



Yath ćisum  
Always growing  
Grandissons ensemble

**QUALICUM SCHOOL DISTRICT**  
**REGULAR BOARD MEETING MINUTES**

**TUESDAY, SEPTEMBER 24, 2024**  
**6:00 PM**  
**VIA VIDEO-CONFERENCING**

**ATTENDEES**

**Trustees**

Eve Flynn	Chairperson
Julie Austin	Vice Chairperson
Carol Kellogg	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

**Administration**

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Rudy Terpstra	Director of Instruction
Ryan Brennan	Director of Instruction – Human Resources
Phil Munro	Director of Operations
Andrew Lee	Vice Principal, Ballenas Secondary School
	Qualicum District Principals and Vice Principals Association

**Education Partners**

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

**1. CALL TO ORDER**

Chairperson Flynn called the video-conferencing meeting to order at 6:00 p.m.

**2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Chair Flynn acknowledged that the Board was meeting on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations. She thanked the First Nations for their stewardship of the land, and for allowing the Board to live, work, play and learn in this beautiful part of Vancouver Island.

She then acknowledged that September 30<sup>th</sup> is the National Day for Truth and Reconciliation.

**3. ADOPTION OF THE AGENDA**

The Early Years Coalition report was moved from the consent agenda to Trustee Items and two additional topics were also added under Trustee Items.

**24-85R**

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

**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: August 27, 2024
- b. Approval of Special Board Meeting Minutes: August 27, 2024
- c. Ratification of In Camera Board Meeting Minutes: August 27, 2024
- d. Ratification of the Special In Camera Board Meeting Minutes: July 5, 2024
- e. Receipt of Ministry News Releases
  - More certified teachers coming to BC schools
  - Cellphone restrictions in schools
  - Minister's statement on return to school
  - Further expansion of \$10-a-day child care will benefit BC families
  - Indigenous families will benefit from more Aboriginal Head Start child care spaces

**24-86R**

*Moved:* Trustee Kellogg *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 24, 2024, as amended.

CARRIED UNANIMOUSLY

**5. DELEGATIONS/PRESENTATIONS****a. 2023-2024 Audited Financial Statements**

Leanne Souchuck, Auditor – MPS Chartered Professional Accountants, reported on the audit completed for the district's most recent fiscal year ending June 30, 2024. She had reviewed the audit in detail with trustees earlier in the day and then provided a high level overview. In their opinion the financial statements present fairly in all material respects the financial position of the school district as at June 30, 2024. The results of the year then ended in accordance with the Budget Transparency and Accountability Act of BC.

No material errors or misrepresentations were found in the financial statements that were prepared by the district; therefore, a clean audit opinion has been issued. Ms. Souchuck noted that the district had an operating deficit for the year of \$428,000 and the accumulated operating surplus at the end of the year totaled \$1.2M and has been appropriated for various future use (Note 13), operating revenues for the year were \$58.9M and operating expenses were \$59.2M (Schedule 2). During the year the district spent \$57.7M on salaries and benefits, \$12M on services and supplies and \$2.9M on capital projects. There are various schedules and notes within the financial statements for those wanting more detail. There is also a financial statement discussion and analysis which provides a good summary of the findings for the year.

Leanne Souchuck acknowledged the cooperation of trustees, management and staff throughout the audit and the audit team appreciates the working relationship they have with them.

**6. PUBLIC QUESTIONS AND COMMENTS (RELATED TO AGENDA ITEMS)**

None

**7. BUSINESS ARISING FROM THE MINUTES**

None

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

Katie Tickell, MATA Vice President, spoke to the following:

- Acknowledgement of September 30th, a time to reflect on Indigenous Truth and Reconciliation and Calls to Action. As a social union MATA supports increased access for First Nations to learn and grow within our education community and initiatives to increase the hiring of First Nations into leadership roles as support staff, teachers, administrators and senior administrators. Increasing the representation of FN within the K-12 public education sector is an achievable goal. The MATA Truth and Reconciliation Chair, Amanda Young, is looking forward to working with Indigenous district leadership together with Snaw-Naw-As and Qualicum Nations to build relationships that can further enhance First Nation participation in education.
- October 5<sup>th</sup> is World Teachers Day and as it falls on a Saturday this year, MATA will be visiting schools on Friday, October 4<sup>th</sup> to leave appreciation gifts in staff rooms to thank teachers for all their hard work, commitment, and dedication to supporting and teaching the district's student.
- As a provincial election is approaching, MATA will be hosting a virtual all candidates forum on Wednesday, October 9<sup>th</sup> from 4 to 5 p.m. To date, Stephanie Higginson (NDP candidate) and Adam Walker (Independent candidate) have committed to the forum. A link will be sent closer to the date.
- This is the local bargaining year for MATA and the employer and MATA looks forward to their bargaining sessions with management which will be scheduled between November 2024 and February 2025. MATA looks forward to respectful productive bargaining between the union and the employer.
- Given the unfortunate budget deficit identified at the beginning of the school year, many of the positive initiatives that are highlighted in the Framework for Enhancing Student Learning Report may be cut to balance the budget, and reductions are most often to those resources that directly support students and, if cut, will have significant effects on children's' learning. The current model for the public education system is a flawed and underfunded model. MATA hoped and expected that trustees bring this to the attention of the Ministry of Education and Child Care and request that it set its funding priorities to those that directly support students. MATA urged all stakeholders that believe in public education to be vocal and pressure government to invest in public education.

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

Ewen Rycroft, CUPE Local 3570 President, expressed concern about the current state of affairs in the district, including precarity of members positions, the safety and inclusion of students, and the decision by management to recoup the district's deficit from support staff paychecks and student support. The workload on staff has been increasing with additional demands for paperwork and reduction hours directly affecting support staff. This affects staff morale and negatively impacts on the district's marginalized vulnerable students and their families. Those actions go against management's previous statements that they would minimize the impact on students.

Additionally, the district's policy regarding busing are also problematic as they are resulting in special needs students missing out on instructional time and inclusive education opportunities and also has wider implications for their families. The Union strongly believes that Management should reconsider its decision and prioritize the wellbeing and support of the students and the staff.

#### 10. DISTRICT PARENT COUNCIL (DPAC)

Ray Woroniak, DPAC President, commented on the following:

- The first DPAC meeting of the year was held in person on Wednesday, September 18<sup>th</sup> at the Qualicum Commons. This year there will be a change to the agenda format with questions and ideas on specific topics forwarded to Trustees, senior staff and/or union representatives which DPAC would like addressed at a future DPAC meeting.
- DPAC will be holding hybrid meetings this school year in the hopes it will help more parents learn and become familiar with the technology used by the district. The meetings will also be recorded and shared with all parents to allow equal access to the discussions, information and to be informed as to how and why DPAC reaches any decisions.
- DPAC elections will be held at the October meeting for vice-president, treasurer, secretary and directors at large. Nominations have been received for each of those positions and DPAC looks forward to working with staff, trustees, unions and parents.
- The Oceanside Commons Society spoke as a delegation at the September DPAC meeting and DPAC voted to support the Oceanside Commons Society proposal and will be writing a letter of support to the Board.
- DPAC was pleased to hear MATA will be hosting an all candidates debate and expressed appreciation to MATA for organizing that event.

#### 11. ACTION ITEMS

##### a. 2023-2024 Audited Financial Statements

Secretary Treasurer Amos

##### i. Indigenous Education Targeted Funding

Secretary Treasurer Amos advised that the three recommendations coming forward to the board are the basis to which the financial statements were prepared. The Indigenous Education Grant is targeted and the mandate is for that funding to be spent in that domain. Therefore, if it is not spent in one year, the mandate is to carry it forward to the next budget year, during which time that funding must be spent.

##### 24-87R

*Moved:* Trustee Young      *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District No. 69 (Qualicum) request approval from the Ministry of Education to underspend the targeted Indigenous Education funding for the 2023-2024 school year in an amount of \$104,931; and,

**THAT** the Board of Education of School District No. 69 (Qualicum) confirm that the surplus has been allocated and will be spent on Indigenous Education programs in the 2024-2025 fiscal year.

CARRIED UNANIMOUSLY

ii. **Schedule of Internally Restricted Surplus**

Secretary Treasurer Amos referred to Note 13 in the financial statements, which indicates the line item for funds appropriated for future operating budgets, which ensures there is always money in a reserve fund.

**24-88R**

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

iii. **Use of Remaining Local Capital**

Secretary Treasurer Amos referred to Schedule 4 which speaks to the district's other capital funds. Local capital funds are those realized as a result of remaining unspent bylaw capital as well as money received for the sale of land and buildings. The sale of two small parcels of land created a small local capital fund that the district has been using over the course of the last few years. Some of those funds were used to kickstart the Ballenas track project and to put some money into the white fleet. Staff are now asking for the Board's approval to spend the remaining for the final white fleet purchases.

**24-89R**

*Moved:* Trustee Young *Seconded:* Trustee Kellogg  
**THAT** the Board of Education of School District No. 69 (Qualicum) support using the remaining balance of local capital in the amount of \$137,997 for the purchase of white fleet vehicles.  
CARRIED UNANIMOUSLY

iv. **2023-2024 Audited Financial Statements**

**24-90R**

*Moved:* Trustee Flynn *Seconded:* Trustee Kurland  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve the 2023-2024 Audited Financial Statements as presented.  
CARRIED UNANIMOUSLY

b. **Appointment of Auditors**

Chair Flynn reviewed the history of the current appointment of auditors following a Request for Proposal three years prior which resulted in the appointment of the current auditing firm. She noted that there was an option to extend for an additional two years. It is anticipated that the Board would initiate another request for proposal for auditors during at the end of the 2024/2025 fiscal year.

**24-91R**

*Moved:* Trustee Flynn *Seconded:* Trustee Kurland  
**THAT** the Board of Education of School District 69 (Qualicum) extend the appointment of MacLean Pazicka Souchuck Chartered Professional Accountants as the District's auditors for a two-year term for the 2024-2025 and 2025-2026 fiscal years.  
CARRIED UNANIMOUSLY

## 12. INFORMATION ITEMS

### a. Superintendent's Report

Superintendent Jory reported on the following:

- The Qualicum School District is back in session and all schools and operations are functioning smoothly.
- After a spring of preparations, school principals and their teams have been working hard to successfully implement and enforce the new cell phone legislation. The initial feedback has been positive, with a noticeable reduction in the visibility and use of cell phones in schools.
- The Superintendent also revisited the contentious issue from last year regarding anti-SOGI protests. He emphasized the district's transparency and openness in sharing curriculum and resources with concerned parents. He reflected on the importance of addressing misinformation and shared that the recent protests related to this issue were minimal, expressing hope that people may be gaining a clearer understanding of the situation.
- A more pressing issue was the decline in student enrollment, which has direct implications on district funding. The district is down nearly 2% in enrollment, contrary to expectations of stability. This decline is partly attributed to broader provincial trends, as well as the recent accreditation of a private special needs program, which has attracted some students eligible for supplementary funding.

The financial impact of this enrollment drop is significant, with the district facing a budget shortfall of approximately \$1.2 million, a million of which the district is seeking to address immediately. This has necessitated staffing adjustments to mitigate the impact. The district has managed to limit the majority of reductions to rescinding new postings to minimize disruption. Specific reductions outlined include:

- Teaching staff reallocations, reductions, and non-replacements: \$420,000
- Reductions to Education Assistant (EA) hours: \$300,000
- Surplus in the communication position and non-replacement in Finance: \$100,000
- Operations and maintenance restructuring and supply reductions: \$100,000
- ISP school allocations: \$70,000
- Education operational budget reductions: \$50,000

A common question raised during such budget shortfalls is why exempt staff, such as administrators, are not part of the immediate reductions. The Superintendent explained that these staff have contracts that would need to be honored, so any reductions among exempt staff are only considered as part of long-term forecasting, not for immediate financial relief.

The Superintendent pointed out that the district spends a high percentage of its budget on education staffing compared to similar sized districts. This leaves little flexibility when funding dips, as there are few non-staffing areas to cut. The district's surplus is also significantly smaller than it ideally should be, further limiting financial maneuverability.

Another concern raised was the rise in staffing replacement costs, which have increased from \$1.4 million to over \$2.4 million in recent years. This is an unfunded cost to the district, and the administration is working on

strategies to manage these costs more effectively. The goal is to ensure more funds can be allocated to direct educational needs.

- The Superintendent emphasized the importance of district staff presenting the district positively to the public. The district is high-performing, with a solid strategic plan, strong academic achievement, and a significant focus on putting funds into classrooms. Negative public commentary from staff without complete information could inadvertently influence families to explore alternative schooling options, which would exacerbate enrollment declines and further impact district staffing and resources.
- The Superintendent pointed out that the provincial election period began on September 21, with voting scheduled between October 10 and 19, and a new government to be formed on November 2. The Superintendent encouraged everyone to participate, noting that the outcome could have a significant impact on education in the province.
- In closing, the Superintendent thanked all those involved in supporting learning within the district, expressing gratitude for their continued dedication to the students of the Qualicum School District.

**b. Preliminary Enrolment Report**

Gillian Wilson, Associate Superintendent, provided additional information on the district's current preliminary enrolment report as of mid-September, which caused some concern regarding enrolment being lower than projected. Therefore, staff are considering ways to right-size the budget now versus trying to do so later in the year as well ensuring that students not yet registered are connecting and any new students to the district who may have a designation have the correct paperwork in place so any required supplemental funding can be claimed.

She gave credit to the system which is working hard to ensure the district is not missing any students as it is important for them to be connected in schools as well as to support our enrolment. The final enrolment report will be provided at the October Regular Board Meeting.

**c. Educational Programs Update**

Gillian Wilson, Associate Superintendent, commented on the following:

- The Associate Superintendent advised that she has been working with the Integrated Child and Youth Team (ICY) and shared a presentation providing the background to how the Pathway of Hope developed the ICY, how the district fits into the ICY teams, and who, where and how the ICY teams serve. There are currently 20 communities that have ICY teams in BC with no more being planned across the province. Associate Superintendent Wilson then provided an overview of the various phases of the Care Transformation, noting that the ICY Team is in the third phase of Community Specific Integration and has hired a team lead, who started on September 26th. The next step is to hire the district's clinical counsellor and peer support worker.
- Last year the district successfully applied to the Virtual Foundry to be part of Preventure which provides drug awareness, resiliency strategies based on an individual's personality tendencies and provides group work to build strategies to have some better refusal skills. Counsellors in the district are being trained in the Preventure program as facilitators, other district staff will be in what are called 'Champion' roles and then the Child and Youth Care Workers will be called 'Workshop Aids' where they can support the groups that are going to do the Preventure curriculum. The Preventure

curriculum will be provided to the Grade 8s through a survey process which will identify their personality style and whether they qualify to be part of a group or a workshop format and then the workshop will take place based on those personality tendencies. The alternate program will use the concept of the program but not run their students through it.

- Truth and Reconciliation is of importance and district staff and students are wearing orange and do their part to think about what everyone can do as individuals on their own personal journeys around Truth and Reconciliation. The Indigenous Education Department is invaluable in supporting staff; to teach, train, educate, support all employees and students. Truth and Reconciliation is not just a day in district schools, it is embedded in the daily teachings and learnings for staff and students.

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

- Educators, school administrators and trustees are joining senior administrators for learning about, with, and from the Local Nations during a four-part learning series titled *Culturally Responsive and Inclusive Schools: Classrooms Using Circles*. The first session will be held on October 3<sup>rd</sup>.
- Staff are excited to move forward in our learning on Literacy and Numeracy. The Foundation Skills Assessment take place in October where students show their learning. A session is planned in October to provide principals with data from last year's FSA results, determine some assessments and link them to some of the actions that the schools are doing.
- The Human Services cohort has launched in the Career Education Department with students taking courses this semester for accreditations and having practicum experience next semester. Additional details were included in the Education Committee of the Whole Report by Trustee Young.

### 13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

#### a. 2025-2026 Minor Capital Submission

Secretary Treasurer Amos noted that the minor capital submission is a continuation of the annual cycle of major/minor capital submissions that go to the ministry. The month of September addresses the minor capital, which is for projects under \$2.5M [i.e. playgrounds (PEP), carbon neutral capital programs (CNCP), school enhancement funds(SEP)].

Director of Operations Munro then reviewed the proposed minor capital plans, and stated that there is some strategy in the way districts present their cases for funding of these types of projects. He outlined which of the proposed projects that would be most likely to be approved by the Ministry for funding.

#### 24-92R

*Moved:* Trustee Kellogg *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) support the 2025-2026 Minor Capital Plan submission as presented.

CARRIED UNANIMOUSLY



**14. POLICY COMMITTEE OF THE WHOLE REPORT****a. Board Bylaw 1: Board of Education****24-93R***Moved:* Trustee Flynn*Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) second reading to adopt the revisions to Board Bylaw 1: *Board of Education*.

CARRIED UNANIMOUSLY

**b. Board Policy 107: Use of Educational Property for Child Care****24-94R***Moved:* Trustee Flynn*Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 107: *Use of Educational Property for Child Care*.

CARRIED UNANIMOUSLY

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

Trustee Young referred to her report as provided in the agenda package, and advised that the committee is seeking presentations from students, educators, and parents/caregivers on environmental stewardship, climate action, social justice and equity, in order to highlight the work that is ongoing in those areas. She also noted that the date for Coffee with Trustees at False Bay School no longer works for scheduling purposes so that will be revisited.

**a. Framework for Enhancing Student Learning (FESL)**

Superintendent Jory provided the history leading to the creation of the FESL to be provided to the Ministry. The report not only provides the information requested by the ministry but is also beneficial in leading to deeper conversations within the learning community. The work that goes into developing the FESL, including the deep dive into the data and the conversations with school staff, should lead to actually development of more refined strategies, deeper thinking and Superintendent Jory believes it is having that impact, and the connection to the Strategic Planning is growing. He invited people to read the document noting that at the back there is a description of the district's strategic planning process (the SET model) and the connection between the Strategic Plan and the work going on in schools. There is also a chart that outlines how the district thinks those things are going to impact achievement outcomes.

**24-95R***Moved:* Trustee Young*Seconded:* Trustee Kellogg

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

CARRIED UNANIMOUSLY

**b. School Codes of Conduct**

Superintendent Jory noted this was the second year of using a new format to adopt a district-wide template. Each school's code of conduct now has a matrix which they have selected or developed at the school level. There are a series of items that everyone must include and other items that are legislative in nature and required to be included in a school code of conduct. The intention with the new

version is to get away from the more punitive model and try to come to a place where it is articulate in an aspirational way that schools are intentionally developing a positive learning environment and staff and students are aspiring to be respectful, to be good citizens, and focusing on learning. That roll out has gone well and the one recent addition was phrasing which supports a distraction free learning environment in regard to the use of personal digital devices. How much detail schools provided was left up to each site as it needed to be an authentic collaborative consultation process at the school level.

Superintendent Jory added that there is a good review process at the school level before the documents are submitted to the Superintendent for a final review prior to being presented to the Board.

It was suggested that it might be more relevant to adjust the timelines so that the Codes of Conduct are approved prior to the start of the school year. i.e. June or August. Superintendent Jory agreed that presenting them in August would be possible.

#### **24-96R**

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

**THAT** the Board of Education of School District 69 (Qualicum) receive the School Codes of Conduct for the 2024-2025 school year as previously presented at the Education Committee of the Whole.

CARRIED UNANIMOUSLY

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

None

### **17. TRUSTEE ITEMS**

#### **a. Board External and District Committee Representatives/Trustee Liaison Schools for 2024/2025**

A correction was made to indicate Trustee Austin as the representative to the Early Learning and Child Care Council of Oceanside (ELCCO) and Trustee Austin would be suggesting to ELCCO that have a representative at the Early Years Table.

Otherwise, the representative appointments were as presented. Trustees will also be advising the Chair who would be the Trustee representatives at each of the monthly District Parent Advisory Council (DPAC) meetings.

The updated Trustee Liaison list was also presented for information.

Trustee Austin advised that trustees had considered changes to the dates and times of the committee of the whole meetings; however, at this time, no changes were made to the current schedule or which meetings would or would not be recorded. She encouraged whomever is writing the committee reports to ensure that the reports are fulsome and detailed to capture the flavour of conversations that have occurred at those meetings.

#### **b. Early Years Table Report**

Trustee Young highlighted the many resources available to the community that are provided by the groups in the Early Years Table. She also mentioned that the

Annual Coombs Candy Walk will be held on October 31<sup>st</sup> and Spooktacular at Storybook Village will be held on Thursday, October 24<sup>th</sup>.

**c. Qualicum First Nation Indigenous Resource Kits**

Trustee Young referred to a recent Open House held on September 5<sup>th</sup> at the Qualicum First Nation Hall to display the Indigenous kits created by the Qualicum First Nation from funding received to create and distribute free Indigenous resource kits province-wide over the next three years. She praised the Qualicum First Nation for the work in creating impressive informative learning kits, which reflect the teachings of each local First Nation.

**18. NEW OR UNFINISHED BUSINESS**

None

**19. BOARD CORRESPONDENCE AND MEDIA**

None

**20. PUBLIC QUESTION PERIOD**

None

**21. ADJOURNMENT**

Trustee Kellogg moved to adjourn the meeting at 7:45 p.m.

*Original signed copy on file*

---

CHAIRPERSON

---

SECRETARY TREASURER