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

**TUESDAY, OCTOBER 28, 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
Lesley Rowan	District Principal of IT
Phil Munro	Director of Operations

**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. and advised that the meeting was being recorded.

**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, and she thanked them for the stewardship of this land and allowing the Board to live, work, play and learn in this part of the island

**3. ADOPTION OF THE AGENDA**

Provincial Council Update was added as 17b

**25-88R**

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

**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: September 23, 2025
- b. Ratification of In Camera Board Meeting Minutes: September 23, 2025
- c. Receipt of Ministry News Releases
  - Province to remove barriers, make way for more childcare at schools
  - Families throughout BC will benefit from more than 900 new childcare spaces
- d. Receipt of Reports from Trustee Representatives
  - Coalition for Healthy Schools Food – Trustee Kellogg
  - Early Years Table – Trustee Young
  - Vancouver Island School Trustees Fall Conference/Business Meeting

**25-89R**

*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 October 28, 2025, as presented.  
CARRIED UNANIMOUSLY

**5. DELEGATIONS/PRESENTATIONS**

None

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

None

**7. BUSINESS ARISING FROM THE MINUTES****a. Disposition of Craig Street Commons (former Parksville Elementary School)**

Secretary Treasurer Amos spoke to the information contained in his briefing note as attached to the agenda, which provided the history to the closure of the former Parksville Elementary School in 2014, the subsequent rental of space at the site for public and business use, and the decision by the Board in June of 2024 to close that site due to the aspects of operating and capital costs required to continue to manage the site. He also referred to the Baragar enrolment projections which indicate that enrolment is projected to decline for the foreseeable future and the former Parksville Elementary School is not expected to be required for future educational use.

Secretary Treasurer Amos stated that the second recommendation spoke to the actual disposition process and the need for the Board to make that declaration for staff to seek Ministerial approval. That process could take up to 6 months as the Ministry would have 90 days to undertake due diligence on their part to seek other alternatives to the site if there is a need or demand for property in the area by other governmental agencies.

Trustee Austin requested that, should both proposed recommendations pass, the Board consider having further discussion regarding what would be involved in terms of money and process to consider putting a covenant on the property stating it be kept for community use. Trustees expressed a willingness to have that conversation, obtain more information as to the covenant process and determine whether it wished to place a covenant on the property.

**25-90R**

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

**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.

CARRIED UNANIMOUSLY

**25-91R**

*Moved:* Trustee Flynn *Seconded:* Trustee Kellogg

**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).

CARRIED UNANIMOUSLY

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

Matt Woods, MATA President, commended the hard work of the Provincial Specialists Association (PSA) for supporting and organizing all the teacher professional development opportunities on October 24<sup>th</sup>, where teachers across the province and in the district participated in a variety of activities that specifically focused on areas of choice for teachers and their specialties. He emphasized that teachers take their professional development seriously and noted that pro-d days were added to the school calendar without impacting student learning. He also commended the dedication of teacher-facilitators and organizers, including MATA's own members, who balance classroom duties with planning and presenting these valuable events.

The MATA President expressed full support for reallocating funds from private to public schools, criticizing the current funding model that favors exclusive private institutions with over \$570 million while public schools face cuts and rely on funding protection. He emphasized that public tax dollars should support accessible public education and thanked trustees for advocating for this shift, adding that MATA looks forward to contributing to any proposals sent to the Ministry.

Mr. Woods acknowledged the Ministry's pride in expanding childcare spaces on school grounds and affirmed MATA's support for affordable childcare. However, he raised concerns about using school facilities without fully considering long-term impacts, especially as schools now fall under the Ministry of Education and Child Care. He cautioned the Board to remain alert, noting that initial funding for such initiatives often fades, leaving districts to manage the costs. He urged all education partners to ensure both school and childcare funding are sufficient and sustainable.

Mr. Woods ended by stating that he looked forward to working with all education partners this year to create an environment that is trusting, relational and supportive for students as well as his members. An environment that supports teachers to thrive will also support students to thrive.

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

Ewen Rycroft, President of CUPE Local 3570, advised that he did not have a report this month. He did comment that he is concerned about the direction of the relationship with the employer, and he hopes it improves for successful bargaining and collaboration ahead.

**10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)**

Marina Gardiner, DPAC President, expressed appreciation on behalf of DPAC to district staff and trustees for their openness to parent and caregiver voices. They appreciate the opportunity to be involved in Committee of the Whole meetings and to meet monthly with the Superintendent as these conversations strengthen collaboration and understanding between parents/caregivers and district leadership.

She then reported that concerns have been raised about the potential sale of Craig Street Commons, with parents and caregivers questioning efforts to retain the space for public or educational use and its long-term impact on local school access. DPAC also called for greater transparency in student enrollment projections, asking whether future housing developments are being considered, and whether the district could accommodate a sudden increase in students despite current forecasts of decline.

The DPAC President shared that families want to be actively involved in boundary change discussions and seek clear communication on decision timelines, along with assurance that community input will be genuinely considered.

She also reported that safe routes to school remain a key concern, especially at Springwood and École Oceanside Elementary Schools. DPAC urged the district to lead coordination with municipal and provincial partners, noting that safety issues also limit active travel options which have implications on student health and the district's climate goals.

While DPAC was pleased to see the Ministry's recent announcement of more than 900 new childcare spaces on school grounds across BC, with the closing of Craig Street Commons, DPAC wondered whether daycare spots are decreasing in the region. DPAC hoped the district could clarify what this provincial childcare investment announcement means for Oceanside families and how that will impact the current before and after-school care waitlists.

DPAC echoed Trustee Kellogg's report highlighting the need for a district policy on the use of Feeding Futures Funds and expressed its support for better coordination and universal access to school food programs to reduce stigma. DPAC reiterated its interest in joining a district Food Program Working Group to help ensure those funds are used equitably and effectively.

Trustee Austin invited DPAC to join the Early Learning Childcare Coalition of Oceanside (ELCCO), a volunteer-led council that brings together local childcare providers, early childhood educators, engaged community members, municipal representatives and liaisons from the Qualicum School District, the Regional District of Nanaimo and community partners, which seek answers to many of the questions posed by DPAC. [www.elcco.ca](http://www.elcco.ca)

The DPAC President stated that DPAC looked forward to continuing to work collaboratively with the district on these important issues.

**11. ACTION ITEMS**

None

## 12. INFORMATION ITEMS

### a. Superintendent's Report

- Dr. Jory provided a general update on district operations and activities. He noted that schools continue to demonstrate positive energy as students and staff build on a strong start to the year.
- The school boundary Town Hall has been moved to January to make room for an upcoming Learning Services presentation, an idea inspired by DPAC following a similar session in Comox. The presentation will be held online, focused on supporting students through the IEP process, and will include a feedback form to gather parent and caregiver input.
- The vice-principal pool competition held last week went very well, with announcements to follow once the selection process is finalized.
- Enrollment has stabilized, and the district is now out of funding protection, though only marginally. This allows for limited flexibility while maintaining caution around new costs.
- Recent professional learning highlights included Ministry Day sessions, circle learning with Leyton Schnellert, and cultural competency training with Shealynne McCrae.
- Dr. Jory concluded by expressing appreciation to all staff for their ongoing dedication and contributions across the Qualicum School District.

### b. Preliminary Enrolment Summary

Associate Superintendent Wilson referred to the enrolment summary provided in the agenda package, which indicated the numbers on which staffing was based and the district's budget projections. She then highlighted some of the actual enrolment from September 2024 and compared that to the projected and preliminary enrolment figures for September 30, 2025. Staff have done a good job of projecting enrolment and how schools were staff. School based enrolment showed a decline of 9 overall while the CEAP program projections were not quite on target; however, it was anticipated that enrolment will increase for the 2<sup>nd</sup> and 3<sup>rd</sup> counts.

She also showed another report which showed the trends the district is facing with its cohorts, comparing the number of Kindergarten students as compared to the outgoing Grade 12s. Staff will watch this trend of being under 300 for cohorts, which is not anticipated to change according to Baragar data regarding births in the community and migration factors.

### c. Class Size Report

Associate Superintendent Wilson presented the report showing classes which have more than 30 students. Three were Choir/Music and two were academic). School Principals have conversations with the teachers, and they are compensated for the oversize classes. This is an annual report which school boards are required to submit to the Ministry of Education and Child Care.

### d. Educational Programs Updates

Director of Instruction Terpstra reported on the following:

- Approximately 150 teachers from the district participated in their PSAs around the province on the provincial professional development day on October 24th. With the increase in on-line options, people can participate from within districts and can gain a lot more exposure to the learning.

- The Foundation Skills Assessments are almost complete in the district; however, the Ministry has advised that the scoring results will be delayed due in part to the BCGEU job action, which is now resolved. As well, the November Grad Assessments for Grades 10 and 12 have been cancelled, which will not have a major impact in our district as it is not a main session and is just a catch-up session for a few people. They will have an opportunity to do so in January.
- Six elementary schools joined the Numeracy Learning Rounds with Carole Fullerton and staff are looking forward to the last session in January, which will be held in French, a rare professional development opportunity being provided outside the French Language Association.
- 35 middle year teachers attended Part 1 of the *Weaving Local Indigenous Ways of Knowing and Literacy* session with Leyton Schnellert on October 9<sup>th</sup>. Part 2 session is scheduled to take place on December 3 and will use the local timeline that was revealed at the district day by our Indigenous Education Department, which will be a resource for the Learning Round with Leyton Schnellert in district classrooms.
- French Language Advisory Committee, the Tech and AI Working Group, and the Assessment and Communicating Student Working Group sign up opportunities are being sent via email later this week for interested teachers and administrators to join those groups to improve and gain feedback from the system on those topics. He noted that the French Language Advisory Committee also includes parents.
- The Career Education's Try-a-Trade event is scheduled for Tuesday, November 25<sup>th</sup> at Ballenas Secondary School for all Grade 8 students. The Grade 8s will have a chance to experience 12 Trades/Career Skills events from traditional trades to hairdressing and esthetics and ambulance attendants. There is a later event planned to take place at Kwalikum Secondary Schools.

Associate Superintendent Wilson reported that she and Director of Instruction Terpstra have been working on professional learning opportunities and in-service sessions for teachers, support staff and school administrators, which are related to the district's Literacy Plan and supported by a professional learning grant provided by the Ministry. She then provided a draft schedule of sessions being offered between October 2025 and March 2026.

She then mentioned that the District will participate in the Youth Development Index (YDI) in January with all Grade 11 students. (*The YDI collects population-level youth development data that may be broadly used to better understand the developmental trends, health, and well-being of adolescents in BC*). In the past, the YDI provided valuable student insights and helped identify key areas for improvement. Youth were also given the opportunity to review the data and offer their own interpretations as well as recommendations.

Associate Superintendent Wilson shared that a small working group will be collaborating with the BC Children's Hospital to focus on youth mental health and wellness. The District has provided all relevant data to BC Children's, which will be analyzed and result in identifying key focus areas to guide the District's planning over the next three years.

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

Trustee Young referred to her report and noted that it included a copy of the presentation from Errington Elementary School that could not be shown at the time of the meeting due to technical difficulties. She highlighted that the next meeting would be held on Wednesday, November the 12<sup>th</sup> instead of the 2<sup>nd</sup> Tuesday, which is Remembrance Day.

**14. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT****a. 2025-2028 Financial Plan**

Secretary Treasurer Amos noted that Associate Superintendent Wilson had highlighted the importance of monitoring Kindergarten to Grade 12 cohorts, as these were key indicators of future enrollment trends over the next three to four years. The decline in these early grade cohorts has been a consistent theme in recent budget cycles, especially during the spring wrap-ups in March through May. This trend—fewer students entering Kindergarten compared to those graduating Grade 12—has a significant impact on the stability of the school district.

The District is not experiencing rapid growth or substantial net migration at the cohort level. Instead, it is seeing smaller incoming classes and larger graduating ones, which is contributing to a steady decline in overall enrollment. This downward pressure is clearly reflected in the data.

In past forums, the district's enrollment was broken down by program type: regular in-person programming, alternate programs, and online learning. Online learning saw a spike during COVID but has since returned to typical levels. Alternate program enrollment has remained stable. However, the regular in-person programs are where the declining cohorts are most evident.

This enrollment decline directly affects district planning and funding. Since funding is tied to enrollment, any decrease has financial implications. The table presented showed a shift from slight growth in previous years to a decline starting last year. For the current year (2025–26), there is an anticipated a drop of 73 students, softening to a projected decline of 60 students next year, based on Baragar data and local observations.

The District also continues to monitor housing developments and demographic changes in the district to better understand how many school-aged children are likely to emerge from new residential areas. This local insight is essential to the District's planning process.

Secretary Treasurer Amos highlighted the financial implications of declining enrollment, noting that funding is directly tied to student numbers. As enrollment decreases, revenue is expected to decline accordingly. He explained that current funding assumptions do not account for potential changes from future collective bargaining agreements, as no new agreements have been finalized. Previous agreements included significant wage and benefit increases, which impacted funding levels.

Given the uncertainty, the financial projections assume no changes in funding values. The estimates are based on enrollment forecasts and projected full-time equivalent (FTE) staffing needs. To align with reduced funding, staffing levels will need to be adjusted. While salaries and benefits are expected to decrease slightly, operating costs—such as utilities and supplies—are projected to rise modestly due

to inflation. The district has balanced the 2025–26 budget by implementing significant FTE reductions to offset the enrollment-driven revenue decline, with similar adjustments anticipated in future years.

Secretary Treasurer Amos noted that there was an operating surplus of approximately \$700,000 as of June 30, 2025. He emphasized the need to rebuild reserves, which have decreased from \$1.6 million to \$700,000 over recent years.

The report also outlined the use of reserves, noting that some funds are committed to specific projects such as the Ballenas track and the Qualicum Beach Childcare Center. Community and developer contributions have also supported land purchases, though these funds are earmarked.

Uncommitted reserves remain available for future capital needs. Past uses of local capital include bus route software, white fleet replacement, copier upgrades, and IT infrastructure improvements. The copier system is due for replacement, and IT refresh planning includes hardware, servers, and network upgrades.

Secretary Treasurer Amos closed by stating that the report serves to inform the Board and public about financial planning and transparency in capital resource management.

Trustee Austin noted, further to some concerns expressed about the District working with Baragar data, that she had reviewed the Baragar projections from 2011 to see how they projected out 10 years and found that the data was quite accurate. The data is continually being updated and can be accessed at any given time.

#### **25-92R**

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

**THAT** the Board of Education of School District 69 (Qualicum) receive the 2025-2028 Financial Plan as presented.

CARRIED UNANIMOUSLY

#### **b. Proposal for Collaboration on Safe Routes to School**

Trustee Austin spoke to the recommendation, stating that, although the Board does not have direct authority over the installation of traffic lights, crosswalks, or sidewalks, she believed it could play a leadership role in promoting safe routes to school. By convening representatives from various levels of government who do hold these responsibilities, the Board could help clarify jurisdictional roles and foster collaboration toward identifying practical solutions.

#### **25-93R**

*Moved:* Trustee Austin      *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) work with Springwood and École Oceanside Elementary School administration and parents to develop, through collaboration with local governments, the province, RCMP and ICBC, short-, medium-, and long-term road safety plans and action steps for those two sites; and,

**THAT** the Qualicum School District pursue avenues for a provincial safety review around École Oceanside Elementary School.

CARRIED UNANIMOUSLY



**15. POLICY COMMITTEE OF THE WHOLE REPORT****a. Board Policy 700: Safe, Caring and Inclusive School Communities****25-94R**

*Moved:* Trustee Flynn *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 700: *Safe, Caring and Inclusive School Communities*.

CARRIED UNANIMOUSLY

**b. Board Policy 709: Board of Education Bursary****25-95R**

*Moved:* Trustee Flynn *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 709: *Board of Education Bursary*.

CARRIED UNANIMOUSLY

**c. Administrative Procedures: Response to Unexpected Health Emergencies****25-96R**

*Moved:* Trustee Flynn *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) approve the Administrative Procedures: *Response to Unexpected Health Emergencies*.

CARRIED UNANIMOUSLY

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

None

**17. TRUSTEE ITEMS****a. Letter to Minister of Education and Child Care re: Cessation**

Trustee Austin spoke to her rationale in requesting that a letter be sent to the Minister of Education and Child Care requesting that public funding for private schools be ceased except in some specific instances, and that those funds be reallocated to public education.

Trustees supported the motion and, while acknowledging the benefits of some private schools, noted that some of those students currently not in the public system likely would be if public schools were funded appropriately and districts were better able to better support those students.

**25-97R**

*Moved:* Trustee Austin *Seconded:* Trustee

**THAT** the Board of Education of Qualicum School District write a letter to the BC Minister of Education and Child Care advocating for the cessation of public funding for private schools, and for the reallocation of those funds to strengthen public education; and,

**THAT** the Board invite our partner groups within the district to be co-signatories to this letter; and,

**THAT** this motion be presented at the Vancouver Island School Trustees' Association (VISTA) branch meeting of the BC School Trustees Association (BCSTA) in November, requesting VISTA's endorsement of the motion, that VISTA also write a letter of support, and that VISTA advance the motion as a branch resolution to the BCSTA Annual General Meeting in April.

CARRIED UNANIMOUSLY

**b. Provincial Council Report**

Trustees Flynn and Kellogg provided an overview of the items discussed and motions approved at the BC School Trustees Association's Provincial Council Meeting held virtually on October 24, 2025

**18. NEW OR UNFINISHED BUSINESS**

**19. BOARD CORRESPONDENCE AND MEDIA**

None

**20. PUBLIC QUESTION PERIOD**

Trustees and/or Senior Staff responded to comments or questions as follows:

- Will the Three-Year Financial Plan be posted on the district's website?  
*Yes, the 2024-2027 Financial Plan is currently posted on the financial page of the District's website and will be replaced by the 2025-2028 Financial Plan following the Board Meeting.*

**21. ADJOURNMENT**

Trustee Kellogg moved to adjourn the meeting at 7:47 p.m.

Original Signed Copy on File

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CHAIRPERSON

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SECRETARY TREASURER