



**SD70 PACIFIC RIM BOARD OF EDUCATION  
PUBLIC BOARD MEETING MINUTES  
November 28, 2023, 5:00 p.m.  
John Howitt Elementary School**

Pam Craig - Board Chair  
Janis Joseph – Vice Chair  
Cynthia Orr - Trustee  
Cherilyn Bray - Trustee  
Larry Ransom – Trustee  
Christine Washington - Trustee  
Helen Zanette - Trustee  
Tim Davie – Superintendent  
Peter Klaver – Assistant Superintendent  
Michell Bennett - Director of Instruction - Inclusive Education  
Steve Brown – John Howitt Elementary School Principal  
Paula Mason - Manager of Corporate Services  
Carla Neville – Controller  
Ryan Dvorak – ADTU President  
Nadine White – CUPE President (via Teams)  
Linda Taylor, Backpack Program representative

Audience Members:

Larry  
Elisa Haase  
Sukhdev Krishan  
Sarah Messenger (PAC)

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**1. Call to Order**

**2. Approval of Agenda**

Add item 13.1 - Letter from SD84.

**Moved by:** Trustee Ransom

**Seconded by:** Trustee Bray

THAT the Board of Education adopt the November 28, 2023 Public Meeting agenda as amended.

**Carried**

**3. Conflict of Interest Declaration**

There were no conflicts declared.

**4. Adoption of Minutes**

**Moved by:** Trustee Joseph

**Seconded by:** Trustee Orr

THAT the October 24, 2023 Regular (Public) Meeting Minutes be approved as presented.

**Carried**

**5. Announcements of the Chair**

Chair Craig highlighted some of the wonderful presentations/topics at BCSTA Trustee Academy, attended November 23 - 25, 2023.

**6. Good News from the Schools**

**6.1 School Update (10 minutes)**

Principal Brown provided a PowerPoint presentation highlighting the fabulous activities going on in the school and answered questions asked by the Board.

**7. Trustee Statements**

Trustee Ransom mentioned Remembrance Day ceremonies/events around the District, and also commented on the BCSTA Trustee Academy. Trustee Bray mentioned how wonderful it was to have student/staff ambassadors give her a tour of EJ Dunn Elementary School when she attended their Remembrance Day ceremony.

**8. Petitions/ Delegations/ Presentations**

**8.1 Port Alberni Backpack Program Society (10 minutes)**

Ms. Taylor provided a PowerPoint presentation highlighting how the volunteer Backpack Program works.

**9. Staff Reports**

**9.1 Annual Elections (20 minutes)**

**9.1.a Annual Election for Chair**

Superintendent Davie assumed the position of Chair and called for nominations for the position of Board Chair. Trustee Ransom nominated Trustee Craig. Mr. Davie called a second and third time for nominations for the position of Board Chair. There were none. Pam Craig was elected Board Chair by acclamation and assumed the position of Chair for the balance of the meeting.

9.1.b Annual Election for Vice-Chair

Board Chair Craig thanked Trustee Joseph for her dedication, hard work and commitment to the Vice-Chair position over the last year.

Trustee Joseph nominated Trustee Bray for the position of Vice-Chair for the next year. Board Chair Craig called a second time for nominations for the position of Board Vice-Chair. Trustee Zanette nominated Trustee Ransom for the position of Vice-Chair for the next year. Board Chair Craig called a third time for nominations for the position of Board Vice-Chair. There were no further nominations. Manager Mason handed ballots to the Trustees, Assistant Superintendent Klaver collected the ballots once completed, then Controller Neville and Mr. Klaver, as scrutineers, left the room to count the ballots and provide the results of the election. Mr. Klaver re-entered the room and provided the results to Board Chair Craig. Trustee Bray won the election and assumed the position of Board Vice-Chair for the next year.

**Moved by:** Trustee Ransom

**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 2023 Annual Board Election.

**Carried**

9.1.c Committee Appointments

1. Nominations were put forth for the positions of Chair and Vice-Chair for each of the following Committees: Policy Committee, Finance, Assets and Operations Committee, and the Education Committee. The following were the results:

Policy Committee:

Chair - Trustee Zanette / Vice-Chair - Trustee Washington

Finance, Assets and Operations Committee:

Chair - Trustee Bray / Vice-Chair - Trustee Ransom

Education Committee:

Chair - Trustee Joseph / Vice-Chair - Trustee Orr

2. Nominations were put forth for the positions of Representative and Alternate (where applicable) for each of the following Committees with the results being listed below:

British Columbia School Trustees Association Provincial Council:

Representative - Trustee Ransom / Alternate - Trustee Orr

British Columbia Public School Employer's Association:

Representative - Trustee Craig / Alternate - Trustee Zanette

Labour Management:

Representative - Trustee Washington / Alternate - Trustee Bray

Teacher/Trustee Liaison Committee:

Representatives - Trustee Joseph / Trustee Craig

Indigenous Education Advisory Committee:

Trustees Craig, Joseph & Zanette

Teacher Pro-D:

Representative - Trustee Bray / Alternate - Trustee Washington

Special Education Advisory Committee (SSEAC):

Representative - Trustee Joseph / Alternate - Trustee Bray

District Parent's Advisory Council (DPAC):

Representative - Trustee Craig / Alternate - Trustee Zanette

Occupational Health & Safety (In-Camera):

Representative - Trustee Bray / Alternate - Trustee Zanette

Port Alberni Advisory Planning Commission:

Representative - Trustee Ransom / Alternate - Trustee Washington

Port Alberni Museum and Heritage Commission:

Representative - Trustee Craig / Alternate - Trustee Joseph

Port Alberni Advisory Traffic Commission:

Representative - Trustee Washington / Alternate - Trustee Ransom

Agriculture Development Committee of the ACRD:

Representative - Trustee Zanette / Alternate - Trustee Ransom

City of Port Alberni:

Representative - Trustee Bray / Alternate - Trustee Zanette

Clayoquot Biosphere Trust:

Representative - Trustee Orr / Alternate - Trustee Zanette

District of Ucluelet:

Representative - Trustee Orr

District of Tofino:

Representative - Trustee Orr

Alberni Clayoquot Health Network:

Representative - Trustee Zanette

Solid Waste Management Plan Advisory Committee:

Representative - Trustee Zanette / Alternate - Trustee Ransom (if alternate required)

## **9.2 Retirements / Resignations (3 minutes)**

**Moved by:** Trustee Ransom

**Seconded by:** Trustee Bray

THAT the Board of Education accept the resignation/retirement of Holly Duggan, effective November 17, 2023; Sheri Stanley, effective November 10, 2023; Sandra

Dailey effective March 31, 2024; Regan Pley effective December 1, 2023 and Heidi Vanbeselaere effective immediately.

**Carried**

**9.3 BAA Course Approval - ADSS Indigenous Leadership Course (3 minutes)**

**Moved by:** Trustee Bray

**Seconded by:** Trustee Washington

THAT the Board of Education approve the BAA Course - ADSS Indigenous Leadership Course as presented.

**Carried**

**9.4 2023/24 Budget Timeline/Calendar (5 minutes)**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Bray

THAT the Board of Education approve the 2023/24 Budget Timeline/Calendar as presented.

**Carried**

**9.5 Food Programs (5 minutes)**

Controller Neville presented an overview of her report and answered questions regarding the sources of funding for school lunches being through both PAC and monies raised by the schools, and the status of the lunch program in Ucluelet.

**9.6 Semi-Annual Operational Plan update (5 minutes)**

Superintendent Davie provided an overview of his report.

**10. Unfinished Business/ New Business**

**11. Policy Development**

**11.1 Policies to go out for Public Consultation**

**11.1.a School Trustee Code of Conduct Policy**

**Moved by:** Trustee Washington

**Seconded by:** Trustee Bray

THAT the Board of Education direct staff through the Superintendent to seek feedback on the School Trustee Code of Conduct Policy & Administrative

Procedure by means of a 30-day Public Consultation period, from November 29 - December 29, 2023.

**Carried**

## **11.2 Policies for Adoption**

### 11.2.a Trustee Remuneration Policy

**Moved by:** Trustee Washington

**Seconded by:** Trustee Zanette

THAT the Board of Education adopt the Trustee Remuneration Policy as presented.

**Carried**

### 11.2.b Policy 110: Board Procedure

**Moved by:** Trustee Washington

**Seconded by:** Trustee Bray

THAT the Board of Education adopt the Board Procedure Policy as presented.

**Carried**

### 11.2.c Adoption of Community Schools Policy

**Moved by:** Trustee Ransom

**Seconded by:** Trustee Joseph

THAT the Board of Education adopt the Community School Policy as presented .

**Carried**

### 11.2.d Adoption of Student Grade Placement Policy

**Moved by:** Trustee Washington

**Seconded by:** Trustee Bray

THAT the Board of Education approve the Student Grade Placement Policy as presented.

After the motion was first put on the table, discussion ensued regarding the public feedback that had been received and a motion was made to have the

policy sent back to the Policy Committee for further review, despite the existing Policy Development policy which states that after feedback has been received, policy and feedback are reviewed by the Board, not by the Policy Committee again. Staff have reviewed the feedback and have brought the policy forward with recommendations.

**Carried**

**Moved by:** Trustee Ransom  
**Seconded by:** Trustee Zanette

THAT the policy be referred back to the Policy Committee for further review.

**Defeated**

11.2.e Adoption of Alternate Delivery Sensitive Material Policy

**Moved by:** Trustee Bray  
**Seconded by:** Trustee Washington

THAT the Board of Education approve the Alternate Delivery Sensitive Material Policy as presented.

**Carried**

11.2.f Adoption of Public Disclosure Policy

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

THAT the Board of Education approve the Public Disclosure Policy as presented.

**Carried**

**12. Notice of Motion**

**13. Correspondence - Action Required**

**13.1 2023-11-16 Fehr, Arlaine**

**14. Correspondence - For Information**

**14.1 2023-11-14 City of Port Alberni Council Summary**

**14.2 2023-11-21 Late Policy Feedback Submission**

**15. External Board Committees**

**15.1 2023-11-01 Heritage Commission Meeting minutes**

**15.2 2023-11-15 TOP Meeting Minutes (draft)**

**15.3 Alberni-Clayoquot Health Network Recruitment 2023**

**15.4 2023-10-24 ACRD Agricultural Development Committee Meeting**

**16. Internal District Committees**

**16.1 October 17, 2023 Finance, Operations & Assets Committee Meeting Minutes**

**16.2 November 7, 2023 Education Committee Meeting Minutes**

**16.3 November 14, 2023 Policy Committee Meeting Minutes**

NB: title of document needs to be corrected to read Policy Committee Meeting Minutes.

**17. Audience Question Period**

Audience member Mr. Sukhdev Krishan, attending via Teams, asked to address matters related to SOGI Education. Board Chair Craig advised that only questions related to the day's agenda can be taken during the Audience Question Period. Mr. Krishan explained that he had attended the PAC meeting, was referred to the Board Meeting, and asked when SOGI Education would be on the agenda. Superintendent advised that he was welcome to contact him personally at the Board Office if he'd like to meet in person to discuss matters of curriculum further.

**18. Next Meeting**

**19. Adjournment**

The Chairperson adjourned the meeting at 6:51pm.

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Board Chair

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Secretary Treasurer