



**PACIFIC RIM SCHOOL DISTRICT  
SPECIAL PUBLIC BOARD MEETING MINUTES  
September 26, 2025, 3:30 p.m.  
Administration Office Board Office, Port Alberni**

Pam Craig - Board Chair  
Janis Joseph - Trustee  
Larry Ransom - Trustee  
Chris Washington - Trustee  
Cherilyn Bray - Trustee  
Cynthia Orr – Vice Chair (via Teams)  
Helen Zanette - Trustee  
Peter Klaver - Superintendent  
Barbara Ross - Secretary Treasurer  
James Messenger - Assistant Superintendent  
Ryan Dvorak - ADTU President  
Paula Mason - Manager of Corporate Services  
Lenora Lee, Auditor KPMG  
Matt Bromley, Auditor KPMG  
Gord Olavsen, Audience member (via Teams)  
Sheena Falconer, Audience member (via Teams)  
Alex Glassy, Audience member

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

**2. 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 Ransom

**Seconded by:** Trustee Joseph

THAT the Board of Education approve the September 25, 2025 Special Public Board Meeting Agenda as presented.

**Carried**

**3. Conflict of Interest Declaration**

Are there any conflicts to declare? There were no conflicts declared.

**4. Adoption of Minutes**

There were no minutes for adoption.

- 5. **Announcements of the Chair**
- 6. **Student Voice**
- 7. **Trustee Statements**
- 8. **Petitions/ Delegations/ Presentations**

**8.1 Auditor's Presentation (10 minutes)**

The following items were noted:

- 1. An overstatement of revenue of \$97k from the Ministry.
- 2. A \$200k understatement of Operating Fund expenses / overstatement of revenue.

The Operating Fund is understated in Expenses by \$200k and Revenue is overstated by \$100k. As these are not material, they have not modified the Audit Findings Report but should be noted.

Budget overages:

The Amended 2025/26 Budget is approaching a deficit - we need to contact the Ministry to advise.

A revision to the preliminary 2026 Budget is required to address/adjust the amount originally submitted as a surplus from fiscal 2025, to balance to fiscal 2026.

9. **Unfinished Business/ New Business**

10. **Staff Reports**

**10.1 2024-25 Audited Financial Statements**

Secretary Treasurer Ross provided an overview of her presentation, commented to items noted previously by the KPMG auditor, and answered questions from Trustees.

**Moved by:** Trustee Bray

**Seconded by:** Trustee Ransom

THAT the Board of Education of School District 70 (Pacific Rim) approve the 2024/25 Audited Financial Statements as presented.

**Carried**

**10.2 2024-25 Financial Statements Discussion and Analysis Report**

Secretary Treasurer Ross provided an overview of her report.

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

THAT the Board of Education of School District 70 (Pacific Rim) accept the 2024/25 Financial Statement Discussion and Analysis Report as presented.

**Carried**

- 11. **Policy Development**
- 12. **Correspondence- Action Required**
- 13. **Correspondence- For Information**
- 14. **External Board Committees**
- 15. **Internal District Committees**
- 16. **Audience Question Period**

Audience member Alex Glassy asked questions regarding items 10.1 and 10.2, including the current amount of the unrestricted surplus, borrowing from Capital funds, Accounts Payable amounts and current practices, and noted his own research comparing our fiscal result with other school districts.

- 17. **Adjournment**

The meeting was adjourned at 4:11pm.

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Board Chair

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Secretary Treasurer