



REGULAR BOARD MEETING

4:00 pm, Wednesday, February 25, 2026
School Board Office

MINUTES

Present: Jaclyn Miller, Gretchen Conti, Dale Lawson, Maureen Mason

Also in attendance: Paul McKenzie (Superintendent), Steve Hopkins (Secretary-Treasurer)

Regrets: Kirsten Van't Schip

The meeting was called to order at 4:00 pm by Chairperson J. Miller.

LAND ACKNOWLEDGEMENT

PRESENTATION:

Edgehill Elementary School Presentation – J. Burt

Principal J. Burt and Vice-Principal A. Nordman presented on the importance of student connection and wellness as the foundation at Edgehill Elementary. Referencing the Heart-Mind framework highlighted in last year's presentation, Mr. Burt explained that regulation supports engagement, which in turn supports learning. Research and school data show that when students have at least one trusted adult in the school, they demonstrate greater perseverance, improved focus, stronger problem-solving skills, and increased willingness to take risks in their learning. The school continues to use a strength-based approach, supported by staff feedback and student data, to foster positive relationships and a culture where wellness and achievement are closely connected.

Mr. Burt also acknowledged the additional challenges created by the ongoing construction project, including increased noise and disruptions to routines, noting that behavioural incidents have increased this year. In response, staff have focused on proactive strategies, including ongoing wellness scanning, predictable routines, and collective problem-solving to address concerns before they escalate. Initiatives to support staff wellness, such as regular check-ins and peer recognition, were also highlighted. Trustees expressed their appreciation for the presentation and their support for the work being undertaken.

QUESTION PERIOD

There were no questions

CHAIRPERSON'S REMARKS

Before we begin our regular business, I would like to again acknowledge the devastating news out of Tumbler Ridge. Because while headlines move on, the impact on students, families, and staff in that community, and across our sector, does not. Our thoughts continue to be with the families impacted.

As a board, moments like these reinforce our responsibility to ensure that our schools are places of safety, care, and connection — not only physically, through strong protocols and planning, but emotionally and socially as well, where students feel a sense of belonging, respect, and trusted relationships with the adults around them.

Today is Pink Shirt Day, and that responsibility feels especially present. Pink Shirt Day is more than a campaign or a symbol. It is a reminder that preventing harm, addressing bullying, and fostering belonging are daily commitments. It asks us to pay attention to how students experience our schools and whether they feel seen, respected, and supported. In light of recent events, it underscores that creating cultures of kindness and vigilance is not optional work; it is core to our role as a public education system.

As trustees, our work is to monitor how our policies, reporting processes, and school cultures are working in practice to ensure students feel safe speaking up and confident that concerns will be addressed.

Holding that responsibility in mind, I also want to acknowledge the everyday work across our district that strengthens connection and belonging in very real ways.

- Recently, students participated in the North Island Skills Canada Regional competitions. The event highlighted the incredible talent, creativity, and practical skills of our learners and the importance of hands-on, career-connected learning opportunities. We are proud of all the students who represented our district, as well as those who will be representing us at provincials in April.
- This month is Black History Month, which provides an important opportunity for students to honour the history, contributions, and leadership of Black Canadians. We are grateful to our librarians and educators who ensure meaningful resources and learning opportunities are visible and accessible throughout our schools.
- Last week, our district basketball jamborees brought students together from across schools. Boys' and girls' teams showcased their skills, teamwork, and school spirit — all contributing to the sense of connection that we know is an essential foundation of a healthy school culture.
- Trustees recently toured the Edgehill Elementary expansion, and it was encouraging to see the progress. The project is on track and taking shape beautifully. Importantly, this construction is happening while staff continue teaching and students continue learning every day. That balance requires flexibility and professionalism, and we are grateful to our school communities for navigating growth so thoughtfully.

In times of both challenge and celebration, our district's focus remains clear: supporting student well-being, fostering belonging, and ensuring strong opportunities for learning. It is a privilege to work alongside all of you.

1. ADOPTION OF AGENDA

MOVED: D. LAWSON

SECONDED: M. MASON

THAT the Regular meeting agenda of February 25, 2026, be adopted as circulated.

STATUS: CARRIED

2. ADOPTION OF MINUTES

MOVED: G. CONTI

SECONDED: D. LAWSON

THAT the Regular meeting minutes of January 28, 2026, be adopted as circulated.

STATUS: CARRIED

3. REPORT OF CLOSED MEETINGS

3.a) January 28, 2026 – The Board met in-camera to discuss items which include property and personnel.

4. INCOMING CORRESPONDENCE

4.a) N/A

5. OUTGOING CORRESPONDENCE

5.a) Letter of Support – Foundry
The letter was provided for information.

6. SUPERINTENDENT OF SCHOOLS' REPORT

6.a) Emergency Preparedness Update (oral)

Superintendent McKenzie provided an update on the district's emergency preparedness procedures. He noted that a review of District Administrative Procedures (APs) had already been planned for the year and noted that, in light of recent events in the province, AP 165 and related procedures have been moved to the front of the review schedule. The District's Manager of Health and Safety is spearheading a more thorough review of emergency preparedness and will seek feedback from CUPE, the Catholic Teachers' Association, and community partners, including liaison police. Meetings with staff have been scheduled to support the review and strengthen shared understanding of emergency protocols.

Superintendent McKenzie noted that schools currently conduct annual safety drills, including lockdown drills, and that the district is working to refine procedures to ensure staff clearly understand emergency response processes.

6.b) Board Advocacy Recycling Update (oral)

Superintendent McKenzie provided a brief update on the Board's advocacy regarding recycling. He noted that a meeting was recently held with representatives from the City, and that the discussion was positive. The City expressed appreciation for the circumstances raised by the Board and indicated openness to exploring potential options.

A follow-up meeting is planned for the spring to continue the discussion and consider possible opportunities for support.

6.c) Suspension, Exclusion, and Seclusion Report – September 2, 2025, to January 31, 2026

Superintendent McKenzie noted that there were no suspensions reported for the month of January.

MOVED: D. LAWSON

SECONDED: G. CONTI

THAT the Superintendent of Schools' Report be received as presented.

STATUS: CARRIED

7. SECRETARY-TREASURER'S REPORT

7.a) Amended Annual Budget

Secretary-Treasurer Hopkins presented the 2025/2026 Amended Annual Budget. He noted that the amended budget updates the preliminary budget with revised grant information and reflects an increase of approximately \$1.1 million in operating revenue compared to the annual budget. The increase is primarily tied to enrolment growth, including 27 additional regular students and approximately 30 students identified within Levels 1–3 inclusive support needs. The spending plan has been adjusted to reflect this enrolment growth. Mr. Hopkins also noted a \$40,000 rebate from FortisBC related to recent mechanical upgrades.

Mr. Hopkins reviewed the spending plan, noting that Schedule 2.C outlines expenditures by program, with the most significant change occurring in Early Learning. An increase within the governance line reflects unspent Indigenous Education Council funds carried forward from the prior year. The amended budget does not yet reflect any wage increases expected to be finalized in the coming weeks, however the costs are anticipated to be funded by the provincial government.

MOVED: M. MASON

SECONDED: D. LAWSON

THAT the Board of Education approve the 2025/2026 Amended Annual Budget.

STATUS: CARRIED

8. COMMITTEE REPORTS

8.a) Committee of the Whole Report for February 11, 2026

Trustees debated recommended motions arising from the Committee of the Whole Meeting.

Program Review: Literacy Support / Level 2 Report

MOVED: G. CONTI

SECONDED: M. MASON

THAT the Board of Education accept the Literacy Review (Level 2), as attached and presented.

STATUS: CARRIED

Policy 9 – Board Representatives Motion

Trustees reviewed the recommended changes to Policy 5 and Policy 9. Trustees agreed to approve Policy 9 as drafted and shared in the agenda package. Additional changes to Policy 5 were debated and the following changes were agreed to:

- 4.4 “To direct the discussion...” was replaced with “Facilitates and supports the discussion...”
- 12.1 “...manner determined by the Chair” was changed to “...through a process agreed upon by the Board.”
- 12.2 “Considering trustee interests, skills, experience...” was changed to “Working collaboratively to consider trustee interests...”

MOVED: M. MASON

SECONDED: G. CONTI

THAT the Board of Education approve Policy 5, as amended at the February Regular Meeting, and Policy 9 as previously amended.

STATUS: CARRIED

Policy 4 Proposed Amendments from Trustee Feedback

Trustees reviewed the recommended changes to Policy 4 and its appendix. Additional changes to Policy 4 were debated and the following changes were agreed to:

- 7.4 “Respect the authority of the Chair...” was replaced with “Respect the role of the Chair...”
- 7.7 “Commit to making decisions thoughtfully...” was added to the beginning of the statement.

MOVED: G. CONTI

SECONDED: M. MASON

THAT the Board of Education approve Policy 4 – Trustee Code of Conduct, as amended.

STATUS: CARRIED

MOVED: G. CONTI

SECONDED: M. MASON

THAT staff be directed to further review the proposed amendments to the Appendix – Trustee Code of Conduct Sanctions, with particular attention to legal authority and risk mitigation, and report back to a future Committee of the Whole.

STATUS: CARRIED

9. OTHER BUSINESS

9.a) N/A

QUESTION PERIOD

No questions.

MEDIA QUESTION PERIOD

There was no media present.

ADJOURNMENT

MOVED: D. LAWSON

THAT the Regular Meeting of February 25, 2026 be adjourned.

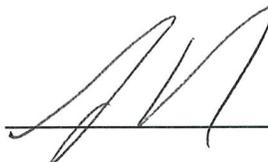
STATUS: CARRIED

The meeting adjourned at 5:33 pm.



J. Miller
Chairperson

SH/attachment



S. Hopkins
Secretary-Treasurer