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Always growing
Grandissons ensemble

QUALICUM SCHOOL DISTRICT
REGULAR BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 23, 2025
6:00 PM
VIA VIDEO-CONFERENCING

ATTENDEES

Trustees

Eve Flynn	Board Chairperson
Carol Kellogg	Vice Chairperson
Barry Kurland	Trustee
Elaine Young	Trustee
Julie Austin	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
Sarah Hung	Vice Principal, Qualicum Beach Elementary 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

Chair Flynn called the virtual 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 Snaw-Naw-As (Nanoose) Qualicum and First Nations, and she thanked them for the stewardship of this land and allowing the Board to live, work, play and learn on these lands.

3. ADOPTION OF THE AGENDA

A Trustee item and a Notice of Motion were added to the agenda.

25-79R

Moved: Trustee Kellogg *Seconded:* Trustee Young

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 26, 2025
- b. Approval of the Special Board Meeting Minutes: August 26, 2025
- c. Ratification of In Camera Board Meeting Minutes: August 26, 2025
- d. Receipt of Ministry News Releases
 - Minister's statement about returning to school
 - More youth will be supported with tools to prevent additions, substance use
 - BC launches mandatory early literacy screening to help students succeed
 - New community-based teacher-education programs will increase First Nations K-12 teachers
- e. Receipt of Reports from Trustee Representatives
 - Canadian School Boards Association - National Indigenous Gathering & Congress – Trustee Young
 - OBLT Early Years Table – Trustee Young

25-80R

Moved: Trustee Young *Seconded:* Trustee Kellogg

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of August 26, 2025, as presented.

CARRIED UNANIMOUSLY

5. DELEGATIONS/PRESENTATIONS**a. 2024-2025 Audited Financial Statements**

Auditor Leanne Souchuck, of MPS Accounting Services, provided a high level overview of the statements, noting that audit report is provided and that the statements presented fairly in all material respects as at June 30, 2025. The Auditors did not find any material errors or misrepresentation and had issued a clean audit opinion.

b. What I did on My Summer Vacation - An Introduction to the Canadian Museum for Human Rights

Trustee Young shared her experience and highlighted the various exhibits she visited at the Canadian Museum for Human Rights in Winnipeg.

Trustee Austin noted that she had visited the website and there is a section of education and resources for educators which was also well worth visiting.

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

Chair Flynn noted that two questions (as follows) were submitted to Trustees via email prior to the Board meeting and would be addressed by the Secretary Treasurer under Item 11.a.

- a. *Which roles are included under 'Other Professionals' (Schedule B of the Budget documents).*
- b. *Clarification on how the approximate increase of 17.38% for 'Other Professionals' of \$2,139,889 in 2024/25 from \$1,823,117 in 2023/24 occurred given the school district's student population is decreasing?*

7. BUSINESS ARISING FROM THE MINUTES

None

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Matt Woods, MATA President, stated that he found it interesting that an enrolment fluctuation of 25 students from 2020/21 to 2024/25, as well as other contributing factors such as inflation, that go unfunded when budgets are passed, could put immense pressure on the District to where it loses education assistants in the classroom, reduced 15 full time teaching positions that were supportive of teacher and supportive of change, and moved the district from what was a funded position to potentially being in funding protection.

He then reminded the Board that Sunday, October 5th is World Teachers' Day. While this falls on a Sunday, MATA will be visiting all schools on Friday, October 3rd and leaving appreciation gifts in staffrooms for teachers to enjoy in celebration of World Teachers' Day and the importance of teachers in a democratic society.

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

Ewen Rycroft, President of CUPE Local 3570, opened by recognizing the National Day for Truth and Reconciliation, urging reflection on the legacy of residential schools and the shared responsibility to promote healing and reconciliation.

He then addressed the district's financial challenges, emphasizing that budget cuts are impacting staff and students alike—reducing resources, increasing workloads, and diminishing individualized support. Despite these pressures, Mr. Rycroft commended staff for their resilience and dedication, but stressed that their efforts shouldn't replace proper education funding. He called on the board, parents, and community to advocate for sustainable investment in public education.

He noted that many unions are entering bargaining amid economic uncertainty. CUPE Local 3570 will begin negotiations after provincial talks conclude, aiming for constructive dialogue and reaffirming its commitment to members and students.

Mr. Rycroft also acknowledged the added strain on parents and caregivers, encouraging them to stay engaged and advocate for students. He reassured them of CUPE members' deep commitment to student well-being.

Finally, he celebrated the completion of the community track as a symbol of collaboration and a space for wellness, thanking all who supported the project.

10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

Jason Howard, Interim DPAC Representative, expressed appreciation to Trustee Kellogg, Superintendent Jory and MATA President, Matt Woods, for attending the first DPAC meeting of the school year. DPAC valued receiving information directly from district leadership and the opportunity to raise parent concerns – especially regarding food programs, field trips, accessibility and inclusion – while also working together on solutions.

DPAC stressed the need for a dedicated working group on food programs to ensure stronger coordination across the district, better use of existing food programs, and provincial and federal funding are used fully and effectively. Food insecurity is growing, the need is pressing and parents are committed to being part of the solution.

He further noted that clear, consistent and timely communication is of importance to families and DPAC appreciates the chance to participate in the Communications Working Group and is committed to seeing meaningful action from the Group.

Mr. Howard closed by stating that DPAC is optimistic that, after the October DPAC elections, the newly elected DPAC executive will continue to collaborate with key education partners and raise important issues on behalf of families.

11. ACTION ITEMS

a. 2024-2025 Audited Financial Statements

i. Indigenous Education Targeted Funding

Secretary Treasurer Amos provided some context to the motions before the Board and how they dovetailed into the approval of the Audited Financial Statements.

Indigenous Education has targeted funding and that funding needs to be spent in the year in which the district receives it. In the event that the funds are not spent in their entirety then the Board is asked to appropriate the surplus in order that they be embedded in the following year's planning. Note 13 of the Financial Statements outlines the appropriated surplus which three of the motions were meant to address – Indigenous Education, School Budgets and appropriated for future years' budgets.

Superintendent Jory referred to the new legislation (Indigenous Education Council Policy) and the responsibilities for districts to work in conjunction with their Indigenous Education Councils (IEC) and ensure fulsome consultation and spending the monies in a way that meets the needs and interests of our local Indigenous people.

25-81R

Moved: Trustee Flynn *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 2024-2025 school year in an amount of \$63,560; 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 2025-2026 fiscal year.

CARRIED UNANIMOUSLY

ii. Schedule of Internally Restricted Surplus

25-82R

Moved: Trustee Flynn *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. 2024-2025 Audited Financial Statements

Secretary Treasurer addressed the two questions posed in the Public Question Period.

Which roles are included under 'Other Professionals' (Schedule B of the Budget documents).

Secretary Treasurer Amos referred to Note 2, which was the summary of significant accounting policies, and outlined a list of various areas that the financial statements are prepared under including those identified as 'Other Professionals' under I) Expenditures (Page 12 of the Financial Statements). They included the Superintendent, Secretary Treasurer, Associate Superintendent, Assistant Secretary Treasurer, Director of Operations, Managers of Operations, Homestay Coordinators, Health & Wellness Coordinator and the ICY Counsellor – employees excluded from union contracts.

Clarification on how the approximate increase of 17.38% for 'Other Professionals' of \$2,139,889 in 2024/25 from \$1,823,117 in 2023/24 occurred given the school district's student population is decreasing?

Secretary Treasurer Amos referred to Schedule 2B (page 25) of the Financial Statements to explain the variance. In 2024, some of the Director of Operations' wages were allocated to capital planning—such as the False Bay School project—making it a lower-than-normal year. In contrast, 2025 reflects a standard year and includes an additional Ministry staff member: an Integrated Child & Youth Counsellor, funded through a new program. This role falls under "Other Professionals" and is part of the \$2.1M entry, which also includes costs from provincial bargaining agreements that extend to exempt staff.

Trustee Austin requested further clarification of what looked to be a 17.38% increase in the 'other professional' wages.

Secretary Treasurer Amos explained that in 2024, about \$100,000 of professional salary was charged to capital projects, not regular salary expenses. A clinical counsellor was hired in 2025, adding approximately \$120,000 in wage costs. The remaining difference of \$80,000 was in response to the negotiated wage increases at the provincial MATA and CUPE tables.

Trustee Austin clarified that the actual increase is closer to 4%, not 17.38%, when considering the \$80,000 increase against the \$1.9 million base, which aligned with provincial agreements.

25-83R

Moved: Trustee Flynn *Seconded:* Trustee Young
THAT the Board of Education of School District No. 69 (Qualicum) approve the 2024-2025 Audited Financial Statements as presented.
CARRIED UNANIMOUSLY

b. School Codes of Conduct

Superintendent Jory shared the internal process of reviewing the school Codes of Conduct prior to the Board receiving them. He advised that, after two years working with a new template, all school Codes of Conduct across the district are now

aligned in their design and intention with descriptions being stated in more positive and aspirational terms.

Trustee Young suggested that it might also be beneficial to review the district's personnel policies overall regarding what is right and proper behaviour in the system. She also encouraged parents and Parent Advisory councils to really look at the Codes of Conduct as they are the ones students are held to. She expressed her hope that the district continued to review and increase consultation to make the Codes of Conduct key living documents.

25-84R

Moved: Trustee Flynn

Seconded: Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) receive the School Codes of Conduct for the 2025-2026 school year as previously provided.

CARRIED UNANIMOUSLY

12. INFORMATION ITEMS

a. Superintendent's Report

Schools are off to a positive start, with great energy across classrooms. Operations staff once again set a high bar, ensuring that sites were ready for students and staff this September.

Facilities and Capital Projects

The new track is now fully operational, and washroom upgrades at both secondary schools are set to open next week. On Lasqueti Island, community consultation for the new school has gone well. A contractor has been selected, and their team has begun site planning—an exciting milestone for the project.

Enrollment and Funding

Enrollment trends remain challenging. Two years ago, the district saw a small increase, last year a slight dip, and this year it remains down overall. While some new students have joined the district—including those with unique learning needs—numbers are not high enough to generate new revenue; therefore, the district remains in funding protection. (Further details on current enrolment were provided by Ms. Wilson later in the meeting)

Transportation

Transportation improvements introduced last year—shorter routes, swipe cards, and the MyRide app—continue to deliver better service and efficiency. However, late registrations and a routing error required mid-September adjustments. Staff thank families for their patience during this reset. Courtesy rider fees were raised to reduce unfilled seats and extra routes, but the district remains committed to supporting families who face financial hardship, and encourage them to connect with their school principal for assistance. Next steps include reviewing field trip practices, with a goal of ensuring equitable opportunities for rural and centrally located students alike.

Catchment Boundaries

Three years ago, a facilities review led to boundary changes that shortened rural travel times, increased enrollment in École Oceanside's English program, and relieved overcrowding at Springwood Elementary. These adjustments were considered a success. However, continued residential development has once again pushed Springwood Elementary School's population above 500, prompting

the need to revisit district boundaries. Planning will resume this fall, with recommendations expected to return to the Board this winter for possible changes in 2026–27.

Trustee Austin requested that if staff plan to forward any recommendations in terms of changes to catchment areas that the information is shared with families as soon as possible in the year to provide as much time as possible for them to provide feedback and input.

b. Preliminary Enrolment Report

Associate Superintendent Wilson stated that staff are still working on enrolment data and provided the background as to how the district is funded for students in Grades 10-12. She noted that the enrolment numbers she provided on screen were still 'draft' and based on Head Count and not Full Time Equivalent (FTE). Staff continue to work to identify and connect with students who have not yet attended as anticipated and determine how best to provide support to those students the district is concerned about to get them re-engaged and attending school.

Ms. Wilson then drew the Board's attention to the difference between the number of new Kindergarten students as compared to the graduating class, which indicates that there would be even lower enrolment in future years as those Kindergarten students move through to graduation.

As of this date, the district was still 14.45 FTE under its projected enrolment of 4257, part of which is due to some grade 11 and 12 students not yet having a full timetable and some reduction in registration in the Collaborative Education Alternate Program (CEAP). She anticipated that there will be some changes prior to September 30th when the student enrolment is to be submitted to the Ministry.

Ms. Wilson further noted that in the area of learning supports, the district has seen a decrease in students designated at Level 3 while seeing an increase in students designated at Level 2. This can be due to changes in designation and sometimes in de-designation as well as students new to the district. Staff continue to work to the end of the week to ensure all the screening notes are submitted with the enrolment report. While the enrolment report is due to the Ministry by September 30th, given the District Planning Day on September 29th and the National Day for Truth & Reconciliation, districts will need to submit their reports by Friday, September 26th; therefore, any new students arriving on October 1 and onwards, will not be included in the funding.

c. Educational Programs Updates

Director of Instruction Terpstra reported on the following:

- During the first month of school, fall assessments will take place as teachers familiarize themselves with their learners.
- The formal provincial Foundation Skills Assessments will also take place in October.
- The assessments drive teacher learning which begins in October
- Kindergarten snapshot is underway.

Associate Superintendent Wilson reported on the following:

- The Rotary Club has funded the continuation of the Braveheart Outreach Program which was initiated through an Island Health grant and the District

is very appreciative to be able to continue that program due to Rotary's support.

- Last year the district applied for, and was successful in receiving, training, coaching and funding through Foundry BC to run the PreVenture program, PreVenture is a drug prevention program which supports youth by providing them with access to tools they need to manage stress, build resilience and prevent early substance use and mental-health challenges. The District's Grade 8's will participate in an on-line screening process in the fall and then they will participate in groups that meet early in the new year.
- Acknowledgement of the work Sheila Morrison, District Principal of Early Learning & Child Care, has done on school meals. Collaboration will be done with school administrators to identify the allocation of additional funds provided by the government 2 weeks ago to provide food programs in district schools, and to ensure that they are addressing the specific requirements of the Federal funding. Ms. Wilson has also had a conversation with DPAC to identify ways that they can support a working group regarding school meals. (Trustee Kellogg requested that a trustee be a member, should a working group be created.)
- The Hands & Hearts Program is a program that was founded and coordinated by a community member almost 30 years ago and began by providing Christmas hampers for 6-10 families. The program has now expanded and, through the founder's fundraising efforts and the recent additional provincial and federal financial support, has been providing as many as 70 hampers each month to families facing food insecurities. These efforts are supported by schools who supply the community organization with the number of families in need and volunteers who package and distribute the food to schools and the families.
- Schools are in full session and students are happy and connecting with new friends in new classrooms and new teachers.
- The Terry Fox Fundraising runs have been taking place across the District.
- The September 29th District Planning Day will focus on Truth & Reconciliation with each school participating in a variety of activities, some of which will be shared at the next Education Committee.
- A Literacy learning series is being planned with a group of individuals that are working with a teacher whom the district was able to maintain and support partially through the professional learning grant to promote literacy and helping support teachers practices within our schools and classrooms around literacy.

13. EDUCATION COMMITTEE OF THE WHOLE REPORT

Trustee Young provided the background to the Education Committee, which was to focus somewhat on the areas of social justice and the environment. The Committee is seeking students and/or teachers who have something to share on those two topics. The time of the September meeting was not ideal and, after consultation by Director of Instruction Terpstra with principals a change in the time to 2:00 p.m. was recommended for the October meeting to see it that might be more convenient and allow for more student presentations. Trustee Young noted that, due to privacy concerns, student presentations might not be published with the remainder of the meeting recording.

a. Framework for Enhancing Student Learning (FESL)

Superintendent Jory referred to his briefing note as contained in the agenda package and noted that he had provided an in-depth review of the FESL at the Education Committee of the Whole meeting on September 9th, which was recorded and could be viewed on the district's YouTube channel.

He noted that he had moved the reporting of transitions from the Numeracy section of the template and relocated it to the graduation section as the district's thinking is that improvement on transitions ostensibly supports students on their way to graduation.

Overall, staff was pleased with the results that were achieved or maintained across the categories of Literacy, Numeracy, Transition and Graduation. One exception was Grade 10 Numeracy; however, the results that have just come out that are not represented in the FESL are extremely strong with a huge jump there, and staff are encouraged by all the work that is being undertaken in the school district in support of Numeracy. There are also varying perceptions among students as to how they feel about school and the district is below in its transition rates of post-secondary.

Once approved, the final version of the FESL will be placed on the district website prior to September 30th.

25-85R

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

14. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

a. 2026-2027 Minor Capital Plan Submission

Secretary Treasurer Amos noted that approval of the capital plan submission was to be done in two stages with the Minor Capital Plan for the Food Infrastructure Program coming forward as a separate motion.

25-86R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) support the 2026-2027 Minor Capital Plan submission as presented.

CARRIED UNANIMOUSLY

25-87R

Moved: Trustee Kellogg *Seconded:* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) support the 2026-2027 Minor Capital Plan (School Food Infrastructure Program) submission as presented.

CARRIED UNANIMOUSLY

15. POLICY COMMITTEE OF THE WHOLE REPORT

There was no Policy Committee of the Whole held in September.

16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS

None

17. TRUSTEE ITEMS**a. Board External and District Committee Representatives and Trustee Liaison Schools for 2025-2026**

Chair Flynn noted that there were a few changes to the committee representatives and trustee liaison schools.

b. Report out of minister's meeting of September 22

Chair Flynn stated that on September 22, 2025, Trustees and Senior Leadership Staff met on-line with Hon. Lisa Beare, Minister of Education and Child Care, and ministry staff (Joel Block and Meaghan Macrae). This came from part of the Minister's Mandate, which was to meet with all school districts in the province. Trustees had the opportunity to speak with the minister on funding, which had come up a number of times, funding from the point of view of public school and private schools, diverse learners and adequate supports.

Trustees also touched on positive initiatives supported by the Ministry and highlighted the District's work with the Feeding Futures Fund, the new child care builds, and the False Bay School replacement.

Chair Flynn shared that the Minister commended the District for having its Indigenous Education Council Terms of Reference approved ahead of other districts, for implementing Automated External Defibrillators (AED's) in all schools, and for planning Naloxone training for students.

Trustee Kellogg then noted that while funding is not yet available, the Minister confirmed that additional school support staff is still under consideration. Chair Flynn added that the Minister encouraged broader thinking around educator certification and remote learning to make training more accessible. Trustee Kurland emphasized that while health and education are BC's largest ministries, investing in education is a long-term commitment, with results that may only be seen decades from now.

18. NEW OR UNFINISHED BUSINESS**a. Notice of Motions**

Chair Flynn submitted the following two notices of motion to come forward for consideration at the October meeting:

THAT the Board of Education of School District 69 (Qualicum) confirm that Lot 1 and Lot 2, Plan VIP17240, District Lot 13, Nanoose Land District (known as the former Parksville Elementary School property) will not be required for future educational purposes by the Board of Education.

THAT the Board of Education of School District 69 (Qualicum) seek approval from the Ministry of Infrastructure to proceed with the disposition of Lot 1 and Lot 2, Plan VIP17240, District Lot 13, Nanoose Land District (known as the former Parksville Elementary School property).

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