



REGULAR BOARD MEETING MINUTES

Tuesday September 23, 2025

7:00 pm

Attendance In Person:

Trustees:

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

Staff:

Dr. Jeremy Morrow, Superintendent
Joe Heslip, Associate Superintendent and Acting Secretary-Treasurer
Jay Dixon, Associate Superintendent
Sean Lamoureux, Associate Superintendent
Candice Hilton, Director of Finance
Molly Proudfoot, Director of Operations
Josh Porter, Director of IT
Craig SoroChan, Manager of Communications
Jessie Everson, Indigenous Engagement and Knowledge Specialist

Guests: Lenora Lee, Audit Engagement Partner, KPMG

Regrets:

Dr. Vivian Collyer, Associate Superintendent
Jennifer Nelson, Assistant Secretary-Treasurer

Recording Secretary: Candace Jesson, Manager Administrative Services & Projects

Kwa'kwaxolas/Jessie Everson provided land acknowledgement, welcome, and recognition of our ancestors.

As per carried motion of the Board passed August 26, 2025, Associate Superintendent Joe Heslip is Acting Secretary-Treasurer presiding over the proceedings of the September 23, 2025 meeting until a Board Chairperson is elected.

1. Call to Order

Acting Secretary-Treasurer Joe Heslip called the meeting to order at 7:09 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.

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.

3. Agenda Changes/Additions

Motion: (RP-2025-09-23-01)

THAT the Board of Education of School District No.71 (Comox Valley) adjust the order of business for this meeting to place the timed agenda item of Board Elections as the first item following approval of the agenda, and that the Audit Committee Board Report be scheduled for 8:30 pm, with the balance of the agenda adjusted accordingly.

Waite/Howe

CARRIED UNANIMOUSLY

4. Adoption of Agenda

Pages 1-6

Motion: (RP-2025-09-23-02)

THAT the Board of Education of School District No.71 (Comox Valley) adopt the September 23, 2025, Regular Board Meeting Agenda as amended.

Aldinger/May Sacht

CARRIED

5. Board Elections

A. Board Chairperson

The Acting Secretary-Treasurer called for nominations for the position of Chairperson of the Board for the first time.

Trustee Michelle Waite was nominated and agreed to let the nomination stand.

The Secretary-Treasurer called for nominations a second time.

Hearing none, the Acting Secretary-Treasurer called for nominations for a third and final time.

Hearing none, the Acting Secretary-Treasurer declared Trustee Michelle Waite Chairperson of the Board by acclamation for the ensuing year.

Newly elected Board Chairperson Waite assumed the Chair for the remainder of the meeting and conducted the remaining elections.

B. Board Vice-Chairperson

The Board Chairperson called for nominations for the position of Vice-Chairperson of the Board for a first time.

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.

Trustee Sarah Jane Howe was nominated.

The Board Chairperson called for nominations a second time.

Hearing none, the Board Chairperson called for nominations a third and final time.

Hearing none, the Board Chairperson asked Trustee Howe if they accepted the nomination and they accepted. The Board Chairperson declared Trustee Sarah Jane Howe Vice Chairperson of the Board by acclamation for the ensuing year.

C. BCSTA Provincial Council Representative and Alternate

- a) The Board Chairperson called for nominations for the position of Representative to the BCSTA Provincial Council for a first time.

Trustee Chelsea McCannel-Keene was nominated.

The Board Chairperson called for nominations a second time.

Hearing none, the Board Chairperson called for nominations a third and final time.

Hearing none, the Board Chairperson asked Trustee McCannel-Keene if they accepted the nomination and they accepted. The Board Chairperson declared Trustee Chelsea McCannel-Keene as the Representative to the BC School Trustees Association Provincial Council by acclamation for the ensuing year.

- b) The Board Chairperson called for nominations for the position of Alternate Representative to the BCSTA Provincial Council for a first time.

Trustee Sarah Jane Howe was nominated.

The Board Chairperson called for nominations a second time.

Hearing none, the Board Chairperson called for nominations a third and final time.

Hearing none, the Board Chairperson asked Trustee Howe if they accepted the nomination and they accepted. The Board Chairperson declared Trustee Sarah Jane Howe as the Alternate Representative to the BC School Trustees Association Provincial Council by acclamation for the ensuing year.

D. BCPSEA Trustee Representative and Alternate

- a) The Board Chairperson called for nominations for the position of Representative Designate to the BCPSEA Representative Council for a first time.

Trustee Janice Caton was nominated.

The Board Chairperson called for nominations a second time.

Hearing none, the Board Chairperson called for nominations a third and final time.

Hearing none, the Board Chairperson asked Trustee Caton if they accepted the nomination and they accepted. The Board Chairperson declared Trustee Janice Caton as the Representative Designate to the BC Public School Employers Association by acclamation for the ensuing year.

- b) The Board Chairperson called for nominations for the position of Alternate Designate to the BCPSEA Representative Council a first time.

Trustee Michelle Waite was nominated.

The Board Chairperson called for nominations a second time.

Hearing no further nominations, the Board Chairperson called for nominations a third and final time.

Hearing none, the Board Chairperson indicated she would allow their name to stand and declared Trustee Michelle Waite as the Alternate Designate to the BC Public School Employers Association by acclamation for the ensuing year.

E. Destruction of Ballots

As all positions were acclaimed and no ballots cast, there were no ballots to be destroyed.

6. Board Meeting Minutes

Pages 7-13

Motion: (RP-2025-09-23-03)

THAT the Board of Education of School District No.71 (Comox Valley) adopt the August 26, 2025, Regular Board Meeting Minutes as presented.

Howe/McCannel-Keene

CARRIED

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.

7. Record of In-Camera Meetings

Pages 14

- August 26, 2025 – Regular In-Camera Meeting
- September 16, 2025 – Closed Committee of the Whole Meeting

8. Presentations / Delegations

A. None

9. Announcements

A. Board Chairperson Report

- Noted that Trustee Susan Leslie is in attendance and participating virtually.
- Truth and Reconciliation Week reminder: attendees were invited to stand in honour of those impacted and to reflect on actions toward reconciliation.
- The Board's resolution to BCSTA on a K-12 action plan was shared by DPAC and passed at a general BC PAC meeting. Appreciation was expressed to DPAC for sharing this information.

B. Superintendent Report

- Shared excitement for the year ahead with enrollment aligning to predicted modest growth.
- Truth and Reconciliation Week with schools engaging in truth-telling, learning, and action activities. Thanks were extended to the Indigenous Education team, leaders, teachers, and knowledge keepers for guiding this work.
- Last week marked Consent Week with appreciation expressed for staff advancing this critical work.
- Emergency food supplies were delivered to schools for their onsite C-Cans. Supplies are replenished before expiration.
- Terry Fox Runs are underway across the district.
- Recognition to Chantal Parsons of Isfeld Secondary School for receiving a 2025 Kron Sigal Award from the Vancouver Holocaust Education Centre.
- A ministerial visit was held at Lake Trail to celebrate the Preventure program piloted last year with positive results. Principal Kyle Tims and Grade 9 student Ray co-hosted the event.

10. Standing Committee Reports

A. Open Committee of the Whole Board Report

i. None

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.

B. Ad Hoc Policy Committee Board Report

- i. None

C. Ad Hoc Gender-Based Violence Committee Board Report

- i. None

Next Ad Hoc Gender-Based Violence Committee Meeting:

TOPIC: Continue Review of Research Findings and Final Report Preparation
DATE: September 24, 2025
TIME: 8:30 am
LOCATION: 607 Cumberland Road, Courtenay

11. Decision Items

A. Audit Committee Board Report for the 2024-2025 Fiscal Year

Pages 15-119

Jennifer Nelson, Assistant Secretary-Treasurer,
Candice Hilton, Director of Finance, and
Lenora Lee, Audit Engagement Partner, KPMG

At 8:27pm the Director of Finance introduced the Audit Committee as Lenora joined the meeting via online.

The Board reviewed the documents included in the agenda package and received the presentation from the external auditor. The remaining steps were outlined, with confirmation that there were no material errors, no modifications to the audit plan, and that the financial reports are in full compliance with regulatory requirements. This year's review also included the scheduled actuarial assessment, completed on a three-year cycle.

Motion: (RP-2025-09-23-04)

THAT the Board of Education of School District No. 71 (Comox Valley) receive KPMG LLP's Report on the Financial Statement Audit for the year ending June 30, 2025; and

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Financial Statement Discussion and Analysis for the Year Ended June 30, 2025; and

THAT the Board of Education of School District No. 71 (Comox Valley) approve the 2024-2025 Audited Financial Statements as presented.

Howe/Aldinger

CARRIED

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.

B. Interim Progress Report for the Enhancing Student Learning Report

Pages 120-137

Joe Heslip, Associate Superintendent

The interim ESLR highlighted strategies to address outcome gaps for priority populations. The report was reviewed with the Indigenous Education Council and reflects targeted actions, evidence of effectiveness, and next steps. Trustees commented on the value of the revised format and its potential to enhance clarity and usefulness.

Motion: (RP-2025-09-23-05)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the *Interim Progress Report for the Enhancing Student Learning Report* in review of 2024-2025, as presented.

Howe/McCannel-Keene

CARRIED

C. City of Courtenay Proposed Statutory Right-of-Way

Pages 138-156

Molly Proudfoot, Director of Operations

Motion: (RP-2025-09-23-06)

THAT the Board of Education of School District No. 71 (Comox Valley) pass all three readings of the Bylaw, cited as "School District No. 71 (Comox Valley) Lake Trail Road, Courtenay, BC Multi-Use Path Right-of-Way Bylaw, 2025, in one meeting, this date, September 23, 2025.

May Sacht/Caton

CARRIED UNANIMOUSLY

Motion: (RP-2025-09-23-07)

NOW THEREFORE BE IT RESOLVED as a Bylaw of the Board that the Board enter into the Right of Way and grant the Right of Way to the City of Courtenay in the form required by the City, subject to such amendments as the Secretary-Treasurer may, in his or her discretion, consider advisable, and register the Right of Way against title to the Property in the Land Office.

BE IT FURTHER RESOLVED as a Bylaw of the Board that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver the Right of Way in such form and with such amendments thereto as the Secretary-Treasurer may, in his or her discretion, consider advisable, and the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver all related and ancillary documents and all other documents required to complete the granting of the Right of Way to the City on such terms and conditions as the Secretary-Treasurer may, in his or her discretion, consider advisable as witnessed by the signature of the Secretary-Treasurer.

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.

This Bylaw be cited as "School District No. 71 (Comox Valley) Lake Trail Road, Courtenay, BC Multi-Use Pathway Right-of-Way Bylaw, 2025".

Read a first time this 23rd day of September, 2025;

Caton/Aldinger

CARRIED

THAT the Board of Education of School District No.71 (Comox Valley) adopt the Bylaw cited as " School District No. 71 (Comox Valley) Lake Trail Road, Courtenay, BC Multi-Use Pathway Right-of-Way Bylaw, 2025", during the September 23, 2025 Regular Board meeting, being a Bylaw that provides the City of Courtenay with a Right-of-Way associated with access to the property to create a multi-use pathway.

Read a second time this 23rd day of September, 2025;

McCannel-Keene/Aldinger

CARRIED

THAT the Board of Education of School District No.71 (Comox Valley) adopt the Bylaw cited as " School District No. 71 (Comox Valley) Lake Trail Road, Courtenay, BC Multi-Use Pathway Right-of-Way Bylaw, 2025", during the September 23, 2025 Regular Board meeting, being a Bylaw that provides the City of Courtenay with a Right-of-Way associated with access to the property to create a multi-use pathway.

Read a third time, passed and adopted the 23rd day of September, 2025.

Aldinger/May Sacht

CARRIED

D. Minor Capital Plan

Pages 157-159

Molly Proudfoot, Director of Operations

Background and timeline for the approval process are outlined in the briefing note along with the programs included under Minor Capital listed in order of priority.

Motion: (RP-2025-09-23-08)

That the Board of Education of School District No. 71 (Comox Valley) approve the 2026/27 Minor Capital Plan, as presented.

May Sacht/Howe

CARRIED

12. Information Items

A. Learning Services

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.*

i. Career Education Programs Scan

Pages 160-186

Jay Dixon, Associate Superintendent,
Tammie Williamson, Sandwich Continuing Education, and
Dawn Anderson, Sandwich Continuing Education

The report outlined current and planned programs aligned to workforce needs (health, trades, business, engineering, culinary, etc.). Trustees asked about outcomes, consultation, and opportunities in agriculture and green tech. Responses confirmed existing initiatives in agriculture, forestry, and eco-jobs, with growth noted in expanding career education at the elementary level.

Motion: (RP-2025-09-23-09)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the *Career Education Programs Scan* briefing note and *2025 Career Education Program Scan*, dated March 11, 2025, as presented.

McCannel-Keene/Howe

CARRIED

ii. Executive Compensation Disclosure Report

Pages 187-194

Jennifer Nelson, Assistant Secretary-Treasurer

Superintendent Morrow reiterated that this is an annual report, with salaries governed by BCPSEA.

Motion: (RP-2025-09-23-10)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Executive Compensation Disclosure Report, as presented.

Howe/McCannel-Keene

CARRIED

iii. District Enrollment and Staffing Report

Jeremy Morrow, Superintendent

Enrollment numbers are close to projections, and staffing is near full complement. Unfilled positions and ongoing recruitment were reviewed. Questions were raised regarding the impact of NIDES growth. Final numbers are pending, but enrollment is anticipated align with projections.

B. Business Services

i. None

13. Board Business

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.*

A. Unfinished Business

- i. None

B. New Business

i. Notice of Motion

Pages 195-200

Shannon Aldinger, Trustee

To continue advocacy, a draft of a proposed follow-up letter was presented. The item follows the Minister's lack of response to the Board's original communication and reflects a recently published report containing recommendations that are aligned with the Board's request.

The Board Chairperson paused for the timed event.

Motion: (RP-2025-09-23-11)

THAT the Board of Education of School District No. 71 (Comox Valley) waive the requirement for notice of motion and consider the motion regarding a follow-up letter to Minister of Education and Child Care regarding advocacy for gender-based violence action plan for K-12 education, at this meeting.

Aldinger/May Sacht

CARRIED UNANIMOUSLY

Discussion focused on whether to send the advocacy letter immediately or wait.
Suggestion to finalize the content of the letter first, with timelines to be determined.

Motion: (RP-2025-09-23-12)

THAT the Board of Education of School District No. 71 (Comox Valley) extend our meeting by up to 30 minutes

Howe/McCannel-Keene

CARRIED

Motion: (RP-2025-09-23-13)

THAT the Board of Education of School District No. 71 (Comox Valley) approve and send the attached draft letter to the Ministry of Education and Child Care as a continuation of its advocacy for the development of a gender-based action plan for K-12 education.

Howe/Aldinger

Recommendation to send the letter with revisions to include an invitation to the Minister.

Trustee Caton amended the motion to include an invitation to the Ministry of Education and Child Care to be included in the letter. An amendment was moved and carried.

Caton/May Sacht

CARRIED

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.

14. Correspondence

A. None

15. Public Question Period to the Board

A. A question was raised regarding the interconnection between post-secondary training and trades programs referenced in the agenda package. The response noted that work is ongoing, with active collaboration and research underway with the College to identify career opportunities in the Valley.

16. Adjournment at 9:00 pm

Motion:

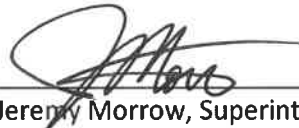
THAT the Board of Education of School District No. 71 (Comox Valley) adjourns this meeting.

Caton/McCannel-Keene

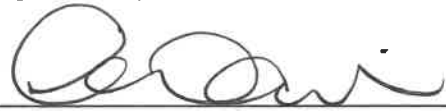
CARRIED

Board Approved on:
October 28, 2025

Certified Correct:



Dr. Jeremy Morrow, Superintendent and
Acting Secretary-Treasurer



Michelle Waite
Board Chairperson