



REGULAR BOARD MEETING MINUTES
Tuesday November 25, 2025
7:00 pm

In Attendance At Meeting:

Trustees:

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

Staff:

Dr. Jeremy Morrow, Superintendent of Schools and Acting Secretary-Treasurer
Dr. Vivian Collyer, Associate Superintendent
Dr. Joe Heslip, Associate Superintendent
Jay Dixon, Associate Superintendent
Molly Proudfoot, Director of Operations
Josh Porter, Director of IT
Craig Sorochan, Manager of Communications

Regrets:

Recording Secretary: Candace Jesson, Manager Administrative Services & Projects

1. Call to Order

The Board Chairperson called the meeting to order at 7:04 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-2025-11-25-01)

THAT the Board of Education of School District No.71 (Comox Valley) adopt the November 25, 2025, Regular Board Meeting Agenda as presented.

Howe/Aldinger

CARRIED

5. **Board Meeting Minutes**

Pages 6-12

Motion: (RP-2025-11-25-02)

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

McCannel-Keene/Aldinger

CARRIED

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

Pages 13

- October 28, 2025 – Regular In-Camera Meeting

7. **Presentations / Delegations**

A. None

8. **Announcements**

A. Board Chairperson Report

No report

B. Superintendent Report

Superintendent highlighted:

- Volleyball: Six CV teams qualified for provincials; Highland Sr Girls won 2A Island championship; Vanier Sr Boys won Island title.
- Band/Choir Festival: three days of workshops, adjudication, and performances.
- Robotics71: Team 7842 won the Vancouver Island Regional; received Judge's Innovation Award.
- Grad Attire Program: first fitting session completed; donations requested (small suits, dress shoes, M/L shirts); sign-up via district website.
- Woodstove Festival outreach event: live music sessions at Cumberland Community School (Gr. 6–9).
- Career Education Week: career fairs at Highland and Vanier completed; Isfeld, Nala'atsi, and Glacier View events this week.

Trustees Leslie and May Sacht joined online.

C. Trustee Reports

- i. **Indigenous Education Council (IEC)** Page 14
Cristi May Sacht, Trustee Representative

- ii. **BCSTA Provincial Council** Page 15
Chelsea McCannel-Keene, Trustee Representative

9. Standing Committee Reports

A. Open Committee of the Whole Board Report

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

B. Ad Hoc Policy Committee Board Report Pages 16-18

Chelsea McCannel-Keene, Committee Chair

Next Ad Hoc Policy Committee Meeting:

TOPIC: Discuss Policy Review and Determine Next Phase
DATE: December 2, 2025
TIME: 5:00 pm
LOCATION: School Board Office: 2488 Idiens Way, Courtenay

C. Ad Hoc Gender-Based Violence Committee Board Report Pages 19-54

Shannon Aldinger, Committee Chair and Sarah Jane Howe, Trustee

Trustee Aldinger presented the report, highlighting recommendations aligned with the Strategic Plan and provincial mandate.

Next Ad Hoc Gender-Based Violence Committee Meeting: To be confirmed - January 2026.

Motion: (RP-2025-11-25-03)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Gender-Based Violence Working Committee's Report, dated November 25, 2025, and its recommendations as presented;

Request the Superintendent of Schools to review the recommendations of the Gender-Based Violence Working Committee's Report, dated November 25, 2025, and report back to the Board of Education; and

Refer the draft policy prepared by the Gender-Based Violence Working Committee to the Board of Education's Policy Committee.

Howe/Aldinger

CARRIED

Motion:

THAT the Board of Education provide the Gender-Based Violence Working Committee's Report, dated November 25, 2025, to the Ministry of Education and Child Care and to the BC Trustee's Association.

Howe/Aldinger

Motion to Amend:

During discussion, revised wording was proposed. The Chair read the amended wording.

Caton/McCannel-Keene

CARRIED

Amended Motion: (RP-2025-11-25-04)

THAT the Board of Education provide the November 25, 2025, Gender-Based Violence Working Committee report to the Ministry of Education and Child Care, BCSTA, and Parliamentary Secretary of Gender Equity, including the draft policy.

CARRIED

10. Decision Items

A. Board/Authority Authorized (BAA) Courses

Pages 55-79

Jay Dixon, Associate Superintendent, and
Dawn Anderson, District Careers and Transitions Support Teacher

A brief introduction was provided regarding both courses presented before the Board.

Motion: (RP-2025-11-25-05)

THAT the Board of Education of School District No. 71 (Comox Valley) approve the Board Authority/Authorized courses as presented.

Howe/Caton

CARRIED

B. 2026-27 Annual Operating Budget Development Timelines and Process

Pages 80-82

Jeremy Morrow, Superintendent

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.

The Board received the 2026–27 Annual Operating Budget Development Timelines & Process.

Motion: (RP-2025-11-25-06)

THAT the Board of Education of School District No. 71 (Comox Valley) approve the 2026-27 Annual Operating Budget Development Timelines & Process as outlined.

McCannel-Keene/Howe

CARRIED

C. Board Committees 2025-2026 - Appointments Revised

Pages 83-84

Michelle Waite, Board Chairperson

Trustee representation to the Indigenous Education Council has been revised.

Motion: (RP-2025-11-25-07)

THAT the Board of Education of School District No. 71 (Comox Valley) approve the revised 'Board Committees 2025-2026' as presented.

Howe/Aldinger

CARRIED

11. Information Items

A. Learning Services

i. Enrollment Update

Pages 85-87

Jay Dixon, Associate Superintendent

Presented the report to the Board, noting that February projections closely matched September enrolment and that figures used for official publications are published by the Ministry.

Motion: (RP-2025-11-25-08)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the 2025-2026 Enrollment Report as presented.

Howe/McCannel-Keene

CARRIED

B. Business Services

i. Pay Transparency Report

Pages 88-92

Jeremy Morrow, Superintendent

Compared to last year, results show shifts, likely to reflect improved data quality.

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

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Motion: (RP-2025-11-25-09)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the 2025 Pay Transparency Report as presented.

Howe/Aldinger

CARRIED

ii. Transportation Report

Pages 93-94

Molly Proudfoot, Director of Operations

The Director of Operations provided an overview and responded to questions.

Motion: (RP-2025-11-25-10)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Student Transportation Update as presented.

McCannel-Keene/Howe

CARRIED

iii. Public Interest Disclosure (PIDA) Annual Report – Whistleblower

Pages 95-97

Jeremy Morrow, Superintendent

Will be posted on the district website in compliance with Board policy.

Motion: (RP-2025-11-25-11)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Public Interest Disclosure Annual Report for the fiscal year 2025 as presented.

Aldinger/McCannel-Keene

CARRIED

12. Board Business

A. Unfinished Business

- i. None

B. New Business

i. Annual Trustee Code of Conduct Affirmation

Michelle Waite, Board Chairperson

Trustee signed Policy 4, affirming commitment to the Trustee Code of Conduct.

ii. Board Governance Plan
Michelle Waite, Board Chairperson

The Board received a revised version of the Board Governance Plan for review at the meeting, replacing the version included in the agenda package.

Motion: (RP-2025-11-25-12)

THAT the Board of Education of School District No. 71 (Comox Valley) approve the 2025-2026 Board Governance Plan as presented.

Howe/McCannel-Keene

CARRIED

13. Correspondence

A. None

14. Public Question Period to the Board

Questions were received from the public. Responses were provided.

15. Adjournment at 8:31 pm

Motion:

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

McCannel-Keene/Aldinger

CARRIED

Board Approved on:
December 16, 2025

Certified Correct:



Dr. Jeremy Morrow,
Acting Secretary-Treasurer



Michelle Waite
Board Chairperson

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