



**PACIFIC RIM SCHOOL DISTRICT
POLICY COMMITTEE MEETING MINUTES
December 2, 2025, 3:30 p.m.
Administration Office Board Office, Port Alberni**

Cynthia Orr - Board Chair
Chris Washington - Vice Chair
Cherilyn Bray - Trustee
Pam Craig - Trustee
Janis Joseph - Trustee
Larry Ransom – Trustee (via Teams)
Helen Zanette - Trustee
Peter Klaver - Superintendent/Interim Secretary Treasurer
James Messenger - Assistant Superintendent
Jaslene Atwal - Director of Instruction, Human Resources
Michell Bennett - Director of Instruction, Inclusive Education
Lynn Brown – Manager of Mental Health
Alex Taylor – Director of Operations
Paula Mason - Manager of Corporate Services
Ryan Dvorak - ADTU President
Nadine White - CUPE President

1. Call to Order/Land Acknowledgement

2. Introductions

3. Approval of Agenda

Moved by: Trustee Bray

Seconded by: Trustee Orr

THAT the Board of Education approve the December 2, 2025 Policy Committee agenda as presented.

Carried

4. New or Revised Draft Policy / Administrative Procedures

4.1 Substance Abuse & Impairment

4.1.a Policy

Moved to next Public Board Meeting for approval to go out for a 30-day public consultation period.

4.1.b Administrative Procedure

Trustee Craig thanked the staff for the comprehensive background reporting - it was really helpful to review! ADTU President Ryan Dvorak urges 2.9 to be considered as members report it is still an ongoing concern. Trustee Zanette asked if volunteers are included or should it be written into the document? Director Atwal; will check into that.

4.2 Respectful Workplace

4.2.a Policy

Moved to next Public Board Meeting for approval to go out for a 30-day public consultation period.

4.2.b Administrative Procedure

Insert page break at 2.19. ADTU has already provided detailed feedback to Director Atwal.

4.3 Access to Schools by Outside Agencies

4.3.a Policy

Add a References and Resources section. Moved to next Public Board Meeting for approval to go out for a 30-day public consultation period.

4.4 Physical Restraint and/or Seclusion of Students

4.4.a Policy

Moved to next Public Board Meeting for approval to go out for a 30-day public consultation period.

4.5 Safe, Caring & Orderly Schools

4.5.a Administrative Procedure

3.4.7 references "fighting" but it does look like there's been a section related to fighting included. Add reference to the step of appealing to the Superintendent of Appeals in section 4.3.8.

4.6 Student Substance Abuse and Possession

4.6.a Policy

Edit reference to Safe, Caring 3.4.7 in the References and Resources section. Moved to next Public Board Meeting for approval to go out for a 30-day public consultation period.

4.6.b Administrative Procedure

4.7 Child Protection

4.7.a Policy

Moved to next Public Board Meeting for approval to go out for a 30-day public consultation period.

4.7.b Administrative Procedure

Make sure all legislation is referenced in the References and Resources section. ADTU President Dvorak suggested that we may need to include a mechanism to provide admin time i.e. "admins will support the reporting of..." He also recommended providing standard documentation sheet for teachers to use (template) to complete reports.

4.8 Vandalism of School Property

4.8.a Policy

Change Title (P). Moved to next Public Board Meeting for approval to go out for a 30-day public consultation period.

4.8.b Administrative Procedure

"Small Depts. Court" - change wording to "legal redress"

4.9 School Bus Transportation for Extra-Curricular Activities

4.9.a Policy

Moved to next Public Board Meeting for approval to go out for a 30-day public consultation period.

4.9.b Administrative Procedure

Delete repeated word ~~where~~ "where attendance is not mandatory"

4.10 Student Accident Injury Procedure

4.10.a Policy

Change last sentence word "Regulations" to "Admin Procedures". Change word "summoning" to calling 911 etc. Moved to next Public Board Meeting for approval to go out for a 30-day public consultation period.

4.10.b Administrative Procedure

Remove reference to Bamfield "outpost hospital" - make more modern/respectful, Include West Coast General Hospital. Modernize language i.e. 1.1 "telephone numbers" change to contact info; 2.1 "~~excepting~~ superficial scratches" 2.1/3.1.

4.0 title change "employer" to "district"

2.0 typo "guardians"

4.11 Equipment Lock-out

4.11.a Policy

Remove line "This policy outlines the regulations which determine specific lock-out procedures, and which provide for consequences in the event of non-compliance." Moved to next Public Board Meeting for approval to go out for a 30-day public consultation period.

4.11.b Administrative Procedure

Update reference to "his/her" throughout the document. Update titles to current i.e. "foreman" "maintenance manager". Document numbering needs to be fixed.

2.4/2.5: make wording stronger to reflect "should not ever do this".

4.12 Communicable Diseases

4.12.a Policy

Change word "pupil" to "student". List out legislation in second sentence of Policy statement Moved to next Public Board Meeting for approval to go out for a 30-day public consultation period.

4.12.b Administrative Procedure

This document may come back again after consultation period if feedback is received/required.

4.13 School Grounds Enhancement Projects

4.13.a Policy

Can we add reference to accessibility into the second line? Moved to next Public Board Meeting for approval to go out for a 30-day public consultation period.

4.13.b Administrative Procedure

Add clarifying sentence under 1.0 heading and under 6.0 heading i.e. "school grounds enhancement plan must include". Change reference to SD70, replacing it with Pacific Rim School District. Add reference to drought-friendly plants in section 5.0. Add reference to accessibility in the last line of the first paragraph.

4.14 Field Trips

4.14.a Policy

Moved to next Public Board Meeting for approval to go out for a 30-day public consultation period.

4.14.b Administrative Procedure

ADTU President Dvorak has a few questions that he'd like to go through one-on-one with Assistant Superintendent Messenger.

Page 116 (1.1) remove "teachers" "students, staff and volunteers"

2.1 add "guardians"

2.3 add that they should be an employee of the district with special knowledge of the circumstances required

Important to ADTU that the term "in loco parentis" remains in there

Page 126 - 4.2.1 Volunteers are under the direction of the ~~lead~~ educator in charge

Page 132 1.1 change wording "pupils" to "students"

Keep Table 1 and don't close ourselves off using an exhaustive prohibited list

4.15 Fundraising

4.15.a Policy

Page 207 - last bullet - add in sustainable practices / environmental practices". Moved to next Public Board Meeting for approval to go out for a 30-day public consultation period.

4.15.b Administrative Procedure

5. Policies to be sent to the Board for Approval to go out to Public Consultation

6. Policy/Admin Procedure out for Public Consultation

7. Forward to next Public Board Meeting for Adoption

7.1 Policies for Adoption

8. New Business

8.1 Policy Recommendation

The Committee agreed to have this topic moved forward to an upcoming Public Board Meeting for discussion. Trustee Bray requested that Policy 100: Trustee Code of Conduct also be discussed and possibly brought to the March Policy Committee Meeting for revision/review.

9. Future Policy/Administrative Procedures

10. Next Meeting Date

11. Adjournment

The meeting was adjourned at 5:19pm.

Board Chair

Secretary Treasurer