



**REGULAR BOARD MEETING MINUTES**

TUESDAY, SEPTEMBER 13, 2022  
6:00 PM  
VIA ZOOM

---

**ATTENDEES**

**Trustees**

Eve Flynn	Chairperson
Julie Austin	Vice-Chairperson
Laura Godfrey	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

**Administration**

Peter Jory	Superintendent of Schools
Gillian Wilson	Associate Superintendent of Schools
Ron Amos	Secretary Treasurer
Rudy Terpstra	Director of Instruction
Phil Munro	Director of Operations
Kevin McKee	Principal, Nanoose Bay Elementary School Qualicum District Principals/Vice Principals' Association

**Education Partners**

Mount Arrowsmith Teachers' Association (MATA)  
District Parents Advisory Council (DPAC)  
Canadian Union of Public Employees (CUPE) Local 3570

**1. CALL TO ORDER**

Chair Flynn called the zoom meeting to order at 6:00 p.m.

**2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Chair Flynn acknowledged that the Board was meeting on the territory of the Coast Salish people and thanked the Snaw'naw'as and Qualicum First Nations for allowing the board to live, work and play

She advised that the Government of Canada has deemed Monday, September 19th, a statutory holiday to mourn the passing of Queen Elizabeth II.

Chair Flynn also noted that September 30<sup>th</sup> is also a statutory holiday on which to reflect on the National Day of Truth and Reconciliation.

**3. ADOPTION OF THE AGENDA**

The following items were reordered or added to the agenda:

- i. Framework for Enhancing Student Learning
- ii. Third reading of Board Policy 709: Board of Education Scholarships/Bursaries
- iii. Trustee Item: Dinner Plates – Trustee Young

**22-105R**

*Moved:* Trustee Kurland      *Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District No. 69 (Qualicum) adopt the agenda as amended.

CARRIED UNANIMOUSLY

**4. APPROVAL OF THE CONSENT AGENDA**

- a. Approval of Regular Board Meeting Minutes: June 28, 2022
- b. Ratification of In Camera Board Meeting Minutes: June 28, 2022
- c. Receipt of Ministry News Releases
  - New funding helps make back-to-school more affordable for families that need it most
  - Education by the Numbers
- d. Receipt of Status of Action Items – September 2022

**22-106R**

*Moved:* Trustee Godfrey      *Seconded:* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of September 13, 2022, as presented.

CARRIED UNANIMOUSLY

**5. DELEGATIONS/PRESENTATIONS****a. 2021-2022 Audited Financial Statements**

Leanne Souchuck, partner at the audit firm of McGorman MacLean, which undertook the district's audit, provided a brief summary of the audit findings which were reviewed more fully with the Board earlier in the day. She noted that the financial statements presented fairly in all respects as at June 30, 2021 and the audit team appreciated the full cooperation of the board and staff during the audit. The audited financial statements will be sent to the Ministry and also made available on the district's website.

**6. BUSINESS ARISING FROM THE MINUTES**

None

**7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)**

No Report

**8. CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 3570**

Sherrie Brown, President, commented on the following:

- Acknowledgement of a former district education assistant and bus driver, Mike Sickels, who passed away in August.
- Acknowledgement of the passing of Queen Elizabeth II
- Members are off to a strong start for the new school year and are thankful to return to mostly pre-covid times.
- The Union has new members on its Professional Development Committee to identify ways to continue to enhance members skills.
- Local support staff bargaining dates have been scheduled beginning in November 2022.

- Appreciation to the current Board for everything they have done for the district and colleagues and she wished those seeking re-election luck in the upcoming elections.

## 9. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

Karri Kitazaki, Vice President, commented on the following:

- The DPAC Executive Team looks forward to working with the school district team to find ways to support the school communities, learners and their families.
- DPAC is still committed to their Accessibility Bikes initiative. They will spend the coming months researching appropriate grants, fundraisers and funding. They have currently received \$9K in grant funding with each bike costing approximately \$17,500.
- In April 2022, DPAC sent out a “Learning Opportunities Inquiry” survey to parents/guardians of SD69. From that survey, they were able to identify topics of interest to families and guest speakers to bring into the district.
- The White Hatter is booked for a series of 6 Live Virtual Sessions for parents/guardians and to which all school district staff are also invited. The sessions will focus on social media safety and digital literacy. Dates and topics are available on the calendar on the district and school websites with the first session scheduled for September 22<sup>nd</sup>. Information will be sent to schools to advertise this learning opportunity for district families.
- DPAC intends to reach out to school PACs to brainstorm for ways to create fundraising initiatives to help build community support for the Oceanside Community Track Project.
- PAC is considering hosting an ‘All Candidates Townhall’ for the upcoming school trustee elections.
- Everyone is invited to attend the DPAC Meetings will be held via Zoom on the 3rd Wednesday of each month at 6:30 p.m.

## 10. PUBLIC QUESTIONS AND COMMENTS (RELATED TO AGENDA ITEMS)

None

## 11. ACTION ITEMS

### a. 2021-2022 Audited Financial Statements

#### i. Local Capital Reserve Funds

Secretary Treasurer Amos reviewed the financial summary provided in the agenda package and also drew the Board’s attention to the Financial Statement Discussion & Analysis (FSDA) document, which provided more details on the district’s financial activities based on currently known facts, decisions or conditions.

He then noted that when funds used for express purposes as approved by the board are not spent, permission must be requested by the Board from the Ministry to carry those funds forward and declare that they will be spent in the next fiscal year, as is the current case with the funds targeted for Indigenous Education.

He also referred to Note 13 of the Financial Statements, which sets out any operating surpluses and identifies the purpose for which the funds are being held. It is required that Boards also approve the appropriations of those funds.

**22-107R**

*Moved:* Trustee Flynn      *Seconded:* Trustee Young  
**THAT** the Board of Education of School District No. 69 (Qualicum) support allocating \$50,000 of Uncommitted Local Capital to fund the purchase of operational equipment in spring of 2023.

**CARRIED UNANIMOUSLY**

**22-108R**

*Moved:* Trustee Flynn      *Seconded:* Trustee Young  
**THAT** the Board of Education of School District No. 69 (Qualicum) request approval from the Ministry of Education to underspend the targeted Aboriginal Education funding for the 2021-2022 school year in an amount of \$48,609; and,  
**THAT** the Board of Education of School District No. 69 (Qualicum) confirm that the surplus has been allocated and will be spent on Aboriginal Education programs in the 2022-2023 fiscal year.

**22-109R**

*Moved:* Trustee Flynn      *Seconded:* Trustee Young  
**THAT** the Board of Education of School District No. 69 (Qualicum) accept the Schedule of Internally Restricted Surplus as presented.

**22-110R**

*Moved:* Trustee Flynn      *Seconded:* Trustee Young  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve the 2021-2022 Audited Financial Statements as presented.  
**CARRIED UNANIMOUSLY**

**b. School Codes of Conduct**

Trustees and the Superintendent noted that additional time was needed to review and update wording in the school codes of conduct and edit some references. It was determined that the Superintendent would work with schools to revise the drafts and present the final Codes of Conduct for acceptance by the newly elected board at its November board meeting.

**22-111R**

*Moved:* Trustee Young      *Seconded:* Trustee Austin  
**THAT** the Board of Education of School District 69 (Qualicum) postpone the motion as provided on the agenda to accept the School Codes of Conduct for the 2022-2023 school year as provided for review to the November 22, 2022 Regular Board Meeting.

**CARRIED UNANIMOUSLY**

**c. DRAFT Board Vision, Mission and Values**

Superintendent Jory stated that the Board met recently to review its Vision, Mission, and Values in anticipation of this year's impending strategic planning process in order to get to a place where it resonated with the Board and would be an appropriate framework for further discussions. He then provided some background to the discussions and reasoning which determined the draft Vision, Mission and Values.

He noted that with the Board's support in principle for the DRAFT Vision, Mission and Values, they could then be published for stakeholder input to be collected and considered by the Board prior to including a final version in the Strategic Plan, when ready to do so.

**22-112R**

*Moved:* Trustee Kurland      *Seconded:* Trustee Austin

**THAT** the Board of Education of School District 69 (Qualicum) support in principle the draft statements of the District's Vision, Mission and Values for public input.

**CARRIED UNANIMOUSLY**

**d. 2023-2024 Minor Capital Plan Submission**

Secretary Treasurer Amos noted that this is the final of three submissions for capital programming to the Ministry. The first was the Annual Facilities Grant, the second was the major capital submission and this, the third was the minor capital submission. The document outlines 5 years of planning which assists in determining whether a project needs to be phased over a number of year or whether they can be completed in a single year.

Director of Operations Munro then reviewed a number of the proposed projects and anticipated timelines.

Secretary Treasurer Amos noted that the Minor Projects is due to be submitted to the Ministry by September 30<sup>th</sup> and that there may be some slight adjustments to the estimated costs between the date of the board meeting and the date the document is submitted.

Further to a query from Trustee Austin, it was also noted that the Prism Engineering Report on energy savings projects would be presented to the October Finance & Operations Committee of the Whole meeting in its current form at that date.

**22-113R**

*Moved:* Trustee Kurland      *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) support the 2023-2024 Minor Capital Plan submission as presented.

**CARRIED UNANIMOUSLY**

**12. INFORMATION ITEMS**

**a. Superintendent's Report**

Peter Jory, Superintendent of Schools, reported on the following:

- School start-up has gone well and from his visits to schools there are encouraging levels of positivity.
- The Operations Department did a wonderful job getting the schools ready. Our planning and learning sessions went very well and staff were in early getting prepared to receive students.
- Staff and student attendance were as normally hoped for the first week.
- Enrollment appears to be slightly above projections at this time.
- The catchment work done last year seems to be working, with a better balance of capacity emerging across our elementary schools. Staff were able to clear the Springwood waitlist for a second time last week and still stay at 22 classes while not having to add a bus route at this time. École

Oceanside Elementary will have a fifth division on the English side plus the Primary Learning Community, which is already giving them some much needed flexibility for class placements.

- The District has 11 students on our school rosters who were born in the Ukraine, the majority of whom are new to us, some with refugee status, some with status pending. A number of families have been hosted in our district as a result of the ongoing war, and we offer them all a giant welcome to the Qualicum School District and the Oceanside Community.
- On August 29, 2022, the district received official announcement regarding the Family Affordability Fund, money which is coming to school districts to provide cost relief for parents and guardians. The Qualicum School District will be distributing approximately \$450K through its schools, focusing on food, fees, and field trips. Senior Staff met with principals last Wednesday to review allocations and asked that they meet with their Parent Advisory Councils to discuss their plans for the funds.
- It has been announced that September 19<sup>th</sup> will be a Federal holiday to mourn the passing of her Majesty Queen Elizabeth II and earlier this evening it was announced that it will also be a provincial holiday. An official announcement will be sent to staff and parents that all district sites will be closed.

**b. Education Update**

Rudy Terpstra, Director of Instruction, reported on the following:

- The SD69 Learning and the Mount Arrowsmith Teachers' Association is co-sponsoring a four session series titled: Walking Alongside – conversations with Jo Chrona and Monique Gray Smith. Attendees will engage in conversations that explore and support Indigenous Education. The first session will be held on Thursday, September 22<sup>nd</sup>.
- September 15, 2022, will be the Train the Trainer phase to launch Spaces, a new assessment platform. As the platform begins being used at schools, some parents will see this in their children's classrooms. The district will also present Spaces to the school Parent Advisory Councils and the District Parents Advisory Council.
- Physical Literacy Lead Training took place on Monday, September 12<sup>th</sup> with all schools represented. Attendees talked about having meaningful physical movement in classrooms.

Gillian Wilson, Associate Superintendent, reported on the following:

- 260 Kindergarten students have entered the district this year.
- She has been visiting schools this week.
- The Teaching & Learning Team are starting Kindergarten snapshots on Friday, which is an opportunity for a team of experts to work with the Kindergarten teachers to see who the newest learners are and what supports and strategies are needed to be put in place sooner than later to support Kindergarten teachers with those newest learners.
- Staff are also working on assessments with a focus on Grade 3 and 5 Writing assessments and Numeracy at the Grade 6 level. Those assessments will coincide with support of classroom teachers from the teaching and learning team to administer and then some District conversation around what they have learned about our learners and what next steps will be taken.

**i. Enrolment Update**

Associate Superintendent Wilson then provided a high level review of enrolment to date at the elementary and secondary levels, noting differences in the projected enrolment for this year to last year's enrolment as well as this year's so far. She stipulated that it was only day six into the school year; therefore, the data being presented was a first look at enrolment and the 'official enrolment data will be provided at the October Board meeting.

**ii. Framework for Enhancing Student Learning Report**

Superintendent Jory shared the Framework for Enhancing Student Learning (FESL) report for the Board's review prior to submission to the ministry. The report includes data the Ministry already has; however, districts have been asked to present that data in a specific format. He reviewed the intended outcomes for different topic areas and then compared those to actual results, including areas of strength and areas that required more focus as well as the current and 3-year trends as well as how the district compared to provincial data.

Superintendent Jory then referred to a ministry website from which the board would obtain additional information on school district performance:

<https://studentsuccess.gov.bc.ca/school-district/069/report/completion-rates>

Once approved by the Board, the document will be sent to the Ministry and also posted on the District's website.

**22-114R**

*Moved:* Trustee Austin      *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve the Framework for Enhancing Student Learning Report as presented.

**CARRIED UNANIMOUSLY**

**13. EDUCATION COMMITTEE OF THE WHOLE REPORT**

The next meeting of the Education Committee of the Whole is scheduled for Tuesday, October 18, 2022.

**14. POLICY COMMITTEE OF THE WHOLE REPORT**

**a. Board Policy 709: Board of Education Scholarships/Bursaries**

Trustee Flynn suggested that, in the future, the board consider including wording in the policy statement regarding consideration of involvement of students in social justice and environmental projects, not just academic success.

**22-115R**

*Moved:* Trustee Young      *Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District 69 (Qualicum) approve second, third and final reading to adopt the revisions to Board Policy 709: *Board of Education Scholarships/Bursaries* and its attendant administrative procedures at its Regular Board Meeting of September 13, 2022.

**CARRIED UNANIMOUSLY**

**b. Board Bylaw 1: Board of Education****22-116R**

*Moved:* Trustee Young      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 1: *Board of Education* at its Regular Board Meeting of September 13, 2022.

**CARRIED UNANIMOUSLY**

**c. Board Policy 900: Information Management and Access****22-117R**

*Moved:* Trustee Young      *Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt Board Policy 900: *Information Management and Access* and its attendant administrative procedures at its Regular Board Meeting of September 13, 2022.

**CARRIED UNANIMOUSLY**

**d. Rescinding of Board Policy 7144: Student Records****22-118R**

*Moved:* Trustee Young      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) rescind Board Policy 7144: *Student Records*, which is now subsumed into Board Policy 900: *Information Management and Access*.

**CARRIED UNANIMOUSLY**

**15. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT**

The next meeting of the Finance & Operations Committee of the Whole is scheduled for Monday, October 17, 2022.

**16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**

No Reports

**17. TRUSTEE ITEMS****a. "Dinner Plates"**

Trustee Young described how she first met Trustee Godfrey when purchasing new dinner plates. She then thanked Trustee Godfrey, who will not be running for re-election, for her service to the district and board and for all she has done for Trustee Young in terms of her own personal growth and development.

**18. NEW OR UNFINISHED BUSINESS**

None

**19. BOARD CORRESPONDENCE AND MEDIA**

None



**20. PUBLIC QUESTION PERIOD**

The dates of the October Committee of the Whole (COW) meetings and the date of the next Regular Board meeting were noted as follows:

Finance and Operations – Monday, October 17<sup>th</sup> at 10:30 a.m.

Policy – Monday October 17<sup>th</sup> at 1:00 p.m.

Education – Tuesday, October 18<sup>th</sup> at 2:30 p.m.

All the meetings will be held virtually via Zoom.

**21. ADJOURNMENT**

Trustee Godfrey moved to adjourn the meeting at 7:48 p.m.

Original signed copy on file

---

CHAIRPERSON

---

SECRETARY TREASURER