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Always growing
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QUALICUM SCHOOL DISTRICT
REGULAR BOARD MEETING MINUTES

TUESDAY, NOVEMBER 25, 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
Ryan Hung	Assistant Secretary Treasurer
Lauren Nikirk	Vice Principal of Springwood Elementary School
	Qualicum District Principal and Vice Principals Association
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 for allowing the Board to live, work, play and learn in this part of the island

3. ADOPTION OF THE AGENDA

25-98R

Moved: Trustee Kellogg *Seconded:* Trustee Austin

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: October 28, 2025
- b. Ratification of In Camera Board Meeting Minutes: October 28, 2025
- c. Receipt of Ministry News Releases
 - Minister's, partners' statement on substance-use education, prevention
- d. Receipt of Reports from Trustee Representatives
 - Early Years Table – Trustee Young

25-99R

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

Katie Tickell, MATA Vice President, expressed appreciation to the board and senior staff for the long service recognitions and meals, which were appreciated at each site.

9. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

Marina Gardiner, DPAC President, stated that DPAC values the continued collaboration between district leadership, trustees, and families. She thanked district staff for the overview of the Food Programs at the Finance & Operations Committee meeting and for creating space for parents and caregivers to contribute through a district-led working group. With long-term funding now confirmed, the district is well positioned to develop a sustainable, long-term strategy ensuring all students have access to nutritious food.

She also mentioned that DPAC appreciated the Board's openness during recent policy reviews and for considering and incorporating parent and caregiver perspectives. The willingness to invite DPAC's input strengthens transparency, collaboration, and trust across the district

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

Ewen Rycroft, President of CUPE Local 3570:

- Recognized staff and administration for their unwavering dedication to students despite a challenging and busy year.
- Emphasized the union's commitment to working together, noting that collaboration and communication is essential for progress, especially during difficult times.

- Acknowledged significant budget constraints and the strain on employees asked to do more with fewer resources, yet praised their continued dedication to their work, to their colleagues, and the students in the district.
- Stressed the need for strong, clear communication to prevent confusion, build trust, and solve problems early. The union aims to foster open dialogue and participate in solutions.
- Appreciated administrators and board members for engaging respectfully and looks forward to strengthening these relationships.
- As winter break approaches, acknowledged the effort and excitement of the season. Expressed optimism for the new year, citing teamwork, respect, and shared purpose as keys to navigating challenges.
- Thanked everyone for their daily work and commitment. He also expressed anticipation for continued positive collaboration in the months ahead.
- Highlighted the success of the 17th annual *Try a Trade* event at Ballenas Secondary, the largest to date. The event brought together numerous skilled professionals who shared their expertise, giving students hands-on exposure to a wide range of career pathways. The energy was inspiring; students were engaged, curious, and excited to explore possibilities. Mr. Rycroft noted that events like this not only introduce students to trades but spark interest, open doors for hands-on learners, and show the value of skilled careers in the community. He expressed pride in contributing and looked forward to the next session at Kwalikum Secondary School on November 18 and to more students taking advantage of this valuable opportunity.

11. ACTION ITEMS

None

12. INFORMATION ITEMS

a. Superintendent's Report

Superintendent Jory reported that November is conference season in the education world. Members of the exempt staff team are attending events hosted by BC Public School Employers' Association (BCPSEA), Vancouver Island School Superintendents Association (VISSA), BC School Superintendents Association (BCSSA), ITK12, BC School Trustees Association (BCSTA), BC School Business Officials (ASBO), and BC Principals and Vice Principals Association (PVPA). He will be joining three Trustees at BCSTA this week, where they are looking forward to updates from the Ministry of Education and Child Care (MOECC).

In support of clearer communication, the District is on the verge of publishing a QSD Acronym Glossary of terms that are used in the public domain, an initiative suggested by the DPAC executive that will be a helpful resource for caregivers and staff. DPAC has also offered several other helpful suggestions recently, including:

- a drop-down option for school PAC donations in school on-line pay portals;
- upcoming updates to cost-averaging for internal field trips;
- a successful Feeding Futures Food Program online session; and,
- an Individual Education Plan (IEP) information session planned for February.

Across the district, operations continue smoothly. Fall sports are concluding and winter sports are beginning. Remembrance Day events have wrapped up, Winter

Concert planning is underway, and Foundation Skills Assessments (FSAs) are complete despite minor delays caused by the recent government worker strike. Booklets are now being collected for marking.

The November 24th district-wide professional learning day was well received, and the Board Chair and Vice Chair travelled through schools to distribute long-service pins. Photos were welcomed as the Superintendent attempts to relearn Constant Contact for the next QSD E-News update.

Related to professional learning, MATA President, Matt Woods, and Superintendent Jory will soon issue a joint statement for parents and caregivers explaining the purpose of teacher pro-d days, their origins in the extended school year, and key areas of focus here in QSD. They hope this will clarify common questions and plan to share similar updates periodically.

Finally, Dr. Jory reminded attendees that an online session on school district catchment boundaries—with particular relevance for Springwood Elementary families—will take place on January 14, 2026. The drivers of this work will be reviewed, the recent steps taken in response to enrolment shifts, and potential next steps for the Board to consider as Parksville enrolment trends evolve.

He closed by thanking all staff for their hard work and enthusiasm this month. It was wonderful to see so many positive examples of teams supporting students to give, grow, belong and, most importantly, learn in the Qualicum School District.

b. Educational Programs Updates
Associate Superintendent Wilson

- Learning updates are in progress and going out to families
- The Brain and Belonging Brain session is scheduled for Thursday, November 27th with one administrator and one counsellor attending from each school.
- On Friday, November 28th, principals and vice-principals will be working with Andrew Ference on Neurosequential Models in Education.
- The District Literacy Plan is nearing completion and will be submitted to the Ministry.
- Learning Support Teachers from each school will be attending a session on Thursday, December 4th with Tandy Gunn (former District Principal of Learning Support) to determine next steps once assessment data is gathered and what planning will look like in classrooms to ensure provision of diversity is being provided to all learners. Attendees will also have the opportunity to attend a learning lab in a classroom at Arrowview Elementary School to see the strategies in action using DIBELS, an assessment system for early literacy.

Director of Instruction Terpstra

- The Island Leadership Coalition held a session in Parksville earlier in the day (November 25) where teacher leaders received training and the opportunity to experience formal leadership.
- As part of the Literacy Plan, the 2nd session of Weaving Local Indigenous Ways of Learning into the Middle Years Learning Round will be held on December 3rd at Ballenas Secondary School. He highlighted the work of the Indigenous Education Department and the local First Nations who have

been working with the timeline for this significant local work for the community, particularly for educators and students.

- Appreciation to CUPE president for supporting the Grade 8 Try a Trade events, many stations of which are hosted by members of the district's Trades staff. This is a successful yearly event hosted by the Career Education Team.
- Volleyball season is coming to an end as basketball season begins to wind up at the elementary school and there

c. False Bay School Project Update

Phil Munro, Director of Operations provided the following background, current status and future plans for the construction of a new K-12 school on Lasqueti Island as follows:

- In June an initial consultation session was held with the Lasqueti Island community, which was also attended by Ian Hesselgrave, of Kin Beach Consulting, a consultant hired to assist with the project who has a history of working in the facilities management and education industries.
- Studio Hub was contracted in July after a robust tendering process targeting those firms that have experience with building remote schools on gulf islands.
- Another collaborative community consultation was held with the Lasqueti Island community in August with table exercise and received the community's guiding principles around how the school should look and feel.
- On November 24th, another site visit took place with a design which incorporated the feedback received in August. There were some minor revisions to the design that were identified from that session.
- Once the design drawings have been updated over the next month, they will be presented to the Finance & Operations Committee and with the Board in January.
- A tendering process was also held for some large construction companies with the ability to build these kinds of schools on remote locations and Heatherbrae Builders was awarded the contract. During the tendering process, one of the questions was how the company would utilize local resources and benefit the local economy from this project. Heatherbrae has been running job fairs on the island, renting accommodations where available and planning to use local concrete supplies and other resources available on the island as much as possible.
- Staff are also engaging with Chief Recalma of the Qualicum First Nation to ensure that the District is doing its due diligence from an archaeological assessment and engaging the right First Nations Bands, as Chief Recalma had shared that Lasqueti was a multipurpose island for lots of bands and the waterway was their travel route. Staff will also be engaging with the Snuneymuxw, K'ómoks, and Snaw-Naw-As First Nations as well.

13. EDUCATION COMMITTEE OF THE WHOLE REPORT

Trustee Young referred to her report as attached to the agenda. She noted that all of the Committee of the Whole meetings have more in-depth discussions in an informal way. She encouraged attendance at the virtual meetings and, if unable to do so, the recordings of the meetings are available to view from the YT link on the main page of the district website.

14. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT**a. Statement of Financial Information (SOFI) Report**

Secretary Treasurer Amos stated that the report, which was reviewed in-depth at the Finance & Operations Committee, is a yearly requirement for the district to be in compliance with the *Budget Transparency Act* by reporting on sales greater than \$75,000. The report is filed with Ministry and posted on the Ministry website. The report will also be posted on the district website for information

25-100R

Moved: Trustee Kellogg

Seconded: Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) receive the Statement of Financial Information (SOFI) Report for the year ended June 30, 2025.

CARRIED

15. POLICY COMMITTEE OF THE WHOLE REPORT**a. Administrative Procedure to Policy 101: Purchase and Disposal of District Assets – For Information****b. Administrative Procedure to Policy 708: Emergency Preparedness and Closure – For Information****c. Administrative Procedure to Policy 900: Privacy Management and Accountability – For Information****d. Policy 801: Health and Safety of Employees in the Workplace****25-101R**

Moved: Trustee Flynn

Seconded: Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) accepts the recommendation of the Policy Committee of the Whole that Board Policy 801: *Health and Safety of Employees in the Workplace* has been reviewed and confirmed as written.

CARRIED

e. Policy 802: Student Health Common Medical Conditions**25-102R**

Moved: Trustee Flynn

Seconded: Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) accepts the recommendation of the Policy Committee of the Whole that Board Policy 802: *Student Health Common Medical Conditions* has been reviewed and confirmed as written with the attached 'Response to Unexpected Health Emergencies'.

CARRIED

f. Policy 803: Towards a Scent Considerate School/Workplace Environment

25-103R

Moved: Trustee Flynn

Seconded: Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) accepts the recommendation of the Policy Committee of the Whole that Board Policy 803: *Towards a Scent Considerate School/Workplace Environment* has been reviewed and confirmed as written.

CARRIED UNANIMOUSLY

g. Policy 701: Student Discipline

25-104R

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 701: *Student Discipline*.

CARRIED UNANIMOUSLY

h. Policy 710: Resolution of Student and Parent/Caregiver Complaints

25-105R

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 710: *Resolution of Student and Parent/Caregiver Complaints*.

CARRIED UNANIMOUSLY

i. Board Policy 700: Safe, Caring and Inclusive School Communities

25-106R

Moved: Trustee Flynn

Seconded: Trustee Austin

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

CARRIED UNANIMOUSLY

j. Board Policy 709: Board of Education Bursary

25-107R

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 709: *Board of Education Bursary*.

CARRIED UNANIMOUSLY

16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS

a. Inclusion Canada & People First of Canada – Virtual Event

Trustee Young spoke to the two reports provided from 2 of the 3 webinars she attended on social justice and inclusion, to which she has been committed for decades. Most of the speakers were people with lived experiences which made the sessions that much more impactful and relevant. She noted that the Qualicum School District, while under financial restraints, continues to work on inclusion, gather data and work diligently to ensure that all students are provided with the

resources needed to be successful. Since writing the reports she has attended the third webinar and will provide that at the December board meeting, which will include links to the recordings and many of the resources mentioned during the webinars that she is able to provide.

17. TRUSTEE ITEMS

a. Long Service/Recognition

Chair Flynn advised that employees who have served the District for 10, 20, and 30+ years were acknowledged by the Chair or Vice Chair with one or two Senior Staff members during all-staff events at schools on Monday, November 24th. The event was well received by everyone attending and was a rewarding experience for presenters to see the long-term commitment and passion those employees have in supporting the students in the district

Vice-Chair Kellogg added that she was honoured to be part of the acknowledgements of people who have dedicated a good portion of their adult life to providing such important work, which is supporting students. She also believes that recognition in the workplace is important whether someone has worked for an organization for 1 or 43 years and she appreciated that the District has so many wonderful employees who have dedicated their time over 10, 20 and 30+ years.

18. NEW OR UNFINISHED BUSINESS

19. BOARD CORRESPONDENCE AND MEDIA

a. Community Partner Letter re: School Traffic Safety

Trustee Austin noted that it appeared that the Regional District of Nanaimo was missing in the addressee line and ask that that be rectified. She also wished to ensure that when the group meets that there also be school and parent representation.

b. Letter to Minister of Education and Child Care re: Public Funding of Private Schools

Trustee Austin was thanked for her research and work in drafting the letter and the CUPE and MATA presidents were thanked for co-signing the letter. It was noted that advocacy for public education is hard work and, while the results may not be seen quickly, it was a good first step. The Board will also be bringing the motion to the BC School Trustees Association's annual general meeting in April 2026.

20. PUBLIC QUESTION PERIOD

None

21. ADJOURNMENT

Trustee Kellogg moved to adjourn the meeting at 6:50 p.m.

Original signed copy on file

CHAIRPERSON

SECRETARY TREASURER