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

**TUESDAY, APRIL 22, 2025**  
**6:00 PM**  
**VIA VIDEO-CONFERENCING**

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**ATTENDEES**

**Trustees**

Eve Flynn	Board Chairperson
Carol Kellogg	Vice Chairperson
Julie Austin	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
Lori Marshall	Principal, Errington Elementary School Qualicum District Principals and Vice Principals Association

**Education Partners**

Mount Arrowsmith Teachers Association (MATA)  
Canadian Union of Public Employees (CUPE) Local 3570

**1. CALL TO ORDER**

Chair Flynn called the virtual meeting to order at 6:02 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 Peoples.

She then acknowledged the April 28<sup>th</sup> Workers' Day of Mourning in honour of those who have been injured or lost their lives in the workplace. A ceremony is normally held in Nanaimo (it was later noted that a ceremony would be held at the pavilion in the Parksville Community Park at 5:00 on Monday, April 28<sup>th</sup>).

Chair Flynn then noted that April 22<sup>nd</sup> was National Earth Day.

She also shared that the week of April 21 to 25 was National Education Week and stated that the Minister of Education and Child Care had issued a press release which will be attached to the minutes.

Chair Flynn stated that this is the time of the year when the Board is in the midst of its budget deliberations. The local budget will reflect many similar challenges being experienced around the province: declining enrolment, static provincial funding and escalating cost pressures, particularly benefits and replacement costs. The District is anticipating a \$2.5M deficit this year and the Board and Senior staff are working hard to allay the effects in the classroom and there would be layoffs to close the gap. These deliberations will continue throughout May and likely into June.

### 3. ADOPTION OF THE AGENDA

#### 25-34R

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

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

CARRIED UNANIMOUSLY

### 4. APPROVAL OF THE CONSENT AGENDA

- a. a. Approval of Regular Board Meeting Minutes: March 11, 2025
- b. Ratification of In Camera Board Meeting Minutes: March 11, 2025
- c. Receipt of Ministry News Releases
  - Minister's, parliamentary secretary's statement about federal government's investment in ChildCareBC
  - Investments will boost child care for families
- d. Receipt of Reports from Trustee Representatives
  - Vancouver Island School Trustees Spring Conference – Trustee Young

#### 25-35R

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

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of April 22, 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. Closure of Qualicum Commons

Chair Flynn referred to the following motion, which had been deferred from the March Board Meeting:

#### 25-32R

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

**THAT** the Board of Education of School District 69 (Qualicum) supports the closure of the Qualicum Commons to public and business use effective July 1, 2025.

However, since the March Board Meeting, the Board has made some progress with the Town of Qualicum Beach in finalizing details for the Town of Qualicum Beach to assume management of the Qualicum Commons site. Given that information, Chair Flynn inquired whether Trustee Austin wished to withdraw the motion.

Trustee Austin stated that she wished to withdraw the motion.

Chair Flynn inquired if there were any objections from trustees to the motion being withdrawn.

There were no objections, and the motion was withdrawn.

Chair Flynn advised that a public communication would be shared once that work is complete.

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

Matt Woods, MATA President, reported on the following.

- April 28<sup>th</sup> will be the last teacher Professional Development Day of this school year. The day is designed as a school-based day and the In-district Pro D committee is working hard to provide school focused seminars and discussions that will support the work of teachers.
- April 28<sup>th</sup> is also the National Day of Mourning in Canada to remember workers who have been killed or injured on the job. This day highlights the importance of workplace safety, especially for young workers who are more vulnerable due to their eagerness and lack of experience. The hope of observing the Day of Mourning is that we all will remain conscious of our own safety at school while educating our students about their rights to workplace safety. We want to encourage our students to insist that their employers establish and follow workplace safety training, programs, and procedures, and always exercise their right to refuse unsafe work.
- Further to previous remarks he has made about the inconsistent, inadequate and inefficient manner that the ministry allocates funding for public education, Mr. Woods noted that each year school boards must prioritize educational programs to develop a balanced budget, leading to what he called a "Functional budget dystopia" where better results are expected with less support and resources, which negatively impacts students. Therefore, it was difficult to hear that a proposed 11 FTE teacher positions will be cut from the system next year. This would be in addition to 15 FTE that have been cut through attrition since 2021. These cuts are hugely impactful on the education system. Removing teachers from the system means students receive less support, less opportunity and less programming choice of learning. In addition, teacher workload will increase meaning less time and energy to support extra-curricular events and more risk of teachers getting ill.

Mr. Woods acknowledged the Board's efforts to keep cuts as far from students as possible. The concern is that the Board is less likely to choose a better ratio and, therefore, will choose a path of minimal requirements. From what he has determined from data provided on the Ministry website, MATA believes that the ratio of administrators to teaching staff in the Qualicum School District, when also compared to the ratio 10 years ago as well as the provincial average, is high. While knowing the district is trying to take a balanced approach to deal with the deficit, the current approach is not resonating with MATA members.

- Mr. Woods referred to recent reports at Board and Committee meetings that costs for employee absences due to illness have risen substantially since COVID and is possibly higher locally than the average provincially. It is understood that the definition of illness has changed since COVID and that this new understanding has likely led to an increase in employees taking better care of their health and being more aware of how they are feeling. It is not easy to be away from a classroom or their work as a teacher and is often more work for them to be away than to attend while ill. If part of the 2025-2026 budget reflects this unfunded liability of sick leave then he reiterated that funding models from the ministry are flawed. Asking his members to think twice before taking a necessary health leave in order to cut down costs would be disrespectful to the professionalism of his members. Those teachers and educational assistants that are on the front lines working with students are the ones most exposed to the variety of contagions that arrive each day. He wished to assure the public that teachers are utilizing a contractual right to take the necessary time needed in order to get healthy, be healthy and stay healthy so that they are able to be the best for their students, your children, that they serve.

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

Ewen Rycroft, CUPE Local 3570 President, reported that the layoffs were causing angst amongst his members, especially with the deficit more than doubling from last year. He stated that CUPE members have had a difficult time this year delivering the services they are expected to provide and it will be interesting to see how layoffs affect the coming school year.

He then reiterated the Union's hope that, with the management of the Qualicum Commons being taken over by the Town of Qualicum Beach, that arrangements could be made for the site to continue to be staffed with district custodians.

Mr. Rycroft added to the reference by Chair Flynn of the Workers' Day of Mourning by announcing that a ceremony would be held on Monday, April 28<sup>th</sup> at 5:00 p.m. at the pavilion in the Parksville community park for workers, families, employees and community members to honour those who have been injured or lost their lives in the workplace.

Further to the MATA President's comments on absenteeism, he shared that he had been off earlier this month with one of the worst illnesses he had experienced and he appreciated the benefits available that allowed him to remain home to recovery.

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

No Report

#### 11. **ACTION ITEMS**

None

#### 12. **INFORMATION ITEMS**

##### a. **Superintendent's Report**

- School Plan presentations will be held on May 13<sup>th</sup>. A similar process as in the past two years will be followed, where the principals and vice principals from the schools, members of the Board, and the senior leadership team will be divided into two rooms with principal/vice principal teams each presenting one school goal in each location in a five-minute presentation

with two minutes left for questions and conversation with the Board and Senior Leadership Team. This will give each Board member a chance to learn about a goal from each school, what information caused attention to that goal, current response, impact, and next steps.

- School administrators will be updating their school Codes of Conduct next month, and are using the local process to check in with stakeholders and update their codes for submission next month. This year has been much quieter with no new challenges to take on, such as use of personal technology devices in the classroom.
- The transportation review process is ongoing. Communications are being shared regarding the changes to routing and the software upgrades, which will lead to better service levels and greater capacity for real-time communication. There is a fee change conversation underway and one intent is to create a Transportation Appeals Committee to address concerns and special requests that arise and keep those away from general staff.
- He expressed his apologies for the lack of system wide messaging as of late and promised to get a Constant Contact out very soon. He also believes that the District needs to look at its communication practice more closely, and that it is time to put together a group to advise this work. What we call it, who is on it, and how long we do this for requires some input from the Board of Education, so he will be raising that with the Board next time they meet with the intention of something being active prior to the end of this school year.
- Superintendent Jory stated that the District is in a tough budget situation right now. This is the case across the province and globally as well. There has been inflation, increases in benefit costs, increases in replacement costs, and the monies that were borrowed to get districts through COVID have run out and the governments need to pay them back. As well, the District is down in enrollment and will be one of the 17 districts in this province going into funding protection. There will need to be reductions.

Some of the observations that he has often made about the school district are around how well schools are staffed. The District's ratios are on the high end in just about every category. And sometimes, in contrast, to how lean it runs elsewhere. This is his sixth school district, and that experience helps give some perspective, as does paying attention to the practice of others around the province as he has had various roles in various locations.

- It certainly sounds better in tougher times to say that the District is keeping reductions away from the classroom as best it can. However, there is a cost to that thinking, and especially so when it pervades over time, budget to budget. Infrastructure must be maintained. Equipment replaced. Supplies replenished. In regard to administration in its various forms, poor supervision can be insidious in an organization with several hundred employees, and Dr. Jory suggested caution about advocating for further reductions there in the present or future. Reductions are not enjoyable and the District sympathizes with everyone who will experience anxiety, upheaval, and especially job loss. It does believe that within a relatively short period of time all of the District's displaced staff will find a position again; however, it was acknowledged that, in the meantime, this experience is not enjoyable for most.

Superintendent Jory stated that he is confident that the district can not only function, but continue to grow its practice, support its Strategic Plan, and provide a great learning environment for its students. Despite the hardships upcoming, the District's staffing ratios will remain at least level, if not stronger, than the surrounding districts and the typical sector standards. He also noted that he has great faith in the District's personnel, leadership, and emerging structures, and he believes that great practice will win and progress will continue.

**i. Later Start Times 2025/2026**

Superintendent Jory spoke to his briefing note provided in the agenda package and reviewed the background to the later start time conversation, which began in November 2023. The memo also outlined the next steps to determine school scheduling within the proposed transportation bookends that were recently shared. Further work will continue in order to better understand and reduce the impact of courtesy riders, as well as mitigate other factors that impact both cost and ride lengths, with the intention to improve efficiency and overall service levels to those outside the walk limits. In the interim, the proposed adjustments were deemed to be a worthwhile step towards positively impacting the issues identified in the second paragraph of the briefing note.

It was further noted that schools were having high level conversations regarding their lunch and recess times in order to balance times to meet the start and end times. A proposal is also being drafted by the Principal of Early Learning and Child Care to address concerns at one school regarding supervision for students who may be dropped off earlier as parents travel to work.

**25-36R**

*Moved:* Trustee Flynn      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the Start Times as presented to begin in the 2025/2026 school year.

CARRIED UNANIMOUSLY

**b. Educational Programs Update**

Director of Instruction Terpstra shared the following educational updates:

- The District has been engaged in a series of sessions working alongside the local First Nations and the District has had the honour of being invited to the Qualicum First Nation for the next session on Thursday, April 24<sup>th</sup> with Dr. Chelsea Horton as the keynote speaker. An email will be circulated to educators with which to RSVP to that event.
- The Numeracy Learning Round series with Carole Fullerton concluded on April 14<sup>th</sup> with a primary session hosted by Qualicum Beach Elementary School and an intermediate session hosted by Kwalikum Secondary School.
- Spring is a season of culmination and celebration of learning across the District with a number of events and assessment reports leading up to graduation ceremonies.
- Mr. Terpstra has the opportunity to visit many schools and he highlighted a recent visit to Errington Elementary School where the library was turned into a Titanic exhibit complete with the students role-playing, artifacts being showcased and interactive displays.

- On April 30<sup>th</sup> district teacher librarians have planned a STEAM [Science, Technology, Engineering and Math (STEM) with the Arts added in] event for girls grade 6/7 at Kwalikum Secondary School
- Kwalikum Secondary students are hosting a Climate Action Symposium on Friday, April 25<sup>th</sup> at the Qualicum Beach Civic Centre, which will be attended by students from other districts across the island.

Associate Superintendent Wilson commented on the following district events/initiatives:

- Pete the Cat First Steps to School, held on Thursday, April 17<sup>th</sup>, was well attended and provided lots of opportunities for families of children entering kindergarten to learn about many of the support services that are available in the community as well as how teachers prepare for their new learners. Thank you to the Oceanside Building Learning Together who act as the chair people for organizing the event and staff the registration table.
- The Pre-Kindergarten Program starts on Monday and district staff have been hired for that program. This is unique to the community and the Qualicum School District which is possible through a grant from the Ministry of Education and Child Care. Orientation and planning take place on Monday and the first session is on Tuesday with approximately 130 Pre-Kindergarten students participating for two hours a day for two days a week for five weeks.
- Acknowledgement of Nanoose Bay and Qualicum Beach Elementary Schools who hosted some short-term international students over the past week. It was hoped that some of the district students who hosted would attend a future Education Committee meeting to share what opportunities they had to learn about different cultures and what it was like living in different countries.
- Organization and planning are well underway for the Grade 7 Health & Wellness Fair. This is another event unique to the District which provides a number of sessions presented by local community organization regarding mental and physical health as well as social media safety. The format will be a bit different this year with a science fair type of set up where students can walk amongst tables hosted by community agencies as well as representatives from secondary clubs and sports teams for half of that day and attend breakout sessions for the other half.
- The Grad Walk will take place on June 11<sup>th</sup> this year where grads visit elementary schools. This provides the elementary students with inspiration towards graduation as well as providing an opportunity for some of the teachers to see the students they taught in elementary school graduating.

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

#### a. **Annual Five-Year Capital Plan Submission for 2026/2027**

Secretary Treasurer Amos noted that annually the ministry calls for submissions for minor and major capital that school districts have in mind to do their five-year planning process. The submission responses are based on information sent to the Ministry in September. These were mostly minor capital projects and staff had submitted proposals for projects within the confines of various programs based on needs and with the hope that the district is successful in receiving a positive response from the Ministry. Through the work of the Operation & Maintenance Department those projects have been approved by the Ministry to go forward.

Once the Bylaw is accepted by the Board, the work will move forward over the next 6 months with the bulk of the work taking place in the summer.

Trustee Austin reminded attendees that the Board is also provided with money from the Annual Facilities Grant in May for other types of upgrades, such as painting.

**25-37R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2025/2026-CPSD69-01 at its Regular Board Meeting of April 22, 2025.

CARRIED UNANIMOUSLY

**25-38R**

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

**THAT** the Board of Education of School District 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2025/2026-CPSD69-01 at its Regular Board Meeting of April 22, 2025.

CARRIED UNANIMOUSLY

**25-39R**

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

**THAT** the Board of Education of School District 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2025/2026-CPSD69-01 at its Regular Board Meeting of April 22, 2025.

CARRIED UNANIMOUSLY

**25-40R**

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

**THAT** the Board of Education of School District 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2025/2026-CPSD69-01 at its Regular Board Meeting of April 22, 2025.

CARRIED UNANIMOUSLY

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

**a. Board Policy 703: Student Fees and Subsidies**

**25-41R**

*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 703: *Student Fees and Subsidies*.

CARRIED UNANIMOUSLY

**b. Board Policy 600: Personnel**

**25-42R**

*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 600: *Personnel*.

CARRIED UNANIMOUSLY

**c. Board Policy 602: Exempt Staff Supplementary Employee Benefits**

**25-43R**

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

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 602: *Exempt Staff Supplementary Employee Benefits*.

CARRIED UNANIMOUSLY

**d. Board Bylaw 3: Meetings of the Board of Education**

**25-44R**

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

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board of Education*.

CARRIED UNANIMOUSLY

**e. Board Policy 500: Communicating Student Learning**

**25-45R**

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

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions Board Policy 500: *Communicating Student Learning* and the rescinding of its current administrative procedures.

CARRIED UNANIMOUSLY

**f. Board Policy 502: Field Experiences (Trips)**

**25-46R**

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

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 502: *Field Experiences (Trips)* and its attendant administrative procedures.

CARRIED UNANIMOUSLY

**g. Board Policy 504: Copyright and Intellectual Property**

**25-47R**

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

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 504: *Copyright and Intellectual Property* and its attendant administrative procedures.

CARRIED UNANIMOUSLY

**h. Board Policy 507: Programs of Choice and Specialty Academies**

**25-48R**

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

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 507: *Programs of Choice and Specialty Academies* and its attendant administrative procedures.

CARRIED UNANIMOUSLY

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

Trustee Young highlighted the presentations from the Integrated Child and Youth Team (ICY), Braveheart, which is a short-term project, the Pete the Cat event, and secondary course offerings, i.e. a Math alternative titled, "It's all about the money", which has to do with finances and budgeting; Physical Education classes aimed at promoting long term health and wellness; Philosophy; and, the Human Services Program, which was really successful last year. Attendees also discussed the school start times and Feeding Futures Funding as well as some additional federal funding from the National Food Program. School fees will also be discussed further at the May meeting.

She invited and encouraged people to attend the May 20<sup>th</sup> Education Committee meeting as there will be a number of interesting topics.

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

None

**17. TRUSTEE ITEMS****a. Board Chairs/Partners Meeting Report**

Chair Flynn reported that she had attended the Board Chairs/Partners meeting convened annually by the Ministry of Education and Child Care (MOECC), BC School Trustees' Association (BCSTA), the BC School Superintendents' Association (BCSSA), the BC School Business Officials Association (BSASBO) to gather and obtain information and discuss Ministry topics.

This year's sessions included the continued pursuit of students' online safety, which is part of the Safer Schools initiatives, and will be a keynote topic at the upcoming Grade 7 Health & Wellness Conference. There was also a session on Indigenous Education and the new role and focus on the success of Indigenous learners and the representation of Indigenous teachers in our system, the distinction-based approach in our system, and how things are trending throughout the province on Aboriginal graduation rates. People can view the [Aboriginal Report: How Are We Doing?](#) on the Ministry website.

The topic of Cybersecurity had a lot of discussion. The province has seen four or more districts in the province that have experienced a breach and the government has provided resources for districts on the Focused Education site for districts to refer to and bring into effect should they find themselves to be victims of a cybersecurity incident.

**b. Kwalikum Secondary School Health/Food Garden**

Trustee Young noted that she was currently in Vancouver for the BCSTA Annual General Meeting and, having looked at all the motions, assured attendees, Mr. Woods in particular, that many of the motions are advocating for more funding.

Trustee Young thanked fellow trustees for supporting and subsidizing her request to attend the Canadian School Board Association (CSBA) meeting in Winnipeg in July. She will provide a report on the numerous workshops she will be attending.

Trustee Young reported that Kwalikum Secondary School had a presentation a while ago about a health food garden the students were proposing to plant in the

area where the former basketball court was located. She asked Trustees if she could continue to follow this project through and when there are reports, that she provides them either orally or with a report included in the consent agenda of future Board Meetings. Trustees were in support of Trustee Young doing so.

**c. Student-Led Learning Walks**

Trustee Kellogg reported that she had attended Ballenas Secondary School and the Indigenous Education Program did a student-led learning activity where students went into classrooms to observe how classrooms worked, what artifacts they had in there, watched how the teacher interacted with students and vice versa. The students then wrote a debrief and then had a fishbowl exercise (students are separated into an inner and outer circle. In the inner circle or fishbowl, students have a discussion; students in the outer circle listen to the discussion and take notes).

This was in keeping with the Strategic Plan as part of Belonging. Some of the students' observations were for different types of options for learning, assigned seating when sometimes it is appropriate to do so, and ensuring all students understand the lesson being taught. At the end of the walk, the students shared positive comments about the teachers and the classes and students and their observations were very down to earth. I.e. the students would see a group of kids sitting together and then a student sitting by themselves, so in this fishbowl they were brainstorming how to make that person feel that they belonged in classroom. It was a well-organized activity and it was a pleasure to watch their learning.

**18. NEW OR UNFINISHED BUSINESS**

None

**19. BOARD CORRESPONDENCE AND MEDIA**

None

**20. PUBLIC QUESTION PERIOD**

Trustees and Senior Staff did not receive any comments or questions from the public in attendance.

**21. ADJOURNMENT**

Trustee Kellogg moved to adjourn the meeting at 7:24 p.m.

*Original signed copy on file*

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CHAIRPERSON

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SECRETARY TREASURER