



Comox Valley Schools
A Community of Learners

Comox Valley Schools
School District No. 71

REGULAR BOARD MEETING MINUTES

Tuesday August 26, 2025
7:00 pm

Attendance In Person:

Trustees:

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

Staff:

Dr. Jeremy Morrow, Superintendent of Schools
Jennifer Nelson, Assistant Secretary-Treasurer
Dr. Vivian Collyer, Associate Superintendent
Joe Heslip, Associate Superintendent
Jay Dixon, Associate Superintendent
Sean Lamoureux, Associate Superintendent
Josh Porter, Director of IT
Candice Hilton, Director of Finance
Craig SoroChan, Manager of Communications

Regrets: Janice Caton, Trustee

Recording Secretary: Candace Jesson, Manager Administrative Services & Projects

1. Call to Order

The Board Chairperson called the meeting to order at 7:03 pm.

2. Welcome and Land Acknowledgement

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.

Recommendation:

THAT the Board of Education of School District No. 71 (Comox Valley) appoint Jeremy Morrow, Superintendent to the additional role of Acting Secretary-Treasurer until further notice.

Howe/McCannel-Keene

CARRIED

3. Agenda Changes/Additions

Trustee Howe requested the addition of item 'September 23, 2025 Regular Public Board Meeting' be added under 12 - New Board Business (ii).

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Howe/McCannel-Keene
UNANIMOUSLY CARRIED

4. Adoption of Agenda

Pages 1-4

Motion: (RP-2025-08-26-01)

THAT the Board of Education of School District No.71 (Comox Valley) adopt the August 26, 2025, Public Board Meeting Agenda as amended.

Howe/McCannel-Keene
CARRIED

5. Board Meeting Minutes

Pages 5-14

Motion: (RP-2025-08-26-02)

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

May Sacht/Aldinger
CARRIED

6. Record of In-Camera Meetings

Pages 15

- June 24, 2025 – In-Camera Meeting

7. Presentations / Delegations

A. Crisis-Response, Community-Led Program by AVI Health & Community Services

Pages 16-30

Robyn Dias, CRCL Manager

Amy Criss, Director of Culture and Community Services

Introduction to community services offered and targeted outreach to schools to build awareness amongst youth (13+). Full presentation available in the meeting recording posted on the District website.

8. Announcements

A. Board Chairperson Report

- Noted the unusual August meeting; next year's already scheduled.
- Acknowledged staff: many in Learning Services had downtime, while Business Services, Finance, and Operations teams worked through summer.
- Highlighted district participation in the Comox Valley Pride Parade. Expressed appreciation for staff presence and support.
- Concluded by looking forward to productive meetings for the rest of the year.

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B. Superintendent Report

- Noted appointment of an Acting Secretary-Treasurer due to a medical leave.
- Highlighted district participation in Comox Valley Pride Parade; reaffirmed commitment to safe and inclusive schools.
- Enrollment expected to reach ~11,000; final numbers submitted end of Sept.
- Strategic Plan focus this year: deeper implementation of design principles and personalized supports for learners.
- Summer work: IT upgrades of equipment; Operations maintaining facilities; major capital projects at GP Vanier (child care), Aspen Park (expansion), and Cumberland (expansion/seismic); Finance: year-end and audit underway; HR: ongoing hiring and staffing.
- Hosted Clerical Summer Institute with 70+ staff in attendance.
- Road safety reminder ahead of school start next week.
- Wished staff and families a happy Labour Day weekend.

9. Standing Committee Reports

A. Open Committee of the Whole Board Report

Michelle Waite, Board Chairperson

- i. None

B. Ad Hoc Policy Committee Board Report

Chelsea McCannel-Keene, Trustee

- i. None

C. Gender-Based Violence Committee Board Report

Shannon Aldinger, Trustee

Gender-Based Violence Committee Meeting:

TOPIC: Continue Review of Research Findings and Final Report Preparation
DATE: Wednesday September 24, 2025
TIME: 8:30 am
LOCATION: Possibly relocated from the New School Board Office at 2488 Idiens Way to Old School Board Office: Indigenous Education Building at 607 Cumberland Road. To be confirmed.

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10. Decision Items

A. Annual Surplus and Reserve Allocation

Pages 31-33

Jennifer Nelson, Assistant Secretary-Treasurer

Additions/adjustments since June included the contingency reserve increased to 3%, prior-year surplus commitments carried forward, funds for asset renewal/remediation liabilities, and new positions. Full financial statements and position, to be reviewed on Sept. 16 during meeting with auditors and Finance.

Motion: (RP-2025-08-26-03)

THAT the Board of Education of School District No. 71 (Comox Valley) approve the appropriation of the 2024-2025 operating surplus, as presented.

Howe/McCannel-Keene

CARRIED

11. Information Items

A. Learning Services

- i. None

B. Business Services

i. Trustee Remuneration Report

Pages 34

Jennnifer Nelson, Assistant Secretary Treasurer

In 2023, the Board passed a motion to adjust trustee remuneration annually by the May-to-May CPI. For this year, the increase is 2.4%, retroactive to July 1st. The briefing note provided includes the revised amounts.

Motion: (RP-2025-08-26-04)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Trustee Remuneration Report, dated August 26, 2025, as presented.

McCannel-Keene/Aldinger

CARRIED

ii. 2025-2028 Multi-Year Financial Plan

Pages 35-45

Jennifer Nelson, Assistant Secretary-Treasurer

Built from 2024–25 adopted budget, with high-level forecasts only (operating funds; excludes capital/special purpose) and strategic priorities incorporated as guiding principles. Revenue assumptions are an anticipated 2026–27 FTE decline in enrollment and correlating income declines. Expense assumptions include no

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ratified salary increases, transportation increase, and inflationary supply cost pressures. Local capital transfer will be reinstated in future years to account for space/portables needs. The contingency reserve percentage will drop in later years as expenditures grow. Noted that the reserve is not being drawn upon to balance the budget. Overall projection: current service levels are maintained over three years if assumptions hold.

Motion: (RP-2025-08-26-05)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the 2025-2028 Multi-Year Financial Plan, dated August 26, 2025, as presented.

Howe/May Sacht

CARRIED

12. Board Business

A. Unfinished Business

- i. None

B. New Business

i. Approve the 2025-26 Committee of the Whole and Other Board Meetings

Pages 46

Michelle Waite, Board Chairperson

The proposed schedule of meetings was presented as outlined in the agenda package. Chair assignments are not yet determined; any references to chairing roles should be disregarded.

Motion: (RP-2025-08-26-06)

THAT the Board of Education of School District No. 71 (Comox Valley) approve the 2025-26 Committee of the Whole Meetings and Other Board Meetings Schedule, as presented.

Howe/McCannel-Keene

CARRIED

ii. Regular Public Board Meeting September 23, 2025

Michelle Waite, Board Chairperson

Due to Board elections, the Secretary-Treasurer usually opens and presides over the meeting until the Board Chairperson is elected. To ensure transparency a motion is required to appoint a temporary Acting Secretary-Treasurer.

Motion: (RP-2025-08-26-07)

THAT the Board of Education of School District No. 71 (Comox Valley) appoint Associate Superintendent Joe Heslip, to the role of Acting Secretary-Treasurer for the September 23,

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2025, Regular public Board meeting until the conclusion of the election portion of the agenda.

Howe/May Sacht

CARRIED

iii. 2025-26 Board Work Plan

Pages 47-62

Michelle Waite, Board Chairperson

The plan is a living document and subject to change as district needs and emergent issues arise. Although many items are statutory with fixed dates, others may shift. With that said, official Board business is captured in agendas and minutes, including motions passed. Professional development for trustees is included, reflecting the Board's commitment to ongoing learning.

Motion: (RP-2025-08-26-08)

THAT the Board of Education of School District No. 71 (Comox Valley) approve the 2025-26 Board Work Plan, as presented.

McCannel-Keene/Howe

CARRIED

13. Correspondence

A. CVRD Joint Request for Additional Safety and Security Resources

Pages 63-65

Michelle Waite, Board Chairperson

The Board was contacted by local government partners over the summer to support a joint advocacy request to the provincial government. The Board, in principle, approved adding its support to the letter, which was also signed by K'ómoks First Nation and several local government partners. A copy of the correspondence sent to the Minister of Public Safety is included in the agenda package.

14. Public Question Period to the Board

Questions focused on enrollment growth, student safety funding, and school surpluses and clarification were provided on each.

15. Meeting Adjournment at 8:37 pm

Motion:

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

Howe/McCannel-Keene

CARRIED

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Board Approved on:
September 23, 2025

Certified Correct:



Jeremy Morrow
Superintendent and Acting Secretary-Treasurer



Michelle Waite
Board Chairperson

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