



**PACIFIC RIM SCHOOL DISTRICT  
PUBLIC BOARD MEETING MINUTES  
Wickaninnish Community School, Tofino  
June 25, 2024, 5:00 p.m.**

Pam Craig - Board Chair  
Cherilyn Bray - Vice Chair  
Janis Joseph - Trustee  
Cynthia Orr - Trustee  
Larry Ransom - Trustee  
Christine Washington - Trustee  
Helen Zanette - Trustee  
Tim Davie - Superintendent  
Peter Klaver - Assistant Superintendent  
Barbara Ross - Secretary Treasurer  
James Messenger - Director of Instruction, Learning & Innovation  
Greg Roe - Director of Operations  
Carla Neville - Controller  
Michell Bennett - Director of Instruction, Inclusive Education  
Paula Mason – Manager of Corporate Services  
Dani Stone - Principal  
Chris Michaud - Vice Principal  
Ryan Dvorak - ADTU President  
Nadine White - CUPE President (via Teams)

**Audience Members/Guests:**

Ian Caplette - NTC Director of Education, Training and Social Development  
Wendy Gallic – Community Services Manager, Tseshaht First Nation  
Rosemarie Buchannan  
Marc Garand, Teacher  
Cindy Hutchinson  
Waren Rudd

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**1. Call to Order**

The Chair acknowledged that we work and learn on the ḥaḥuuḥi of the Hupačasath(Hupacasath), Huu-ay-aht (Huu-ay-aht), ḥaḥuukʷiḥath (Tla-o-qui-aht), Ciṣaaḥath (Tseshaht) and the Yuuḥuḥiḥath (Yuu-cluth-aht) Nations.

**2. Approval of Agenda**

**Moved by:** Trustee Orr  
**Seconded by:** Trustee Washington

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

**Carried**

**3. Conflict of Interest Declaration**

There were no conflicts declared.

**4. Adoption of Minutes**

**Moved by:** Trustee Bray  
**Seconded by:** Trustee Ransom

**THAT** the Board of Education approve the May 28, 2024 Public Board Meeting Minutes as presented.

**Carried**

**5. Announcements of the Chair**

**6. Good News from the Schools**

**6.1 School Presentation (10 minutes)**

Principal Stone provided a slideshow presentation highlighting students attending a trip to Meares Island.

**7. Trustee Statements**

Trustee Craig noted that June has been a month of celebrations and storytelling, congratulating the 2024 grads! Trustee Zanette thanked Mel Burton for her work with the ADSS Breakfast Club.

**8. Petitions/ Delegations/ Presentations**

**8.1 Recognition of Indigenous Education Committee members**

Trustee Craig and Superintendent Davie thanked Ian Caplette and Wendy Gallic for their work on the Indigenous Education Council. Mr. Caplette and Ms. Gallic left the meeting at 5:29pm.

**8.2 Auditors Presentation (10 minutes)**

Ms. Lee provided an overview of her audit planning report.

9. **Staff Reports**

9.1 **Amended 2024/25 Capital Plan/West Coast Bussing Update (10 minutes)**

Director Roe provided an overview of his report, confirming that there are no new licensing requirements, and that training will be provided on how to operate the lift.

9.2 **Approval of 2025/26 Major Capital Plan (15 minutes)**

Director Roe provided an overview of his report.

**Moved by:** Trustee Ransom

**Seconded by:** Trustee Washington

THAT the Board of Education approve the submission of the 2025/26 5-year Capital Plan as presented.

**Carried**

9.3 **Wickaninnish Ballfield Update (5 minutes)**

Director Roe provided an overview of his report, including the content of his meeting on the same day with District of Tofino.

9.4 **Operational Plan update (5 minutes)**

Superintendent Davie provided an overview of his report.

9.5 **Transportation Assistance Rates (5 minutes)**

**Moved by:** Trustee Bray

**Seconded by:** Trustee Ransom

**THAT** the Board of Education approve the rate of \$0.28 (40% of \$0.70) per kilometer with the addition of 0.05 per additional child for a maximum of \$25.75 per day per family, as the Transportation Assistance Rates for the 2024/25 school year.

**Carried**

9.6 **Exempt and Excluded Compensation (5 minutes)**

Secretary Treasurer Ross provided an overview of her report.

**Moved by:** Trustee Ransom

**Seconded by:** Trustee Joseph

**THAT** the Board of Education approve a submission to BCPSEA that a 3% increase to the compensation of individuals included in the Exempt Staff group be applied, effective July 1, 2024, subject to satisfactory performance, and

**THAT** the Board of Education approve a submission to BCPSEA that a 3% increase to the compensation of individuals included in the Principal / Vice-Principal group be applied, effective August 1, 2024, subject to satisfactory performance.

**Carried**

**9.7 Trustee Compensation (10 minutes)**

Secretary Treasurer Ross provided an overview of her report. Trustee Craig requested that it be noted that she was not in favour of the motion, and also requested that her remuneration not reflect the increase passed.

**Moved by:** Trustee Washington

**Seconded by:** Trustee Bray

**THAT** the Board of Education approve a 3% increase to Trustee compensation, effective July 1, 2024.

**Carried**

**9.8 Boarding Allowance Rates (5 minutes)**

**Moved by:** Trustee Bray

**Seconded by:** Trustee Washington

**THAT** the Board of Education approve \$875.00 as the maximum monthly boarding allowance amount an eligible student is entitled to during the 2024/25 school year, with eligibility being defined by the Eligibility section of Administrative Procedure 3306: Boarding Allowance.

**Carried**

**9.9 Advocacy Policy Development (5 minutes)**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Zanette

**THAT** the Board of Education direct staff through the Superintendent, to add a Board Advocacy page to our website.

**Carried**

**9.10 Raincoast Education Society Presentation follow-up (10 minutes)**

The Board discussed the request from the Raincoast Education Society (RES) and deliberated that the school district is unable to provide financial assistance at this time. There are many community partners that provide programming within the district and it would be impossible to fund them all. The Board expressed their heartfelt appreciation for the work that the RES is doing and hopes that this work can continue. Superintendent Davie thanked all groups (approximately 46 community partners, including 33 nonprofit organizations and 5 other ministries or agencies) that support students within the district. Although the 2024/25 budget has already been approved, as the Board works through the budget process next year, operating dollars should be allocated as closely to the classrooms as possible, as well as to the teachers and staff that support students within the schools. He noted that the Ministry's focus for targeted dollars is mainly on children and youth in care, students with diverse abilities, and Indigenous learners.

**9.11 Kackaamin Review - Summary (5 minutes)**

Director Bennett provided an overview of her report.

**10. Unfinished Business/ New Business**

**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 Policy 602: Communicating Student Learning (P)

11.1.b XXX Selection of Learning Resources Policy (P)

11.1.c XXX: Equipment and In-kind Donations (P)

11.1.d Policy 510: Safe, Caring and Orderly Schools (P)

**11.2 Policies for Adoption**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Zanette

**THAT** the Board of Education adopt the XXX Off-Site Experience/Field Trip Policy (P) as presented.

**Carried**

11.2.a XXX Off-Site Experience/Field Trip Policy (P)

12. **Notice of Motion**

13. **Correspondence - Action Required**

13.1 **ACRD Rezoning Consultation**

There were no comments or concerns.

13.2 **Field Trip Approvals**

Director Messenger provided an overview of the trips, spoke to the upcoming administrative procedures being drafted for review, and noted that anyone seriously interested in chaperoning opportunities should speak with the ADSS travel club.

**Moved by:** Trustee Bray

**Seconded by:** Trustee Joseph

**THAT** the Board of Education approve the ADSS Girls Basketball trip to Washington for July 6-10, 2024, and

**THAT** the Board of Education approve in principle, the ADSS Travel Club trip to Italy and Greece during Spring Break 2025.

**Carried**

14. **Correspondence - For Information**

14.1 **Board Motion Tracking (April - May 2024)**

14.2 **Prime Minister's Award for Excellence in Early Childhood Education 2024**

14.3 **Joint Press Release - District of Tofino / Pacific Rim School District**

14.4 **Be Amazing Campaign**

15. **External Board Committees**

15.1 **May 14, 2024 ACRD Agricultural Development Committee Meeting Minutes**

15.2 **June 5, 2024 Heritage Commission Meeting Minutes**

15.3 **May/June 2024 Port Alberni Air Quality Council Update**

16. **Internal District Committees**

16.1 **May 21, 2024 Finance, Operations and Assets Committee Meeting Minutes**

**Moved by:** Trustee Bray

**Seconded by:** Trustee Ransom

**THAT** the Board of Education approve the May 21, 2024 Finance, Operations and Assets Committee Meeting Minutes as presented.

**Carried**

**16.2 May 28, 2024 Public Board Meeting Minutes**

These minutes were placed here in error, as they were already adopted as Item 4.0.

**THAT** the Board of Education approve the May 28, 2024 Public Board Meeting Minutes as presented.

**16.3 June 4, 2024 Education Committee Meeting Minutes**

**Moved by:** Trustee Orr

**Seconded by:** Trustee Joseph

**THAT** the Board of Education approve the June 4, 2024 Education Committee Meeting Minutes as presented.

**Carried**

**16.4 June 11, 2024 Policy Committee Meeting Minutes**

**Moved by:** Trustee Zanette

**Seconded by:** Trustee Washington

**THAT** the Board of Education approve the June 11, 2024 Policy Committee Meeting Minutes as presented.

**Carried**

**16.5 June 18, 2024 Finance, Operations and Assets Committee Meeting Minutes**

**Moved by:** Trustee Bray

**Seconded by:** Trustee Ransom

**THAT** the Board of Education approve the June 18, 2024 Finance, Operations and Assets Committee Meeting Minutes as presented.

**Carried**

**17. Audience Question Period**

Tofino resident Warren Rudd from the Tofino National Heritage Society thanked Trustee Orr for bringing forth the need for a Tree Protection Policy, specifically noting the

upcoming ballfield expansion and the potential construction during the expansion of Wickaninnish Community School.

Port Alberni resident Rosemarie Buchannan asked if the new bus will have seatbelts and if it will be electric powered. The new bus will have seatbelts, but due to the need for out-of-town range for field trips, the bus will be diesel fueled.

ADTU President Ryan Dvorak thanked the school board for the time, energy and diligent work of all teachers and staff.

**18. Next Meeting**

**19. Adjournment**

The meeting was adjourned at 6:33pm.

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Board Chair

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Secretary Treasurer