



REGULAR BOARD MEETING MINUTES

Tuesday, June 24, 2025

7:00 pm

Attendance In Person:

Trustees:

Michelle Waite, Board Chairperson
Susan Leslie, Vice Chairperson
Chelsea McCannel-Keene, 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
Sean Lamoureux, Associate Superintendent
Lelaina Jules, Acting VP of Indigenous Education
Candice Hilton, Director of Finance
Josh Porter, Director of Information Technology
Molly Proudfoot, Director of Operations
Craig Sorochan, Manager of Communications

Regrets: Cristi May Sacht, Trustee

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 7:02 pm.

2. Adoption of Agenda

Pages 1-5

Motion: (RP-2025-06-24-01)

THAT the Board of Education of School District No.71 (Comox Valley) adopt the June 24, 2025, Public Board Meeting Agenda as presented.

Howe/McCannel-Keene

CARRIED

3. Board Meeting Minutes

Pages 6-12

Motion: (RP-2025-06-24-02)

THAT the Board of Education of School District No.71 (Comox Valley) adopt the May 27,

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

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

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2025, Regular Public Board Meeting Minutes as presented.
Leslie/Aldinger
CARRIED

4. Unfinished Business

- A. Follow up to the request at the last board meeting to thank some of the “Special Track Meet’ event sponsors. The district will be sending out ‘thank you’s’ to a list provided by the presenters.

5. Record of In-Camera Meetings

Pages 13

- May 27, 2025 – Regular In-Camera Meeting
- June 10, 2025 – Closed Committee of the Whole Meeting

6. Board Chairperson Report

Pages 14-15

The Board Chairperson provided their report and noted that the District brought the bentwood box to the Standing Committee presentation as a symbolic acknowledgement and representation of our students in the work we do.

7. Presentations / Delegations

B. Indigenous Education - Year in Review – Presentation

Pages 16-24

Joe Heslip, Associate Superintendent and
Lelaina Jules, Acting District Principal, Indigenous Education

The presentation highlighted the District’s goals, the meaningful and ongoing collaboration with K’ómoks First Nation, and empowerment of the Indigenous Education Council in decision making. It emphasized the importance of relationship-building, shared responsibility, and the development of new structures grounded in reciprocity and staff collaboration. The year was characterized as one of transition, reciprocity amongst staff, and building structures that support this important work. Full details are available in the meeting recording posted online.

Board Chairperson Waite passed the role of meeting chair over to Vice Chairperson Howe to briefly step away and resumed upon return.

8. Strategic Direction

A. Learning Services

i. Superintendent District Report – Verbal

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

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The Superintendent recapped some of the district's recent events:

- GP Vanier Graduation: marks the success of our students and the work of everyone who contributes to their success.
- Strategic Plan: Meaningful progress has been made while recognizing that important work remains. Expressed gratitude to trustees and all staff for their dedication in wrapping up the school year and preparing for the return of students in the fall.

ii. NIDES 2024/2025 External Program Review Summary – Briefing Note

Pages 25-28

Jay Dixon, Associate Superintendent

The Associate Superintendent provided an overview of the briefing note on the NIDES program review, initiated in October 2024 to inform future planning. The team will review and evaluate the recommendations over the coming year, ensuring alignment with the Strategic Plan with sustainable enrollment a key consideration in the analysis.

Motion: (RP-2025-06-24-03)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the attached May 5th, 2025, Navigate – NIDES Review Report Executive Summary and briefing note dated June 24th, 2025, as presented.

Howe/McCannel-Keene

CARRIED

iii. 2025-26 School Fees – Briefing Note

Pages 29-36

Dr. Jeremy Morrow, Superintendent

The Superintendent referenced the chart of student fees and noted an update to the associated administrative procedure. In response to a question regarding financial transparency in school sports, the Superintendent confirmed that supports are available for families experiencing financial hardship, and access is provided in a confidential and stigma-free manner.

Motion: (RP-2025-06-24-04)

THAT the Board of Education of School District No.71 (Comox Valley) approve the attached Fee Schedules for the 2025-26 school year.

Caton/Aldinger

CARRIED

B. Business Services

i. 4th Quarter Financial Update – Briefing Note

Pages 37-40

Jennifer Nelson, Assistant Secretary-Treasurer

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The Assistant Secretary-Treasurer presented a snapshot of current revenues, expenses and the projected surplus noting a significant portion of the surplus is committed, restricted, or carry forward. Although the report format provided aligns with the Ministry reporting requirements, a revised version of the surplus report clearly identifying the amounts available for Board decision-making was requested.

Motion: (RP-2025-06-24-05)

THAT the Board of Education for School District No. 71 (Comox Valley) receive the Q4 Financial Update briefing note dated June 24, 2025, as presented.

McCannel-Keene/Howe

CARRIED

- ii. **Anticipated Accumulated Reserve for 2024-2025 – Briefing Note**
Jennifer Nelson, Assistant Secretary-Treasurer

Pages 41-42

The Secretary-Treasurer noted that as part of the year-end process and audit, the surplus allocation list will be refined. While the Board will have an opportunity to make decisions, it was emphasized that many items on the list reflect existing obligations and commitments, rather than discretionary spending. The finalized list will be presented at the first public Board meeting in the new school year.

Motion: (RP-2025-06-24-06)

THAT the Board of Education for School District No. 71 (Comox Valley) receive the Anticipated Accumulated Reserve for 2024-2025 briefing note dated June 24, 2025, as presented.

Howe/Aldinger

CARRIED

- iii. **2025-2026 Preliminary Operating Budget and Bylaw – Briefing Note**
Jennifer Nelson, Assistant Secretary Treasurer

Pages 43-60

The Assistant Secretary-Treasurer presented the 2025-2026 Operating Budget to the Board for approval.

Motion 1: (RP-2025-06-24-07)

THAT the Board of Education of School District No.71 (Comox Valley) give all three readings of the School District No. 71 (Comox Valley) Annual Budget Bylaw for fiscal year 2025/2026, in one meeting.

Caton/Howe

CARRIED UNANIMOUSLY

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

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Motion 2: (RP-2025-06-24-08)

THAT the Board of Education of School District No. 71 (Comox Valley) adopt the Annual Budget Bylaw for fiscal year 2025/2026 cited as “School District No. 71 (Comox Valley) Annual Budget Bylaw for fiscal year 2025/2026”, being a bylaw associated with the annual budget showing the estimated revenue and expense for the 2025/2026 fiscal year and the total budget bylaw amount of \$164,928,867, for the 2025/2026 fiscal year.

Read a first time this 24th day of June, 2025;

Leslie/Howe

CARRIED UNANIMOUSLY

Read a second time this 24th day of June, 2025;

Caton/McCannel-Keene

CARRIED UNANIMOUSLY

Read a third time, passed and adopted the 24th day of June, 2025.

Howe/McCannel-Keene

CARRIED UNANIMOUSLY

iv. 2026/27 Capital Plan Summary– Briefing Note
Molly Proudfoot, Director of Operations

Pages 61-63

A trustee asked whether the Food Infrastructure Plan supports the related program; staff confirmed it’s included in the fall Minor Capital Plan Summary. In the EXP – New Schools, Additions, Site Acquisitions category a change in priority between Vanier and Isfeld was noted, with growth at Vanier driving the shift. Speaking to the Union Bay Estates and school replacement timelines were addressed, with staff explaining the Ministry’s focus on areas with increasing student populations.

Motion: (RP-2025-06-24-09)

THAT the Board of Education of School District No. 71 (Comox Valley) in accordance with provisions under section 142 (4) of the *School Act*, approve the proposed Five-Year Capital Plan (Major Capital Programs) for 2026/27, as provided on the Five-Year Capital Plan Summary for 2026/27 submitted to the Ministry of Infrastructure.

Caton/ McCannel-Keene

CARRIED

v. Closed Caption Television (CCTV) Annual Report – Briefing Note
Josh Porter, Director of Information Technology

Pages 64-66

The Director of IT reported that several CCTV systems across schools are being updated, with newer technology offering higher image quality and broader coverage using fewer cameras. The Superintendent acknowledged that

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Administrative Procedure 181 requires updates to align with the School Act, particularly regarding consultation with PACs on camera placement. This will be addressed moving forward.

Motion: (RP-2025-06-24-10)

THAT the Board of Education of School District No.71 (Comox Valley) receive the 2025 CCTV/Video Surveillance Annual Report dated June 24, 2025, as presented.

Howe/McCannel Keene

CARRIED

- vi. 2024 PSO Climate Change Accountability Report – Briefing Note**
Molly Proudfoot, Director of Operations

Pages 67-89

The Director of Operations confirmed this is an annual regulatory reporting requirement and noted the District is on track to meet its 2030 goals.

Motion: (RP-2025-06-24-11)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the 2024 PSO Climate Change Accountability Report (CCAR) dated June 24, 2025, as presented.

Howe/Aldinger

CARRIED

- vii. Safe and Active Schools Program – Briefing Note**
Molly Proudfoot, Director of Operations

Pages 90-93

The proposal originates from the City of Courtenay. Questions raised included the District's involvement in shaping the committee's outcomes and plans, the specific road safety improvements referenced in the proposal, avenues for advocacy, and whether the program carries any financial implications. It was noted that future discussions may involve potential pathways on school district property.

Motion: (RP-2025-06-24-12)

THAT the Board of Education for School District No. 71 (Comox Valley), support the initial schools identified by The City of Courtenay in their briefing note, dated May 28, 2025, being École Puntledge Park Elementary School, Courtenay Elementary School, Valley View Elementary School, for the Safe and Active School Program and, for staff to work with the City of Courtenay in the development and implementation of the SAS program.

Howe/McCannel-Keene

CARRIED

9. Board Standing Committee Reports

A. Open Committee of the Whole Board Report – June 10, 2025

Pages 94-96

Motion: (RP-2025-06-24-13)

THAT The Board of Education of School District No. 71 (Comox Valley) receives the Report to the Board dated June 10, 2025, as presented.

McCannel-Keene/Howe

CARRIED

Next Open Committee of the Whole Meeting:

TOPIC: TBD

DATE: TBD

TIME: TBD

LOCATION: School Board Office: 2488 Idiens Way, Courtenay

B. Ad Hoc Policy Committee Board Report

Pages 97-99

Chelsea McCannel-Keene, Trustee

Trustee McCannel-Keene noted the review of policies and procedures, with future meeting dates to be determined. She added that the committee will be taking a new approach to the work.

Motion: (RP-2025-06-24-14)

THAT The Board of Education of School District No. 71 (Comox Valley) receives the Report to the Board dated June 12, 2025, as presented.

McCannel-Keene/Howe

CARRIED

i. Next Ad Hoc Policy Committee Meeting:

To be determined

10. Board Business

A. Indigenous Education Council (IEC) – Trustee Report

Pages 100

Susan Leslie, Trustee

Trustee Leslie provided a summary of the previous meeting, noting the change in venue and the opportunity for meaningful engagement with students.

i. Next Indigenous Education Council (IEC) Meeting:

August, 2025

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B. 2025-2026 Board Meeting Dates – Briefing Note

Pages 101 - 102

An update was provided to the list of Board meeting dates, including an amendment to reflect the scheduling change.

Motion: (RP-2025-06-24-15)

THAT the Board of Education of School District No. 71 (Comox Valley) approve the schedule of Regular Board meetings for the 2025–2026 school year, as amended.

Howe/Aldinger

CARRIED

C. Student Voice in Board Governance – Briefing Note

Pages 103-104

Janice Caton, Trustee

Discussion regarding the impetus and specificity of the request. The desire was to avoid pre-determining how the students' voice will be integrated into the Board's work, which would be determined in consultation. Proposed a possible amendment to the motion.

Motion: (RP-2025-06-24-16)

THAT the Board of Education of School District No. 71 (Comox Valley) direct the Superintendent to work with the District Student Council and the Board to develop a process for meaningful involvement of student voice in the work of the Board.

Caton/McCannel-Keene

CARRIED

An amendment was proposed.

Amended Motion: (RP-2025-06-24-17)

THAT the Board of Education of School District No. 71 (Comox Valley) direct the Superintendent to work with the Board to develop a process for meaningful involvement of student voice in the work of the Board.

Leslie/Aldinger

DEFEATED

The main motion was adopted.

Motion: (RP-2025-06-24-18)

To extend the meeting by up to 30 minutes.

Aldinger/Leslie

CARRIED

11. Board Correspondence

A. None

12. Public Question Period to the Board

- A question whether the NIDES review and full report will be publicly available. It was noted that while findings will be shared with partner groups, the full report contains confidential information and will not be posted online.
- A question was raised about efforts to reduce paper usage. Staff noted that while printing contributes to the District's footprint, it is not currently a primary focus within CAAR, though all three target areas continue to be reviewed for improvement opportunities.
- There was inquiry about historical and current PAC involvement in approving and determining the placement of CCTV cameras. The Superintendent clarified the requirements under the School Act and committed to initiating conversations between principals and PACs regarding current camera placements. A related question raised concerns about ensuring student safety in areas under surveillance.
- A question was raised about how the District's conservative staffing approach impacts site-level experience. The Superintendent explained that staffing projections are based on conservative enrollment estimates. While this may lead to some students being underserved if enrollment exceeds projections, overestimating could result in a deficit of millions of dollars.
- A question was raised about SD71's transportation fees for student athletic events and the cost for families and whether the Board would review current practices to lessen the financial burden. The Board Chairperson responded that they would follow up with DPAC on the matter.
- A question was asked regarding whether the District has an administrative procedure for exterior lighting. The Superintendent confirmed that while there are APs for many areas, there is currently no specific procedure for exterior lighting.

13. Meeting Adjourned – 9:18 pm

Motion: (RP-2025-06-24-19)

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

McCannel-Keene/Howe

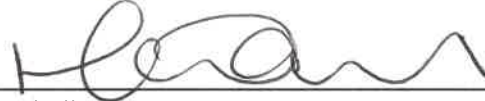
CARRIED

Board Approved on:
August 26, 2025

Certified Correct:

A blue ink signature of Jeremy Morrow, written in a cursive style, positioned above a horizontal line.

Jeremy Morrow
Superintendent

A black ink signature of Michelle Waite, written in a cursive style, positioned above a horizontal line.

Michelle Waite
Board Chairperson

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