appointed scrutineers to distribute ballots for a vote. While the scrutineers were counting the ballots, it was agreed that due to a possible spoiled vote, that the scrutineers distribute new ballots a second time. Ballots were counted and there was a tie. The Board Chairperson asked the scrutineers to distribute the ballots a second time. Trustee Waite was declared Vice-Chairperson of the Board for the ensuing year.

C. Election of BCSTA Provincial Council Representative

The BCSTA Bylaws provide that each member Board shall elect one trustee as *representative* and one trustee *alternate representative* to the BCSTA Provincial Council.

Nominations for *representative* to the BCSTA Provincial Council called by Chairperson

The Chairperson called for nominations for the position of Board representative to the BCSTA Provincial Council a first time. Trustee Janice Caton was nominated. The Chairperson called for nominations a second time. Hearing none, the Chairperson called for nominations a third time. Trustee Tonia Frawley was nominated. Trustee Caton let her name stand and Trustee Frawley declined. Trustee Caton was declared Board representative to the BC School Trustees Association Provincial Council by acclamation for the ensuing year.

D. Election of BCSTA Provincial Council Alternate Representative

Nominations for *alternate representative* to the BCSTA Provincial Council called by Chairperson

The Chairperson called for nominations for the position of alternate Board representative to the BCSTA Provincial Council a first time. Trustee Tonia Frawley was nominated. The Chairperson called for nominations a second time. Hearing none, the Chairperson called for nominations a third time. Trustee Frawley accepted the nomination. Trustee Frawley was declared alternate Board representative to the BC School Trustees Association Provincial Council by acclamation for the ensuing year.

E. Election of BCPSEA Trustee Representative Designate

The BCPSEA Bylaws provide that each member Board shall elect one trustee as *representative designate* and one trustee as *alternate designate* to the BCPSEA Representative Council.

Nominations for *representative designate* to the BCPSEA Representative Council by Chairperson.

The Chairperson called for nominations for the position of Board representative to BCPSEA a first time. Trustee Sarah Jane Howe was nominated. The Chairperson called for nominations a second time. Hearing none, the Chairperson called for nominations a third time. Trustee Howe declined the nomination. The Chairperson called for nominations a fourth time. Trustee Tonia Frawley was nominated. Trustee Frawley accepted the nomination. Trustee Frawley was declared Board representative to BCPSEA by acclamation for the ensuing year.

F. Election of BCPSEA Trustee Alternate Designate

Nominations for *alternate designate* to the BCPSEA Representative Council called by Chairperson.

The Chairperson called for nominations for the position of alternate Board representative to BCPSEA a first time. Trustee Sarah Jane Howe was nominated. The Chairperson called for nominations a second time. Trustee Kat Hawksby was nominated. The Chairperson called for nominations a third time. Trustee Howe accepted the nomination and Trustee Hawksby declined. Trustee Howe was declared alternate Board representative to BCPSEA by acclamation for the ensuing year.

G. Destruction of Ballots

Recommendation:

THAT the ballots from the Board elections be destroyed.

CARRIED

H. Appoint New Chair Signing Authority

Recommendation:

THAT the Board of Education appoint Chair McDonnell as signing authority on behalf of the Board of Education of School District No. 71 (Comox Valley).

CARRIED

4. Board Meeting Minutes

Recommendation:

THAT the Board of Education adopt the September 01, 2020 Regular Public Board Meeting Minutes as presented.

CARRIED

5. Old Business

A. Seat Belts on School Buses Report

Tom Demeo, Superintendent
Board Information

B. Trustee By-Election Update – Verbal Update

Nicole Bittante, Secretary-Treasurer
Board Information

6. Report on In-Camera Meeting – September 22, 2020

- Other

7. Board Chair's Report

The Board Chair read the Board's Vision, Mission and Value Statement and encouraged the Board to work together.

8. Presentations / Delegations

i. 2019-20 Financial Statements Audit Opinion

Candice Hilton, Director of Finance presented the audit process and introduced the Office of the Auditor General of BC auditors Lisa Moore and Mark Vinnish, who presented the auditor's opinion via MS Teams virtual meeting.

9. Education Committee Meeting – No meeting in September

Next Education Committee Meeting:

TOPIC: School Start-Up
DATE: Tuesday, October 13, 2020
TIME: 6:30pm
LOCATION: Mark R. Isfeld Secondary, Multipurpose Room

10. Strategic Direction

A. Superintendent

i. September School Restart Update

- o Federal Safe Return to Class Fund – Briefing Note

Recommendation:

THAT the Board of Education receive the Federal Safe Return to Class Fund briefing note as presented.

CARRIED

ii. District News

Board Information

iii. Administrative Procedure 453 – Role of the Secretary-Treasurer/Chief Financial Officer

Board Information

Recommendation:

THAT the Board of Education receive Administrative Procedure 453, Role of the Secretary-Treasurer/Chief Financial Officer as presented.

CARRIED

B. Assistant Superintendent

i. School Start Up/Enrolment Update

Verbal reports from Geoff Manning, Assistant Superintendent, Allan Douglas, Director of Instructional Services (K-12), and Esther Shatz, Director of Instruction (Student Services).
Board Information

C. Secretary-Treasurer

None

D. Human Resources

i. Retirements and Recognition

None

11. Board Standing Committee Reports

A. Audit Committee Board Report – September 15, 2020

i. 2019-20 Financial Statements

Recommendation:

THAT the Board of Education approve the 2019-20 audited financial statements as presented.

CARRIED

Recommendation:

THAT the Board of Education receive the Audit Committee Board Report as presented.

CARRIED

B. Facilities Committee Board Report – September 15, 2020

i. Club House at Turf Field – Briefing Note

Recommendation:

THAT the Board of Education approve the construction of a field house on the artificial turf field site at G.P. Vanier Secondary.

CARRIED

Recommendation:

THAT the Board of Education request that Senior Staff work with the Comox Valley Regional District to update the Turf Field Operating Agreement to reflect the change in assets at the turf field.

CARRIED

ii. Capital Projects – Briefing Note

Recommendation:

THAT the Board of Education receive the Capital Projects Update briefing note as presented.

CARRIED

Recommendation:

THAT the Board of Education receive the Facilities Committee Board Report as presented.

CARRIED

C. Policy Committee Board Report

None

12. Board Business

- A. Trustee Report: Union of BC Municipalities**
Sarah Jane Howe, Trustee (Village of Cumberland)
Board Information

13. Board Correspondence

- A. Correspondence: from The Board of Education to Minister of Education, Rob Fleming – School Start-Up and 1701 Recommendation**
Tonia Frawley, Vice-Chair
Board Information

14. Public Question Period

15. Meeting Adjourned – 8:55pm

Certified Correct:



Nicole Bittante
Secretary-Treasurer



Sheila McDonnell
Board Chair