



**PACIFIC RIM SCHOOL DISTRICT
PUBLIC BOARD MEETING MINUTES
November 26, 2024, 5:00 p.m.
John Howitt Elementary School, Port Alberni**

Pam Craig - Board Chair
Cherilyn Bray - Vice Chair
Janis Joseph - Trustee
Cynthia Orr - Trustee
Larry Ransom - Trustee
Chris Washington - Trustee
Helen Zanette - Trustee
Tim Davie - Superintendent
Peter Klaver - Assistant Superintendent
Barbara Ross - Secretary Treasurer
Paula Mason - Manager of Corporate Services
Steven Brown, Principal John Howitt Elementary School
Ryan Dvorak - ADTU President
Nadine White - CUPE President
Charles Mealey, Councillor City of Port Alberni

1. Call to Order/Land Acknowledgement

2. Approval of Agenda

Trustee Zanette added item 11.1.h Employee Accident/Injury Procedures (P) and noted that items 15.2-15.4 were from the Alberni Clayoquot Health Network.

Moved by: Trustee Ransom

Seconded by: Trustee Bray

THAT the Board of Education approve the November 26, 2024 Public Board Meeting agenda as amended.

Carried

3. Conflict of Interest Declaration

There were no conflicts declared.

4. Adoption of Minutes

Moved by: Trustee Washington

Seconded by: Trustee Bray

THAT the Public Meeting minutes from September 24, 2024 be approved as presented, and

THAT the Public Meeting minutes from October 22, 2024 be approved as presented.

Carried

5. Announcements of the Chair

Trustee Craig thanked Principal Brown for hosting the meeting at his school.

6. Good News from the Schools

6.1 School Presentation (10 minutes)

Principal Brown provided a beautiful presentation and answered questions asked by Trustees.

7. Trustee Statements

Trustee Orr noted that Tofino resident Mollie Law had received a grant for two trees and was working with Acting Director Taylor to find a spot for them at Wickaninnish Community School. Trustee Washington noted that the recent BCPSEA Symposium was very interesting and she's looking forward to attending the AGM in January 2025. Trustee Bray noted that Trustees had attended BCSTA's Trustee Academy held last week and had invited newly elected Minister of Education and Child Care, Lisa Beare and BCSTA's new CEO Trevor Davies to visit the district. She welcomed City of Port Alberni Councillor Mealey to the meeting.

7.1 Congratulatory Letters re: recent appointments (5 minutes)

Moved by: Trustee Craig

Seconded by: Trustee Ransom

THAT the Board of Education direct staff through the Superintendent to send congratulatory letters to the Honourable Josie Osborne, to the newly elected Tseshaht Frist Nation's council, to BCSTA's President Trevor Davies, and to the newly elected Minister of Education and Child Care Lisa Beare.

Carried

8. Petitions/ Delegations/ Presentations

9. Unfinished Business/ New Business

10. Staff Reports

10.1 Trustee / BCSTA / BCPSEA Reports Placeholder (10 minutes)

Trustee Ransom requested the Board to support a motion to request that the Board Procedure Administrative Procedure be brought forward to the Policy Committee to discuss the addition of a standing Placeholder for Trustee / BCSTA / BCPSEA Reports, for both In-Camera and Public Meeting agendas, thus avoiding the need to go through the usual agenda setting process to add these reports to agendas. Trustee Zanette spoke to her long standing difficulties with the process for adding Emergent Issues to agendas. Trustee Bray requested that her Opposed vote be recorded.

Moved by: Trustee Ransom

Seconded by: Trustee Zanette

THAT the Board of Education direct staff, through the Superintendent, to submit a request to the Policy Committee that the Board Procedures Administrative Procedure be modified to include a placeholder for Trustee / BCSTA / BCPSEA Reports, for both In-Camera and Public Meeting agendas.

Carried

10.2 Disposal of Real Property Bylaw (5 minutes)

Manager Mason provided an overview of the bylaw, explained the process of how property sales are conducted, and read the bylaw aloud.

Moved by: Trustee Washington

Seconded by: Trustee Bray

THAT the Board of Education approve all three readings of Disposal of Real Property Bylaw No. 2024-1 in the November 26, 2024 Public Meeting of the Board.

Carried

Moved by: Trustee Washington

Seconded by: Trustee Joseph

THAT this Disposal of Real Property Bylaw may be cited as Board of Education of School District No. 70 (Pacific Rim) Disposal Of Real Property Bylaw No. 2024-1.

Carried

Moved by: Trustee Washington

Seconded by: Trustee Ransom

THAT it be resolved as having been read a first, second and third time as provided for in the bylaws that the Board Chair and the Secretary-Treasurer be authorized to execute this Bylaw on behalf of the Board.

Carried

10.3 Annual Elections (20 minutes)

10.3.a Annual Election for Chair

Trustee Zanette nominated Trustee Joseph. Trustee Joseph accepted the nomination. Trustee Ransom nominated Trustee Craig. Trustee Craig accepted the nomination. An election was conducted via ballot. Scrutineers Superintendent Davie and Assistant Superintendent Klaver left the room to count the votes. During their absence Trustees discussed the process of how elections are conducted, questioning whether nominations should/should not be seconded. Manager Mason reminded the room that as we are still in an unadjourned public meeting with scrutineers out of the room counting votes, questions should be put to the table through the Board Chair, not discussed all at once conversationally. Secretary Treasurer Ross announced Trustee Craig as the winner of the election for the position of Board Chair. Trustee Craig assumed the role of Chair.

Moved by: Trustee Bray

Seconded by: Trustee Washington

THAT the Board of Education direct staff, through the Superintendent, to destroy the ballots used to elect the Board Chair at the 2024 Annual Board Election.

Carried

10.3.b Annual Election for Vice-Chair

Trustee Joseph nominated Trustee Zanette for the position of Vice-Chair. Trustee Zanette accepted the nomination. Trustee Bray nominated Trustee Orr for the position of Vice-Chair, Trustee Orr accepted the nomination. An election was conducted via ballot. Scrutineers Superintendent Davie and Assistant Superintendent Klaver left the room to count the votes. Councillor Mealey reminded the room, from the audience, that microphones were still live. Trustee Washington asked Manager Mason to physically view a website she'd pulled up online (westsidetoastmasters.com) that read that motions related to nominations should be seconded. This was written in a section that was speaking to when you need to specify how nominations will be brought forward. In this district's case, nominations are called for three times, by the Chair. Manager Mason advised that the online source was not Robert's Rules

online and suggested that concerns regarding meeting procedure/election process be brought forward prior or after meetings versus during a meeting. Board Chair Craig announced Trustee Orr as the winner of the election for the position of Vice Chair.

Moved by: Trustee Bray

Seconded by: Trustee Washington

THAT the Board of Education direct staff, through the Superintendent, to destroy the ballots used to elect the Board Vice Chair at the 2024 Annual Board Election.

Carried

10.3.c Committee Appointments

Trustee Zanette expressed confusion at the process of electing Trustees to the Standing Committees and requested that an informal conversation be held for everyone to chat about which committee they may like to serve on. Manager Mason confirmed that the process being followed was exactly the same as the process followed the year prior, and followed the process outlined in the current Board Procedure Admin Procedure. The Board Chair proceeded through Committee Appointments, with Trustees being appointed as follows:

Finance, Assets & Operations Committee

Chair: Trustee Bray

Vice Chair: Trustee Ransom

Policy Committee

Chair: Trustee Zanette

Vice Chair: Trustee Orr

Education Committee

Chair: Trustee Joseph

Vice Chair: Trustee Washington

BCSTA Provincial Council representative

Representative: Trustee Orr

Alternate: Trustee Ransom

Trustee Orr was nominated for the position of BCTSA Provincial Council representative, accepted the nomination, but then nominated Trustee

Ransom for the position instead. An election was held, Trustee Orr was elected to the position of representative, then Trustee Ransom accepted the position of alternate representative.

BCPSEA representative

Representative: Trustee Washington

Alternate: Trustee Zanette

Teacher/Trustee Liaison Committee

Representative: Trustee Joseph

Representative: Trustee Craig

Indigenous Education Council

Trustees Craig & Zanette

Teacher Pro-D

Trustee Bray (alt. Trustee Zanette)

Trustee Bray's accepted remaining in the position of representative.

Next Trustee Washington declined remaining in the position of alternate representative, to which Trustee Zanette volunteered to take that position. She then requested to "challenge" the position of Trustee Bray as primary representative, however as she was not involved in the position of representative, rather volunteered as alternate representative, and Trustee Bray had already accepted the position of representative, this is not a valid request and is simply noted as having occurred.

Special Education Advisory Committee (SSEAC)

Trustee Joseph (alt. Trustee Bray)

District Parent's Advisory Council (DPAC)

Trustee Craig (alt. Trustee Zanette)

Occupational Health & Safety (In-Camera)

Trustee Bray (alt. Trustee Zanette)

Port Alberni Advisory Planning Commissions

Trustee Ransom (alt. Trustee Washington)

Port Alberni Museum and Heritage Commission

Trustee Craig (alt. Trustee Joseph)

Port Alberni Traffic Advisory Commission

Trustee Washington (alt. Trustee Ransom)

Agriculture Development Committee of the ACRD

Trustee Zanette (alt. Trustee Ransom)

City of Port Alberni

Trustee Bray (alt. Trustee Joseph)

Clayoquot Biosphere Trust

Trustee Orr (alt. Trustee Zanette)

District of Ucluelet

Trustee Orr

District of Tofino

Trustee Orr

Alberni Clayoquot Health Network

Trustee Zanette

Solid Waste Management Plan Advisory Committee

Trustee Zanette

Alberni Clayoquot School Food Systems Working Group

Trustee Zanette

Port Alberni Air Quality Commission

Trustee Craig

At 6:25pm the meeting was extended for another 20 minutes.

10.4 Operational Plan (5 minutes)

Superintendent Davie provided an overview of the operational plan. Trustee Zanette where Co-Governance is currently at in the process. Superintendent Davie advised that we have received names of selected representatives from the Nations, that we have a plan of moving forward with external consultants working with the Board and those selected representatives, and that as of now the work to be done sits with the Trustees. Trustee Zanette then asked what the district is doing to come up with innovative ways to improve student achievement. Superintendent Davie reminded Trustees that the Education Committee presents on a regular basis with updates specific to literacy and numeracy he noted that there will be a two-phased approach presenting local

data to the Board, with a meeting on December 10, 2024 showing the Board where we're presently at, and a second meeting at the Education Committee table on February 4, 2025 specifically to host dialogue amongst Trustees to seek their guidance on how to best move forward.

10.5 Finance and Operations Update (15 minutes)

10.5.a Pay Transparency Act

Secretary Treasurer Ross provided an overview of her report. Trustee Washington asked why it's now a requirement for every individual's pay be revealed? Ms. Ross said she feels that it's designed to increase transparency.

10.5.b Professional Development Budgets

Secretary Treasurer Ross provided an overview of her report. Trustee Ransom clarified that the professional development budget amount was for the whole group, not for each Trustee.

10.5.c School Budgets

Secretary Treasurer Ross provided an overview of her report. Trustee Orr asked if Ms. Ross gets feedback from schools regarding what impact schools actually have when budgets are reduced. Ms. Ross advised that she meets with each school about these budgets each year and noted that \$27,000 of last year's provided budget amount was actually left unused.

11. Policy Development

11.1 Policies to be sent for 30-day Public Consultation

Moved by: Trustee Zanette

Seconded by: Trustee Washington

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

Carried

11.1.a XXX: Power Outage Procedure for Custodians (P)

11.1.b XXX: Health and Safety Working Alone (P)

11.1.c XXX: Health and Safety New and Young Workers Orientation (P)

11.1.d XXX: Signing Authority (P)

11.1.e 210: Superintendent of Schools / CEO (P)

11.1.f 220: Secretary Treasurer / CFO (P)

11.1.g 200: Executive Committee (P)

11.1.h XXX: Employee Accident/Injury Procedures (P)

11.2 Policies for Adoption

Moved by: Trustee Zanette

Seconded by: Trustee Ransom

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

Carried

11.2.a Tree Protection Policy (P)

12. Notice of Motion

13. Correspondence - Action Required

14. Correspondence - For Information

14.1 BCSTA Provincial Council Report

14.2 City of Port Alberni Council Summary

15. External Board Committees

Trustee Zanette noted that the Alberni Clayoquot Health Network (ACHN) would like to request that a copy of the McCreary report be shared with them. Superintendent Davie noted that it had already been shared with Vancouver Island Health Authority (VIHA), and can be sent to ACHN as ewll.

15.1 BCSTA IEC October 25, 2024 Activity Report

15.2 2024-09-11 Table of Partners Meeting Minutes

15.3 2024-10-16 Table of Partners Meeting Minutes

15.4 2024-11-20 Table of Partners Meeting Minutes

15.5 2024-09-23 Alberni Clayoquot School Food Network Minutes

15.6 2024-08-20 Agricultural Development Committee Meeting Minutes

15.7 ACRD Solid Waste Management Plan Advisory Committee Fall 2024

16. Internal District Committees

16.1 2024-10-01 Finance, Assets and Operations Committee Meeting Minutes

16.2 2024-10-08 Policy Committee Meeting Minutes

16.3 2024-11-05 Education Committee Meeting Minutes

16.4 2024-11-12 Policy Committee Meeting Minutes

17. Audience Question Period

City of Port Alberni Councillor Charles Mealey noted that their Council appointments will be changing in December and he'll make sure we're updated on any changes.

18. Next Meeting

19. Adjournment

The meeting was adjourned at 6:45pm.

Board Chair

Secretary Treasurer