



PACIFIC RIM SCHOOL DISTRICT

**FINANCE, OPERATIONS & ASSETS COMMITTEE MEETING MINUTES**

**June 3, 2025, 5:00 p.m.**

**Administration Office Board Office, Port Alberni**

Pam Craig - Board Chair  
Cynthia Orr - Vice Chair  
Cherilyn Bray - Trustee  
Janis Joseph – Trustee (via Teams)  
Larry Ransom - Trustee  
Helen Zanette - Trustee  
Peter Klaver - Superintendent  
Barbara Ross - Secretary Treasurer  
James Messenger – Assistant Superintendent  
Jaime Hansen - Director of Instruction, Indigenous Education  
Katherin Charbonneau - Director of Early Learning & Childcare  
Alex Taylor, Acting Director of Operations  
Ryan Dvorak - ADTU President  
Nadine White - CUPE President (via Teams)  
Sean Peterson, PVPA Representative  
Paula Mason, Manager of Corporate Services

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1. **Call to Order/Land Acknowledgment**
2. **Introductions**
3. **Approval of Agenda**

Detailed questions, answers and discussion on each agenda item are available by watching the meeting recording, located on our [Agenda and Minutes](#) webpage.

**Moved by:** Trustee Craig

**Seconded by:** Trustee Orr

THAT the agenda for the June 3, 2025 Finance, Operations and Assets Committee Meeting be approved as presented.

**Carried**

4. **Petitions/Delegations/Presentations**
5. **Unfinished Business**
6. **Emergent Items**



**7. Staff Reports**

**7.1 New Childcare Sites Update (10 minutes)**

Director Charbonneau provided an overview of her report.

**7.2 2026/27 Major Capital Plan Submission review (10 minutes)**

Acting Director Taylor attended the meeting via Teams, providing an overview of his report.

**7.3 AFG Spending Plan review (10 minutes)**

Acting Director Taylor provided an overview of his report.

**7.4 Operations Department Review - Executive Summary (20 minutes)**

Acting Director Taylor provided an overview of his report.

**7.5 IT Department Update (10 minutes)**

Assistant Superintendent Messenger provided an overview of his report, adding an update that the district has hired another IT technician, Amrit Singh, who will start next Monday.

**8. New Business**

**9. Correspondence - For Information**

**10. Next Meeting**

**11. Adjournment**

The meeting was adjourned at 4:45pm.

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Board Chair

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Secretary Treasurer