



**REGULAR BOARD MEETING MINUTES**  
**Tuesday October 28, 2025**  
**7:00 pm**

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**In Attendance:**

**Trustees:**

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

**Staff:**

Dr. Jeremy Morrow, Superintendent of Schools  
Jennifer Nelson, Assistant Secretary-Treasurer  
Dr. Vivian Collyer, Associate Superintendent  
Dr. Joe Heslip, Associate Superintendent  
Lisa Perdersen-Skene, District Principal of Early Learning  
Josh Porter, Director of IT  
Molly Proudfoot, Director of Operations  
Craig Sorochan, Manager of Communications  
Thea Cockerton, Food Services Coordinator

**Regrets:** Cristi May Sacht, Trustee

**Recording Secretary:** Candace Jesson, Manager Administrative Services & Projects

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**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.

**3. Agenda Changes/Additions**

None

**4. Adoption of Agenda**

Pages 1-5

**Motion: (RP-2025-10-28-01)**

THAT the Board of Education of School District No.71 (Comox Valley) adopt the October 28, 2025, Regular Board Meeting Agenda 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.*

**5. Board Meeting Minutes**

Pages 6-16

**Motion: (RP-2025-10-28-02)**

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

McCannel-Keene/Howe

**CARRIED**

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

Page 17

- September 23, 2025 – Regular In-Camera Meeting
- October 7, 2025 – Closed Committee of the Whole Meeting

**7. Presentations / Delegations**

A. None

**8. Announcements**

**A. Board Chairperson Report**

Page 18

*Trustee Leslie joined the meeting online.*

**B. Superintendent Report**

A student led initiative brought the school community together in reflection and unity. Students also participated in *Women Explore the Trades*, emergency bus evacuation drills, and *Walk for Wenjack* event. Christine Van Holderbeke was recognized with a Prime Minister’s Award for Teaching Excellence.

**9. Standing Committee Reports**

**A. Open Committee of the Whole Board Report - none**

Next Open Committee of the Whole Meeting:

TOPIC: School Growth Plans  
DATE: January 13, 2026  
TIME: 7:00 pm  
LOCATION: School Board Office: 2488 Idiens Way, Courtenay

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**B. Ad Hoc Policy Committee Board Report**  
**Chelsea McCannel-Keene, Trustee**

Pages 19-21

Committee discussed the criteria for policy review by an external consultant, with anticipation for the development of the review and implementation plan.

Next Ad Hoc Policy Committee Meeting:

TOPIC: TBD  
DATE: November 12, 2025  
TIME: 5:00 pm  
LOCATION: School Board Office: 2488 Idiens Way, Courtenay

**C. Ad Hoc Gender-Based Violence Committee Board Report**  
**Shannon Aldinger, Trustee**

Pages 22-23

The committee is preparing information for the Board and will await further direction.

Next Ad Hoc Gender-Based Violence Committee Meeting:

TOPIC: To be determined  
DATE: To be determined  
TIME: To be determined  
LOCATION: To be determined

**D. Indigenous Education Council Board Report**  
**Michelle Waite, Board Chairperson**

Trustees Leslie and Waite attended the most recent IEC meeting, which was held at Aspen Park Elementary. A more detailed report is expected following the next meeting.

Next Indigenous Education Council Meeting:

TOPIC: TBA  
DATE: November 7, 2025  
TIME: 12:30 pm – 3:00 pm  
LOCATION: 607 Cumberland Rd, Courtenay

**Motion: (RP-2025-10-28-03)**

*THAT* the Board of Education of School District No. 71 (Comox Valley) receive all committee Board Reports, as presented.

McCannel-Keene/Howe

**CARRIED**

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## 10. Decision Items

### A. 2025-26 Board Committee & Liaison Positions

Pages 24-26

Michelle Waite, Board Chairperson

#### **Motion: (RP-2025-10-28-04)**

*THAT* the Board of Education of School District No. 71 (Comox Valley) approve the 2025-26 Board Committee & Liaison Positions, as presented.

Howe/McCannel-Keene

**CARRIED**

### B. 2025-2026 Instructional Calendar Amendment

Pages 27-29

Jay Dixon, Associate Superintendent

In June, the Ministry confirmed the expectation that one day in the 2025–2026 school calendar be dedicated to Indigenous learning. The proposed amendment adds a Professional Development Day on May 15, 2026, to meet this requirement. The Calendar Committee met to review implications, and as per regulation, the amended calendar will be posted for public feedback prior to Board approval.

#### **Motion: (RP-2025-10-28-05)**

*THAT* the Board of Education of School District No. 71 (Comox Valley) support moving forward with the process to amend the School District Calendar by designating May 15, 2026 as a non-instructional Day of Indigenous Focused Learning.

Caton/Howe

**CARRIED**

## 11. Information Items

### A. Learning Services

#### i. Strategic Plan Update: Operational Plans

Jeremy Morrow, Superintendent

Demonstrated how School Growth Plans can be accessed, with further discussion to occur at a future Open Committee of the Whole meeting.

### B. Business Services

#### i. Major Capital Projects Update

Molly Proudfoot, Director of Operations

Pages 30-33

Permit delays were noted. The Ministry is updated monthly, with completion now projected for late 2026.

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**Motion: (RP-2025-10-28-06)**

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Major Capital Projects Update, dated October 28, 2025, as presented.

Howe/McCannel-Keene

**CARRIED**

**ii. Q1 Financials**

Pages 34-36

Candice Hilton, Director of Finance

Assistant Secretary-Treasurer provided an overview, noting the report reflects one month of instruction. Any surplus or deficit at this stage is due to timing within the fiscal year. Actual enrollment and the amended budget will be available in November.

**Motion: (RP-2025-10-28-07)**

THAT the Board of Education for School District No. 71 (Comox Valley) receive the Q1 Financial Report dated October 28, 2025, as presented.

McCannel-Keene/Howe

**CARRIED**

**iii. Annual Child Care Operating Report**

Pages 37-39

Lisa Pederson-Skene, District Principal of Early Learning

Highlighted that kindergarten transitions are shorter due to support for parents resulting in positive outcomes. Schools expanded transition events, increasing parent confidence and comfort. Trustees were invited to visit the Primary Learning Community (K-3) program at Airport Elementary.

**Motion: (RP-2025-10-28-08)**

THAT the Board of Education of School District No.71 (Comox Valley) receive the Early Learning and Child Care Annual Operating Report, dated October 28, 2025, as presented.

Caton/McCannel-Keene

**CARRIED**

**iv. Food Advisory Council Plan and Feeding Futures Update**

Pages 40-55

Thea Cockerton, Food Services Coordinator

An update was provided on the Universal Lunch Program, noting variations in delivery among schools to reflect unique needs and configurations.

**Motion: (RP-2025-10-28-09)**

THAT the Board of Education of School District No.71 (Comox Valley) receive the Food Advisory Council and Plan and Feeding Futures Update, dated October 28, 2025, as presented.

Caton/Aldinger

**CARRIED**

**v. Revised Administrative Procedures**

Pages 56-69

Josh Porter, Director of Information Technology

Provided an overview of minor updates to AP 145 - Use of Personal Communication Devices and AP 181 - Video Surveillance. Schools will inform PACs of all current camera locations and must obtain PAC approval prior to any new installations or location changes.

**Motion: (RP-2025-10-28-10)**

THAT the Board of Education of School District No.71 (Comox Valley) receive the revised administrative procedures for information.

Howe/McCannel-Keene

**CARRIED**

**vi. Safe and Active Schools (SAS) Program Update**

Pages 70-72

Molly Proudfoot, Director of Operations

The consultant has contacted schools to determine suitable times for conducting informative walkabouts. An inquiry was made regarding the involvement of the Cycling Coalition, which participated in the Open House and expressed interest in continued engagement. Existing grants have been identified, with additional funding opportunities being explored.

**Motion: (RP-2025-10-28-11)**

THAT the Board of Education of School District No.71 (Comox Valley) receive the Safe and Active Schools Program Update, dated October 28, 2025, as presented.

Howe/Aldinger

**CARRIED**

**12. Board Business**

**A. Unfinished Business**

i. None

**B. New Business**

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i. **VISTA Fall Conference Report**  
Michelle Waite, Board Chairperson

Page 73

Provided an example of one of the many opportunities available to trustees to support and advance the work of the Board.

**13. Correspondence**

**A. Invitation to Lisa Beare, Minister of Education and Child Care**  
Michelle Waite, Board Chairperson

Pages 74-75

Request made to share the letter with BCSTA, noting that all Ministry correspondence should include them as advocates for boards.

**B. Response from CVRD Joint Request for Additional Safety and Security Resources**  
Michelle Waite, Board Chairperson

Pages 76-77

**14. Public Question Period to the Board**

1. Universal Lunch Program Access – 44% but expected to increase 65% with the inclusion of Aspen and Queneesh, and up to 80% once Vanier is added.
2. Change to AP 145 - Ongoing consultation is taking place with schools on effective application of the procedures. The addition of staff references reflects that this is a digital device policy, not solely a student policy.
3. Q1 Financial – Legal costs are included under “Services”.

**15. Adjournment at 8:15pm**

**Motion:**

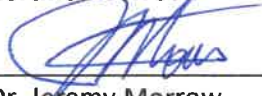
*THAT* the Board of Education of School District No. 71 (Comox Valley) adjourns this meeting.


Howe/McCannel-Keene

**CARRIED**

**Board Approved on:**  
November 25, 2025

**Certified Correct:**

  
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Dr. Jeremy Morrow  
Acting Secretary-Treasurer

  
\_\_\_\_\_  
Michelle Waite  
Board Chairperson

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