



**Comox Valley Schools**

**A Community of Learners**

**INNOVATIVE • INQUISITIVE • INCLUSIVE**

## **Board of Education**

# **Regular Public Board Meeting Agenda**

**Tuesday, January 31, 2023**

**7:00pm**

School District No. 71 (Comox Valley)  
607 Cumberland Road, Courtenay, BC V9N 7G5  
250-334-5500

***Vision***

**A COMMUNITY OF LEARNERS - INNOVATIVE ♦ INQUISITIVE ♦ INCLUSIVE**

An inclusive learning community that embraces diversity, fosters relationships and empowers all learners to have a positive impact on the world.

## ***Mission***

To inspire engaged, compassionate, resilient lifelong learners and cultivate a collaborative community together.

## ***We Value and Believe In***

Trusting relationships based on respect, integrity and ethical behaviour

A commitment to Truth and Reconciliation with Indigenous peoples

Equity, inclusion, dignity, and acceptance for all

Global awareness and environmental stewardship

Innovation, creativity, problem-solving, and critical thinking

Accountability and shared responsibility

Open and engaging communication

Celebration of learning

## ***Strategic Priorities***

Educational Excellence  
Community Engagement  
Organizational Stability & Environmental Stewardship  
Physical Health & Mental Well-Being



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**REGULAR BOARD MEETING AGENDA**  
**Tuesday, January 31, 2023**  
**7:00pm**

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A copy of the Public Board Meeting Agenda is available on the School District website at:  
<http://www.comoxvalleyschools.ca>

Alternatively, copies are available on request from [heidi.bell@sd71.bc.ca](mailto:heidi.bell@sd71.bc.ca)

**Public Board Meetings are recorded and live streamed on the School District's YouTube channel.**

Questions pertaining to current agenda items can be submitted to [boardmeetings@sd71.bc.ca](mailto:boardmeetings@sd71.bc.ca), this allows staff to provide thorough answers.

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**The Board of Education acknowledges that we are on the traditional territories of the K'ómoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.**

**1. Call to Order**

**2. Adoption of Agenda**

**Motion:**

*THAT the Board of Education of School District No.71 (Comox Valley) adopt the January 31, 2023, Board Meeting Agenda as presented.*

**3. Board Meeting Minutes**

Pages 1-5

**Motion:**

*THAT the Board of Education of School District No.71 (Comox Valley) adopt the December 13, 2022, Regular Public Board Meeting Minutes as presented.*

**4. Unfinished Business - None**

**5. Record of In-Camera Meeting Minutes / Reports**

Page 6

- December 13, 2022 – Regular In-Camera Meeting

6. **Board Chair’s Report - Verbal**
7. **Presentations / Delegations – None**
8. **Open Committee of the Whole – for Information Only**

**Next Open Committee of the Whole Meeting:**

**TOPIC:** Literacy/Numeracy Assessment, Director of Instruction, Vivian Collyer  
**DATE:** Feb 14, 2023  
**TIME:** 4:30 pm  
**LOCATION:** School Board Office, Board Room

9. **Strategic Direction**

- A. Superintendent**

- i. Superintendent District Report – Verbal Update
- ii. Equity Scan – Verbal Update

- B. Assistant Superintendent**

- i. Kindergarten Registration Enrolment – Verbal Update

- C. Secretary-Treasurer**

- i. Clean BC – Go Electric Fleets Program – Verbal Report

- D. Human Resources**

- i. Retirements and Recognition

Page 7

10. **Open Committee of the Whole Meeting – No Meeting in January 2023**

11. **Board Standing Committee Reports - None**

12. **Board Business**

- A. Notice of Motion:** Janice Caton, Trustee (City of Courtenay)

*THAT the Board of Education for School District No. 71 (Comox Valley) write a letter extending our invitation to the Minister of Education and Child Care, the honourable Rachna Singh to visit our district.*

**B. Notice of Motion to Rescind:** Janice Caton, Trustee (City of Courtenay)

**Motion to Rescind:**

*THAT the Board of Education for School District No 71 (Comox Valley) rescind the motion below that was carried at the June 21, 2022, Regular Board Meeting.*

**Motion CARRIED June 21, 2022:**

*THAT the Board of Education for School District No. 71 (Comox Valley) establish a district wide committee to address the issues of gender-based violence amongst students.  
[Caton/Howe]*

**C. Comox Valley Food Policy Council (CVFPC) to School District 71 Board of Director**  
Request to the School District, to appoint a school trustee to sit as a member for one, two-year term onto the Comox Valley Food Policy Council.

Pages 8-9

**Recommendation from the Closed Committee of the Whole:**

*THAT the Board of Education of School District No. 71 (Comox Valley) appoint a trustee to be a representative in the Comox Valley Food Policy Council (CVFPC) Committee for a one-year term.*

**D. Board Committees 2022-23 - Trustee Appointments**

Pages 10-11

**E. Trustee Report: Indigenous Education Committee (IEC) - Written Report, Susan Leslie**

Pages 12-13

**F. Trustee Report: BCPSEA AGM, January 26-27, 2023 – Verbal Report, Cristi May Sacht, Chelsea McCannel-Keene**

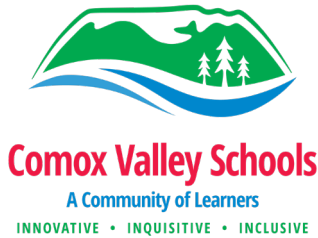
**13. Board Correspondence - None**

**14. Public Question Period**

**15. Adjournment**

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) adjourn this meeting.*



**REGULAR BOARD MEETING MINUTES**  
**Tuesday, December 13, 2022**  
**7:00pm**

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**Attendance In Person:**

**Trustees:**

Michelle Waite, Board Chair  
Susan Leslie, Vice Chair  
Chelsea McCannel-Keene, Trustee  
Cristi May Sacht, Trustee (via Zoom)  
Shannon Aldinger, Trustee  
Sarah Jane Howe, Trustee  
Janice Caton, Trustee

**Staff:**

Tom Demeo, Superintendent of Schools  
Brenda Hooker, Secretary-Treasurer  
Geoff Manning, Assistant Superintendent  
Candice Hilton, Director of Finance  
Ian Heselgrave, Director of Operations  
Vivian Collyer, Director of Instruction  
Jay Dixon, Director of Instruction  
Sean Lamoureux, Director of Inclusive Education  
Josh Porter, Director Information Technology  
Craig Sorochan, Manager of Communications

**Recording Secretary:** Heidi Bell, Sr. Executive Assistant

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**1. Call to Order**

Board Chair, Michelle Waite called the meeting to order at 7:07 pm.

**2. Traditional Welcome and Blessing**

Ramona Johnson and Nicholas gave a traditional welcome and presented a drumming welcome song. Ramona gave trustees a gift to welcome them to their new roles. Trustees, staff and guests expressed their appreciation.

**3. Adoption of Agenda - Amended**

**Motion:**

*THAT the Board of Education for School District No.71 (Comox Valley) adopt the December 13, 2022, Regular Public Board Meeting Agenda as amended.*

*[Howe/Caton]*

**CARRIED**

**4. Board Meeting Minutes - Amended**

Pages 1-7

**Motion:**

*THAT the Board of Education for School District No.71 (Comox Valley) adopt the November 29, 2022, Regular Board Meeting Minutes as amended.*

*[Caton/Howe]*

**CARRIED**

**5. Unfinished Business**

None

**6. Record of In-Camera Meetings / Reports**

Page 8

- November 29, 2022 – Regular In-Camera Meeting

**7. Board Chair’s Report – Verbal Report**

Board Chair, Michelle Waite welcomed everyone to the meeting. Thank you to all staff, senior leadership, and presenters for attending. Trustees attended the BCSTA Academy, it was a wonderful opportunity to learn together and to connect with other trustees from around the province.

**8. Presentations / Delegations – Supporting Student Health – Presentation Attached**

Pages 9-32

Director of Inclusive Education, Sean Lamoureux, Director of Instruction, Jay Dixon, Outreach Councilors and Teacher leads, Tara Ryan, Karla Lasota and Jill Kotapski gave an in-depth presentation around Supporting Student Health in Comox Valley Schools.

[Supporting Student Health Guide \(Elementary\)](#)

[Supporting Student Health Guide \(Secondary\)](#)

Trustees thanked the presenters, asked numerous questions, which staff answered. Trustees can direct follow-up questions to the Superintendent.

**9. Committee of the Whole – for Information Only**

**Next Committee of the Whole Closed Meeting:**

**DATE:** January 10, 2023

**TIME:** 4:00 pm

**LOCATION:** School Board Office, Board Room

**10. Strategic Direction**

**A. Superintendent**

**i. Superintendent District Report – Written Report**

Pages 33-37

**ii. Equity Scan Update – Attachment**

Pages 38-45

The Superintendent shared a slide show on the Equity Scan’s process and actions plan(s).

iii. **Busing Presentation, Director of Operations, Ian Heselgrave**

The Director of Operations gave an update on busing in general as well as when adverse weather occurs. School buses in our district transport roughly 2,500 students per day, on 30 different routes, driving 2,900 km per day. When snow or adverse weather occurs teams start at 4:30 am driving the district, which is divided into 4 quadrants. The Superintendent is contacted around 5:45 am with a recommendation. If a decision has been made to close schools, our communication and IT departments start to get the word out.

SD71 is implementing a new busing app, which will allow you to see each bus location in real time. This will start in January 2023 and should be in a full roll out by the end of the school year.

**B. Assistant Superintendent**

i. **Affordability Fund – Verbal Update**

The affordability funds are being used in all schools in the district. The topic has been discussed at the District Student Advisory Council around stigma and some great ideas are coming out of the conversations.

Lush Valley is serving over 300 families in our community, with food packets.

ii. **VP Pool Interviews – Verbal Update**

Currently, 4 candidates were successful, 2 in district and 2 out of district.

**C. Secretary-Treasurer**

i. **Statement of Financial Information (SOFI) – Briefing Notes**

The Secretary-Treasurer and Director of Finance, spoke to the Statement of Financial Information (SOFI) and answered questions.

Pages 46-118

**Motion:**

*THAT the Board of Education for School District No.71 (Comox Valley) accept the Statement of Financial Information for the fiscal year ended June 30, 2022, as presented [Caton/Howe]*

**CARRIED**

ii. **Hornby Island Property, 2100 Sollans Road**

Moved out of Camera from today's In-Camera Meeting

**Motion:**

*That the Board of Education for School District No.71 (Comox Valley) authorize the above land issue to be moved out of camera as public notifications will be necessary in the process to obtain title.*

[Howe/McCannel-Keene]



**CARRIED**

The Secretary-Treasurer advised that an issue arose from an Island Trust permit process. It has identified that the land title located at 2100 Sollans Road, the former school site, is not in the districts name. Documents dating back to 1906 indicate the 1-acre property was intended to be a gift. We will be moving forwarding to a court process to gain title, registered in the districts name.

**D. Human Resources**

- i. **Retirements and Recognition - None**

**11. Board Standing Committee Reports**

**A. Audit Committee Board Report – No Meeting in December For Information Only**

- i. The Secretary-Treasurer informed the board of advertising, which will be released, requesting members of the public to sit on the district Audit Committee.

**12. Board Business**

**A. BCSTA, Trustee Janice Caton – Provincial Council Report – Verbal Update**

Trustee Caton updated the board, that the BCSTA Academy motion which was made by trustees and presented in partnership with Saanich was passed unanimously by all 60 districts in the province.

BCSTA is looking at a name changed in 2023 to “BC Boards of Education”

**B. Trustee School Liaisons – For Information Only**

Board Chair, Michelle Waite advised that the remaining committee allocations will be finalized at the Januarys Board meeting.

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**13. Board Correspondence**

None

**14. Public Question Period**

#1) What will the committee on gender-based violence look like and will it have representation from trustees, DPAC, students and SD71 staff?

The Superintendent spoke to the current directive from the Ministry as well as the presentation given at tonight’s meeting. He will follow up with trustees at the next Committee of the Whole to have a discussion around the purpose and intent of a gender-based violence committee.

#2) Given the climate changes in the Comox Valley, colder winters, and hotter summers, is it time the district creates an AP on “Extreme Weather”?

The Superintendent agreed, it is a very good suggestion that we will look into.

#3) With regards to disclosure reports from school councilors etc. does the Director of Inclusive Education receive the reports.

The Director of Inclusive Education, Sean Lamoureux does receive these reports, historically they reports remained with the administration at the school.

**15. Meeting Adjourned – 8:52 pm**

**MOTION:**

*THAT the Board of Education adjourn this meeting.*

*[Howe/May]*

**CARRIED**

**Board Approved on:**  
January 30, 2023

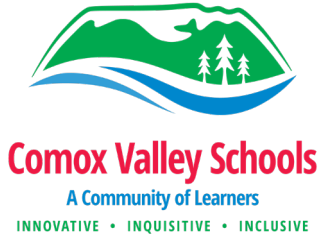
**Certified Correct:**

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Brenda Hooker, CPA, CGA  
Secretary-Treasurer

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Michelle Waite  
Board Chair



# Comox Valley Schools

School District No. 71  
Office of the Secretary Treasurer

## RECORD OF IN-CAMERA MEETINGS

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**TO:** Board of Education **DATE:** January 31, 2023  
**FROM:** Office of the Secretary-Treasurer  
**RE:** Record of In-Camera Meetings

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### RECORD PURSUANT TO SECTION 72 OF THE *SCHOOL ACT*

**Matters discussed and decisions reached at the Special and Regular In-Camera meetings held since the last such report:**

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#### **December 13, 2022 – Regular In-Camera Meeting**

1. Receipt of and updates on one land/property matters
2. Receipt of and updates on no legal matters
3. Receipt of and updated on eight other matters

The meeting was called to order at 6:00 pm and adjourned at 6:57 pm.

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Board of Education of School District No. 71

**BRIEFING NOTE**

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**TO:** Board of Education

**DATE:** January 31, 2023

**RE:** Human Resources - Retirements and Recognition

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**Retirements**

Barbara Matson, Education Assistant, Inclusive Education, retiring effective April 10, 2023, after 30 years of service.

Brenda MacPherson, Teacher, Highland Secondary, retiring effective March 31, 2023, after 31 years of service.



**Dec 12, 2022**

**Attn:** School District 71 Board of Directors

**RE:** Request to the School District Board of Directors, to appoint a school Trustee to sit as a member for one, two-year term onto the Comox Valley Food Policy Council (CVFPC)

**Term:** January 2023- January 2025 (with possibility of extension to a second term)

This letter is a formal request to the School District 71 Board of Directors to support the appointment of one Trustee to sit on the CVFPC for a 2-year term starting January 2023.

The purpose of the CVFPC is to help support regional, municipal and territorial governments- including School District 71 and community leaders to include food systems policy where appropriate in planning process and initiatives. The CVFPC supports best practices and advocates towards food policy and implementation in the areas of local food production, food security and food systems education for the region.

The CVFPC has been in operation since Nov 2019, initiated by a motion at the CVRD Board of Directors to support its establishment. The CVRD has provided annual funding matched by LUSH Valley funding and in-kind support. LUSH Valley will provide the coordination (hopefully shared with a member this term) and administrative support for the group.

The appointed SD 71 Trustee member would act in a liaison role, and would be expected to attend monthly meetings. This appointed member may also choose to sit on one or more additional subcommittee.

Please note that our current Terms of Reference allow for any interested community members to submit an Expression of Interest to sit on the council. Therefore any additional interested councilor that is not appointed could be vetted to join the council through this process.

For more information on the CVFPC including the Terms of Reference, and latest Annual Report <https://lushvalley.org/cvfpc/about/>

Please don't hesitate to contact me should you require further information in order to support this decision.

Thank-you for your support and consideration,

A handwritten signature in black ink, appearing to read "Maurita Prato". The signature is fluid and cursive, with a large, stylized initial "M" and "P".

Maurita Prato  
Coordinator, Comox Valley Food Policy Council

## Board Committees 2022-2023

### Board Standing Committee

<b>Community Engagement Committee</b>	2 Trustees:	Michelle Waite Susan Leslie
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### External Committees (Elected)

<b>BCSTA Provincial Council</b>	Trustee: Alternate:	Janice Caton Shannon Aldinger
<b>BCPSEA</b>	Trustee: Alternate:	Cristi May Sacht Chelsea McCannel-Keene

### Other Board Committees

<b>Indigenous Education Council</b>	1 Trustee Representative: 1 Trustee Alternate: February: March: April: May: June: September: October: November: December:	Susan Leslie  Chelsea McCannel-Keene Shannon Aldinger Cristi May Sacht Janice Caton Sarah Jane Howe Michelle Waite Chelsea McCannel-Keene Shannon Aldinger Cristi May Sacht
<b>Professional Development Committee</b>	1 Trustee Representative: 1 Trustee Alternate:	Janice Caton Susan Leslie
<b>District Calendar Committee</b> Meets as needed	1 Trustee Representative:	Janice Caton

<b>District Parent Advisory Committee</b>	Two Trustee Representatives on a rotating basis - lead contact is the Board Chair	
	February:	Shannon Aldinger Chelsea McCannel-Keene
	March:	Sarah Jane Howe Cristi May Sacht
	April:	Janice Caton Michelle Waite
	May:	Chelsea McCannel-Keene Cristi May Sacht
	June:	Janice Caton Sarah Jane Howe
	September:	N/A
	October:	Michelle Waite Susan Leslie
	November:	Shannon Aldinger Cristi May Sacht
	December:	Chelsea McCannel-Keene Sarah Jane Howe
<b>Tribune Bay Outdoor Education Society</b>	1 Trustee Representative: 1 Trustee Alternate:	Chelsea McCannel-Keene Michelle Waite
<b>Comox Valley Recreation Commission</b>	1 Trustee Representative: 1 Trustee Alternate:	Sarah Jane Howe Shannon Aldinger
<b>Comox Valley Social Planning Society</b>	1 Trustee Representative: 1 Trustee Alternate:	Chelsea McCannel-Keene Sarah Jane Howe
<b>Comox Valley Food Policy Council</b>	1 Trustee Representative: 1 Trustee Alternate:	Cristi May Sacht Shannon Aldinger
<b>Equity In Action Steering Committee</b>	Board Chair: Vice Chair:	Michelle Waite Susan Leslie
<b>Equity In Action Policy / Governance</b>	Board Chair: Vice Chair:	Michelle Waite Susan Leslie
<b>Equity In Action Learning Environment Committee</b>	Trustee:	[Name]
<b>Equity In Action Pedagogical Core</b>	Trustee:	[Name]
<b>Equity In Action Learning Profile</b>	Trustee:	[Name]



## Summary / highlights from December 2022 & January 2023 IEC meetings

### December IEC meeting

#### 1. Indigenous Education District Staff Presentations:

InEd Support Teacher (Elementary)	<b>Lynn Swift</b>
InEd Support Teacher (Elementary)	<b>Gail Martindale</b>
InEd Support Teacher (Secondary)	<b>Lelaina Jules</b>
SD71 / KFN Success Teacher	<b>Natasha Rainkie</b>
Online Learners Support Teacher	<b>Richard Turenne</b>
InEd Program Worker – Elem	<b>Gwen Monnet</b>
InEd Coordinator	<b>Chettie Macdonald</b>

Staff provided a mix of verbal and PowerPoint presentations on their role in SD71.

- KFN Success Teacher is NEW to SD71 coming out of our LEA with Komoks First Nation
- Thoughtful and challenging questions were asked by IEC members and Trustees

#### 2. **Winter Lunch** (hosted in School Board Office Board room)

- All IEC members and guests were invited for a lunch hosted by the IEC

Upcoming Professional Development Day February 17, 2023,

#### **Sharing Cultural perspectives: Where Paths Meet**

- Indigenous Education District staff have been working diligently in collaboration with the Pro-D Committee and community in orchestrating the District Indigenous Learning Day providing a series of presentations and breakout sessions for Sd71 staff.

## **January IEC meeting**

### **Equity Scan**

- Equity scan steering committee inaugural meeting
- Several IEC members are on the steering committee (representing Komoks First Nation, Metis Association (MIKISU) and the IEC Chairperson.

### **Indigenous Parents Advocacy Club (IPAC)**

- Group of Indigenous parents and Bruce Carlos taking a lead on re-establishing IPAC in our District (regular events and meetings have been postponed since March 2020).
- Prior to COVID, we had 50+ children and family members attending IPAC Gym Nights hosted at Lake Trail Community School

### **Building Relationships;**

Holiday Luncheon with Ni'noxola

Discussion around arranging a gathering (dinner) with IEC members and SD Trustees. Discussions underway.