



Comox Valley Schools
A Community of Learners

Comox Valley Schools
School District No. 71

REGULAR BOARD MEETING MINUTES

Tuesday, April 22, 2025
7:00 pm

Attendance In Person:

Trustees:

Michelle Waite, Board Chairperson
Susan Leslie, Vice Chairperson
Chelsea McCannel-Keene, Trustee
Cristi May Sacht, Trustee
Janice Caton, Trustee
Sarah Jane Howe, Trustee
Shannon Aldinger, Trustee

Staff:

Dr. Jeremy Morrow, Superintendent of Schools
Carrie McVeigh, Secretary-Treasurer
Jennifer Nelson, Assistant Secretary-Treasurer
Dr. Vivian Collyer, Associate Superintendent
Joe Heslip, Associate Superintendent
Jay Dixon, Associate Superintendent
Josh Porter, Director of Information Technology
Molly Proudfoot, Director of Operations
Candice Hilton, Director of Finance
Beth Peddle, Vice Principal and French Programs Coordinator
Craig Sorochan, Manager of Communications

Regrets: None

Recording Secretary: Candace Jesson, Manager Administrative Services & Projects

1. Call to Order

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.

The Board Chairperson called the meeting to order at 7:00 pm.

2. Adoption of Agenda

Pages 1-5

Motion: (RP-2025-04-22-01)

THAT the Board of Education of School District No.71 (Comox Valley) adopt the April 22, 2025, Public Board Meeting Agenda as presented.

Howe/May Sacht

CARRIED

3. Board Meeting Minutes

Pages 6-12

Motion: (RP-2025-04-22-02)

THAT the Board of Education of School District No.71 (Comox Valley) adopt the March 11, 2025, Regular Public Board Meeting Minutes as presented.

School District No. 71 (Comox Valley) Board of Education

Vision Statement - Compassionate, connected and personalized learning for all.

Purpose Statement – To create safe, equitable learning environments that lift each learner to thrive, grow and to share their unique gifts.

Howe/McCannel-Keene
CARRIED

4. Unfinished Business – None

5. Record of In-Camera Meetings

Pages 13

- March 11, 2025 – Regular In-Camera Meeting
- April 08, 2025 – Closed Committee of the Whole Meeting

6. Board Chairperson Report

Pages 14

The Board Chairperson provided the Board with an update on upcoming events, outdoor learning, and upcoming presentations.

7. Presentations / Delegations

A. Build Public Childcare, Request for Support – Presentation

Pages 15-24

Kiyoshi Kosky, President CUPE Local 439 and
Sean Mulligan, Custodian Steward CUPE Local 439 and
Tuesday Andrich, Representative CUPE National

Kiyoshi Kosky delivered a presentation proposing the development of additional public childcare facilities within the district by complimenting existing services in offering ‘before and after school care’. A request was made for the Board's support in making one project site operational by the 2026-2027 school year.

Board members asked questions regarding funding, business operations, and location. The Board acknowledged the presentation and commented that further discussion and information gathering would be required.

8. Strategic Direction

A. Learning Services

i. Superintendent District Report – Verbal

The Superintendent provided a verbal update on student achievements, key district initiatives, and student activities.

ii. French Programs Update – Presentation

Pages 25-33

Vivian Collyer, Associate Superintendent and
Beth Peddle, Vice Principal and French Programs Coordinator

The Board was provided with an update on the status of the French programs within the district which are designed for non-French speaking students,

including program enrollment, various programs available, funding, professional development, initiatives supporting student learning and retention, and cultural activities.

iii. Strategic Plan Operational Update – Presentation
Jeremy Morrow, Superintendent

Pages 34-36

The Board received an update on the operational progress of the district's strategic plan. Key areas of focus included the creation of school growth plans and departmental plans for completion for the next school year.

iv. Local Education Agreement Update – Presentation
Joe Heslip, Associate Superintendent

Pages 37-47

The Board was provided with an update on the progress of the Local Education Agreement with K'ómoks First Nation, highlighting consistent messaging regarding protocols, celebration of collaborations, review of recent data on student supports and attendance, and creating new information sharing structures.

B. Business Services

i. 2025-26 Annual Budget - Preliminary Operating Grant Announcement - Briefing Note
Jennifer Nelson, Assistant Secretary-Treasurer

Pages 48-56

Given the Ministry's announcement on increase to the operating grant the Assistant Secretary-Treasurer reviewed the anticipated increase to fund the cost pressures related to enrollment, contracts, and operating costs. Further adding that the next step in the budget process will be the survey which will soon be shared with the public.

The Board asked questions regarding financial pressures, political uncertainty that affect budgets and expenditure, and launch of the survey. Clarification was provided along with contingency fund availability.

Motion: (RP-2025-04-22-03)

THAT the Board of Education for School District No. 71 (Comox Valley) receive the 2025-26 Annual Budget - Preliminary Operating Grant Announcement briefing note dated April 22, 2025, as presented.

Howe/Leslie

CARRIED

ii. Q3 Financial Update – Briefing Note

Pages 57-60

Jennifer Nelson, Assistant Secretary-Treasurer

The Assistant Secretary-Treasurer provided the Board with financial projections through to the end of the fiscal year and incorporated the recalculated operating grant, projecting a surplus and ability to maintain the contingency fund at the current level. The Board inquired about the calculation used to determine the current contingency fund. In accordance with Board policy the amount is set at 1.5-3%, and the current rate is 2.67%.

Motion: (RP-2025-04-22-04)

THAT the Board of Education for School District No. 71 (Comox Valley) receive the Q3 Financial Update briefing note dated April 22, 2025, as presented.

Howe/McCannel-Keene

CARRIED

iii. 2025-26 Annual Facilities Grant Expenditure Plan – Briefing Note

Pages 61-62

Molly Proudfoot, Director of Operations

Molly Proudfoot was present to address questions from the Board. The Board sought clarification on playground accessibility and possible sites for the solar PV arrays and additional supporting grant availability.

Motion: (RP-2025-04-22-05)

THAT the Board of Education for School District No. 71 (Comox Valley) receive the 2025-26 Annual Facilities Grant Application briefing note, dated April 22, 2025, as presented.

McCannel-Keene/Howe

CARRIED

iv. Major Capital Projects Update – Briefing Note

Pages 63-66

Molly Proudfoot, Director of Operations

The Board received an update on the status of capital projects, with confirmed timelines. Molly Proudfoot was present to address questions from the Board, including previous concerns about parking at Aspen and the role of partner engagement in the planned development process.

Motion: (RP-2025-04-22-06)

THAT the Board of Education for School District No. 71 (Comox Valley) receive the Major Capital Projects Update briefing note, dated April 22, 2025, as presented.

Howe/Leslie

CARRIED

v. Capital Plan Approval and Bylaw 2025/26-CPSD71-01 - Briefing Note
Carrie McVeigh, Secretary-Treasurer

Pages 67 - 95

The Secretary-Treasurer recapped the detailed briefing note. The Board revisited previous discussions regarding the upgrade of École Puntledge and the process for prioritization. The seismic mitigation program was reaffirmed as a district priority.

Motion: (RP-2025-04-22-07)

THAT the Board of Education of School District No. 71 (Comox Valley) give all three readings of the Capital Bylaw No. 2025/26-CPSD71-01 in one meeting, this date, April 22, 2025.

Leslie/McCannel-Keene

CARRIED UNANIMOUSLY

Motion (3 readings): (RP-2025-04-22-08)

THAT the Board of Education of School District No. 71 (Comox Valley) adopt the 2025/2026 Capital Bylaw cited as School District No. 71 (Comox Valley) Capital Bylaw No. 2025/26-CPSD71-01, being a bylaw associated with the 2025/26 Capital Plan as identified in the Capital Plan Response letter, dated March 25, 2025, issued by the Capital Management Branch, Ministry of Infrastructure.

Read for a first time this 22nd day of April, 2025

Howe/May Sacht

CARRIED UNANIMOUSLY

Read for a second time this 22nd day of April, 2025

McCannel-Keene/Howe

CARRIED UNANIMOUSLY

Read for a third time and adopted this 22nd day of April, 2025

May Sacht/Leslie

CARRIED UNANIMOUSLY

vi. Rugby School Community / Cricket Pitch – Field Size Update – Verbal
Carrie McVeigh, Secretary-Treasurer

Superintendent Jeremy Morrow gave verbal update on behalf of the Secretary-Treasurer in follow up to the presentation last meeting that resulted in adjustments made to the rugby field. A long-term solution is being sought to address the concerns about the proximity/buffer between the rugby field and cricket pitch.

9. Board Standing Committee Reports

A. Open Committee of the Whole Board Report – April 08, 2025

Pages 96-98

Motion: (RP-2025-04-22-09)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the April 08, 2025, Open Committee of the Whole Board Report to the Board, as presented.

Howe/Aldinger

CARRIED

Next Open Committee of the Whole Meeting:

TOPIC: 2025-26 Annual Budget
DATE: May 13, 2025
TIME: 7:00 pm
LOCATION: School Board Office: 2488 Idiens Way, Courtenay

B. Ad Hoc Policy Committee Board Report – March 12, 2025

Pages 99-102

Chelsea McCannel-Keene, Trustee

Motion: (RP-2025-04-22-10)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the March 12, 2025, Ad Hoc Policy Committee Report to the Board, as presented.

McCannel-Keene/Howe

CARRIED

i. Next Ad Hoc Policy Committee Meeting:

Tuesday, April 29, 2025, 4:00 pm – 6:00 pm

C. Gender-Based Violence Working Committee Board Report – April 16, 2025

Pages 103-105

Shannon Aldinger, Trustee

Trustee Aldinger pointed out the extension of the survey closing date and level of community interest in the work being done.

Motion: (RP-2025-04-22-11)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the April 16, 2025, Gender-Based Violence Working Committee Report to the Board, as presented.

Aldinger/McCannel-Keene

CARRIED

i. Next Gender-Based Violence Working Committee Meeting:

Wednesday, May 7, 2025, 8:30 am – 10:30 am

10. Board Business

A. Trustee Report - None

B. Indigenous Education Council (IEC) Report – April 15, 2025
Susan Leslie, Trustee

Pages 106

The report provided to the Board was dated April 15, 2025 and received by the Board on April 22, 2025. During the reading of the motion, the following was initially presented: "THAT the Board of Education of School District No. 71 (Comox Valley) receive the March 15, 2025, Indigenous Education Council (IEC) Report to the Board, as presented." This was identified as an error and the motion was subsequently amended.

Motion: (RP-2025-04-22-12)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the April 22, 2025, Indigenous Education Council (IEC) Report to the Board, as presented.
Leslie/May Sacht

CARRIED

i. Next Indigenous Education Council (IEC) Meeting:
Tuesday, June 10, 2025, 12:00 pm – 3:00 pm

11. Board Correspondence

A. Cumberland Community Schools Society (CCSS) Youth Centre Request -
support in securing an alternate space to continue program offering

Pages 107-112

The Superintendent acknowledged the support of Cumberland Community School and continues to work with the Principal to identify alternative suitable space.

12. Public Question Period to the Board

The Superintendent responded to a question raised in the March meeting regarding the threshold of evacuation during an earthquake. If the earthquake is discernible of moderate intensity, an evacuation would occur.

The CDTA President inquired about the budget surplus and the use of funds to support NIDES teachers with the increased enrollment at NIDES. In response, discussions are ongoing with NIDES administration regarding both short-term and long-term staffing support.

13. Meeting Adjourned – 8:52 pm

MOTION: (RP-2025-04-22-13)

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

Howe/McCannel-Keene

CARRIED

Board Approved on:
May 27, 2025

Certified Correct:



Carrie McVeigh
Secretary-Treasurer



Michelle Waite
Board Chairperson