



**PACIFIC RIM SCHOOL DISTRICT  
PUBLIC BOARD MEETING MINUTES  
September 24, 2024, 5:00 p.m.  
Bamfield Community School, Bamfield**

Pam Craig - Board Chair  
Cherilyn Bray - Vice Chair  
Janis Joseph - Trustee  
Cynthia Orr - Trustee  
Larry Ransom - Trustee (via Teams)  
Chris Washington - Trustee  
Helen Zanette - Trustee  
Tim Davie - Superintendent  
Barbara Ross - Secretary Treasurer  
James Messenger - Director of Instruction, Learning and Innovation (via Teams)  
Michell Bennett - Director of Instruction, Inclusive Education (via Teams)  
Paula Mason - Manager of Corporate Services  
Robin Schmitt – Vice Principal, Bamfield Community School  
Nadine White - CUPE President (via Teams)  
Jaslyn Haberl – Coordinator, Bamfield Community School Association

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**1. Call to Order/Land Acknowledgement**

**2. Approval of Agenda**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Bray

THAT the Board of Education approve the September 24, 2024 Public Board Meeting agenda as presented.

**Carried**

**3. Conflict of Interest Declaration**

**4. Adoption of Minutes**

**Moved by:** Trustee Joseph

**Seconded by:** Trustee Washington

THAT the Board of Education approve the June 25, 2024 Public Board Meeting Minutes as presented.

**5. Announcements of the Chair**

Trustee Craig thanked the Bamfield Community School staff for hosting us today, it's so relaxing to be in the fresh air and sunshine!

**6. Good News from the Schools**

**6.1 School Report (10 minutes)**

Vice Principal Schmitt provided a beautiful presentation highlighting the students at Bamfield Community School.

**7. Trustee Statements**

Trustee Zanette: encouraged people to complete the survey that the City of Port Alberni is hosting about City parks and their use.

Trustee Orr: attended the Terry Fox Run at Wickaninnish Community School on Friday. She thanked the Board Chair and the Superintendent for attending the Welcome Back BBQ on Friday and commented that the school field project is looking fantastic, with the community being very excited.

Trustee Joseph: attended Tsuma-as & Alberni Elementary School Open Houses last week - tomorrow's Open Houses will be at EJ Dunn & Maquinna Elementary Schools, then Alberni District Secondary & Wood Elementary Schools on Friday.

Trustee Craig: attended the groundbreaking ceremony at Wood Elementary School's child care, highlighting great work from Director Charbonneau with great guidance from Anne Robinson. She also attended several Terry Fox runs at Alberni Valley schools.

Trustee Ransom: thanked Vice Principal Schmitt for the amazing presentation. He also commented that the Board will continue to advocate for public education during the upcoming provincial election cycle.

**8. Petitions/ Delegations/ Presentations**

**8.1 Bamfield Community School Association (BCSA) Annual Report (10 minutes)**

BCSA Coordinator Jaslyn Haberl provided an informative Annual Report.

**9. Staff Reports**

**9.1 2023/24 Auditor's Summary - Approval of Financial Statements (5 minutes)**

Secretary Treasurer Barbara Ross introduced Auditors Lenora Lee and Matt Bromley from KPMG, to review the Financial Statements. Ms. Lee provided a few comments from the auditor's Findings Report, which has already been reviewed

with the Board in detail. Trustee Zanette thanked the Secretary Treasurer for holding the Financial Workshop.

**Moved by:** Trustee Washington

**Seconded by:** Trustee Bray

THAT the Board of Education of School District No. 70 (Pacific Rim) approved the 2023/24 Audited Financial Statements as presented.

**Carried**

## **9.2 2025/26 Minor Capital Plan Submission (5 minutes)**

Secretary Treasurer Barbara Ross provided an overview of the submission.

**Moved by:** Trustee Bray

**Seconded by:** Trustee Orr

THAT in accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 70 (Pacific Rim) hereby approves the proposed 2025/26 Five-Year Minor Capital Plan (Minor Capital Programs) submission.

**Carried**

## **9.3 2024/25 Organizational Chart (3 minutes)**

Manager Mason presented the organizational chart to the Board. Trustee Washington asked Superintendent about the "empty spots" on the chart and confirmed that the spots will be getting filled. Trustee Zanette recommended the words Board Chair be removed from the top of the chart and replaced with the words Board of Education. Trustee Craig asked Manager Mason how the chart was formed, to which she clarified that although the Board of Education governs the school district, the Board Chair is the public facing representative of the Board. Trustee Bray reiterated how important the role of Board Chair is and recommended that the chart not be revised. Trustee Zanette commented that the name of the Trustee that's in the Board Chair position may change each year, to which Trustee Bray noted that the organizational chart could be amended should the name change. Trustee Craig suggested that Trustee Zanette put forth a motion for the change she wants made. Trustee Orr noted that the chart says Board of Education at the top, so in her opinion it's not an issue as written.

**Moved by:** Trustee Bray

**Seconded by:** Trustee Joseph

THAT the Board of Education direct staff, through Superintendent, to publish the 2024/25 Organizational Chart as presented.

**Carried**

**Moved by:** Trustee Zanette  
**Seconded by:** Trustee Washington

THAT the Board of Education direct staff, through the Superintendent, to amend the organizational chart by removing the position "Board Chair" and replacing it with the words "Board of Education".

**Defeated**

#### **9.4 Approval of Framework for Enhancing Student Learning Report (15 minutes)**

Director Messenger noted that several members of the Learning Services Team were at the Bamfield Community School today and how nice it is to see so many people visiting the community. The report being presented was a collaborative effort between the whole team, with recommendations from the Ministry team earlier this Spring.

**Moved by:** Trustee Bray  
**Seconded by:** Trustee Washington

THAT the Board of Education approve the 2024/2025 Enhancing Student Learning Report as presented.

**Carried**

**Moved by:** Trustee Bray  
**Seconded by:** Trustee Joseph

THAT the Board of Education direct staff to submit the report to the Ministry of Education and Child Care by September 30, 2024.

**Carried**

### **10. Policy Development**

#### **10.1 Policies for Public Consultation**

Trustee Zanette reminded staff that the recommended adjustments made by the Policy Committee still need to be made before publishing the policy. Trustee Washington thanked the Superintendent and staff for getting this policy done so fast, as Environmental Stewardship is one of the Board's main focus areas.

**Moved by:** Trustee Zanette  
**Seconded by:** Trustee Orr

THAT the Board of Education direct staff through the Superintendent, to publish the following draft policy for a 30-day public consultation period:

**Carried**

10.1.a XXX: Tree Protection Policy (P)

## **10.2 Policies for Adoption**

Trustee Washington thanked staff for reviewing so many outdated policies during the last year, noting this is not in the usual course of business.

**Moved by:** Trustee Zanette

**Seconded by:** Trustee Washington

THAT the Board of Education adopt the following policies as presented.

**Carried**

10.2.a Use of District owned vehicles

10.2.b XXX: Equipment and In-Kind Donations (P)

10.2.c Policy 510: Safe, Caring and Orderly Schools

10.2.d Policy 602: Communicating Student Learning

10.2.e XXX: Selection of Learning Resources

10.2.f XXX: International Student Program

## **11. Notice of Motion**

## **12. Correspondence - Action Required**

### **12.1 National Food Schools Advocacy Letter**

Superintendent Davie thanked Manager Mason for preparing the letter. Trustee Zanette highlighted the Board's advocacy for these important programs.

**Moved by:** Trustee Bray

**Seconded by:** Trustee Joseph

THAT the Board of Education direct staff through the Superintendent, to send the National Foods Advocacy Letter to our local Member of Parliament, using the template provided by BCSTA.

**Carried**

## **13. Correspondence - For Information**

- 13.1 2024-09-03 Letter to Families - Minister Singh
- 13.2 2024-09-06 Letter from Minister Singh
- 13.3 2024-09-10 BCSTA - CEO Announcement
- 13.4 2024-09-11 September 30, 2024 National Day for Truth and Reconciliation Walk and Celebration Event
- 13.5 2024-09-13 CoPA Council Committee Appointments
- 13.6 2024-08-29 ACRD Referral Package
- 14. **External Board Committees**
  - 14.1 2024-09-04 Alberni Valley Museum and Heritage Commission Meeting minutes
  - 14.2 2024-06-18 ACRD Agricultural Development Committee Meeting Minutes
  - 14.3 ACRD Solid Waste Management Plan Advisory Committee information
  - 14.4 July 9 - Sept 8, 2024 Port Alberni Air Quality Council Update
- 15. **Internal District Committees**
  - 15.1 2024-09-03 Education Committee Meeting Minutes
  - 15.2 2024-09-10 Policy Committee Meeting Minutes
- 16. **Audience Question Period**

Jaslyn Haberl commented about the letter being sent to the Government asking if there is anything we can share with families asking them to also advocate for the National Foods program. Trustee Craig said that the format being used, although not to be copied, certainly provides the framework for the advocacy...and that individuals could certainly submit them to their local MP.
- 17. **Next Meeting**
- 18. **Adjournment**

The meeting was adjourned at 6:00pm.

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Board Chair

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Secretary Treasurer