

COMMITTEE OF THE WHOLE

4:00 pm, Wednesday, September 10, 2025
School Board Office

NOTES

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

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

Regrets: Kirsten Van't Schip (Trustee)

PRESENTATIONS:

2024/2025 Audited Financial Statements – C. Vanderhorts & M. de Leeuw (MNP AuditTeam)

The auditors reported a clean audit, with financial statements prepared in accordance with the Act and presented accurately. Revenues remained consistent across categories, with a modest increase in expenses from the prior year. Liabilities are primarily deferred capital, and non-financial assets such as land, buildings, and equipment represent the district's largest values.

Audit work is substantially complete, with final letters to follow board approval. No suspected fraud or unusual transactions were identified, and auditor independence was confirmed. Unadjusted items included a late capital project invoice (to be recorded in the current year) and retirement obligations under a newer accounting standard, which will be monitored going forward.

Edgehill Expansion Project Update – J. Formosa

Director of Maintenance J. Formosa presented an update on the Edgehill Elementary expansion project. Significant summer progress included HVAC upgrades with new electric heating/cooling units, with natural gas retained only as backup. Work also addressed lead remediation through a new domestic water system, along with upgraded electrical and sprinkler systems and new LED lighting. The library has been relocated to a temporary space for the remainder of the school year.

Construction milestones completed include foundation and slab pours, civil and mechanical rough-ins, and installation of new entryway stairs and ramp. Framing work is underway, with truss installation scheduled for late September. A hoarding wall and ceiling remain in place to separate active school operations from construction areas

1. APPROVAL OF AGENDA

MOVED: D. LAWSON

SECONDED: M. MASON

THAT the Committee of the Whole Meeting Agenda of September 10, 2025, be adopted as circulated.

STATUS: CARRIED

2. STANDING COMMITTEES

2.a) Audit

2.a.i) Audited Financial Statements

Secretary-Treasurer Hopkins reported that the statements will accompany the FSDA and memo in the regular meeting agenda package. The accumulated surplus is slightly lower than the prior year, while the contingency is higher, with unspent funds carried forward for IEC and teacher mentorship initiatives. The district is not relying on surplus to sustain operations, reflecting a sustainable budget. Underspending in maintenance and operations was noted, with funds initially set aside for SBO mechanical upgrades returned to operating, as the project will not proceed this year. The audit is a legislative requirement for all school districts.

2.b) Finance and Facilities

2.b.i) 2026/2027 Minor Capital Plan

Secretary-Treasurer Hopkins reported that the capital plan application includes minor edits to the version previously presented. The plan emphasizes reducing the district's carbon footprint and supporting climate resilience, with a phased project at Brooks beginning with a CNC application aimed at lowering greenhouse gas emissions and achieving operational savings. The plan also highlights the Kelly Creek playground, with an audit completed in 2024 confirming it as a high priority for upgrades.

2.c) Education and Strategic Planning

2.c.i) Administrative Procedure 100 - Strategic Planning, Reporting & Accountability

Superintendent McKenzie highlighted proposed amendments to AP 100 to reflect the Board's May 2025 motion and ensure alignment with the Strategic Plan.

2.c.ii) School Growth Plan Templates (Revised)

A. Burt and K. Brach presented minor revisions to the school growth plan templates, reflecting adjustments to the related Administrative Procedure. The updated templates emphasize inquiry-based goals, with schools required to identify the specific First Peoples Way of Learning connected to each goal. Alignment has been improved through use of the ministry cycle to support consistent data collection and reporting.

The team is working closely with principals, with feedback indicating that administrators are engaged and supportive. The inquiry questions may evolve over time, while overall goals are expected to remain consistent.

2.d) Policy Development

2.d.i) Board Development Planning – Prospective Ad Hoc Committee (discussion)

Trustees discussed the value of a more formal approach to trustee development, particularly in light of upcoming BCSTA training modules and the need to prepare resources for the next elected Board. Members noted the importance of identifying broader governance questions and areas for deeper conversation.

It was agreed to strike a short-term ad hoc committee, composed of two trustees, to explore options and develop a simple questionnaire for trustees to identify priority topics. Trustees Mason and Conti volunteered to serve on the committee.

RECOMMENDATION: “THAT the Board of Education strike an Ad Hoc Committee to review Trustee Development and Orientation.”

3. **OTHER INFORMATION**

3.a) Administrative Procedure 152 – Complaints

The revised Administrative Procedure was presented along with a new flow chart to clarify the steps for resolving concerns. Additional resources will be developed for DPAC and parents, including updates to the DPAC brochure. The procedure outlines a clear pathway for escalation if issues remain unresolved, and provisions exist for mediation or additional supports when appropriate. Trustees emphasized the importance of communicating the process effectively to parents, with plans to share updates at the October DPAC meeting.

3.b) Unexpected Health Emergency Memo

Director Gaudreau presented information received through a ministerial order requiring new measures to be in place by December. An Administrative Procedure will be developed to meet these requirements, including the procurement of AED

and Naloxone kits in coordination with the district's Health and Safety Manager. The plan will be reviewed by the Health Committee before returning to the Board.

Training will be provided to staff on the use of the equipment, with related instruction also integrated into the PHE curriculum. Trustees emphasized the importance of clear provisions in the AP to designate trained individuals and outline contact protocols, which will be aligned with WorkSafeBC occupational health and safety requirements.

3.c) Indigenous Focused Learning Day Summary

The agenda for the September 19 Indigenous Focused Learning Day includes keynote speaker Dr. Marie Wilson and the calling forward of witnesses as part of traditional oral history protocol. The afternoon will feature multiple breakout sessions, along with a dedicated CUPE staff session led by Dr. Kristi Blakeway on the Welcome Project. Trustees are encouraged to attend.

An additional session with Dr. Wilson, developed in collaboration with community partners, is planned for September 20.

3.d) Community Connections Expo

The district has been invited to take part in the inaugural Community Connections Expo at Dwight Hall, where local businesses, non-profits, and organizations will showcase their services. At the event, the district will share information on school food programs, gather community feedback, profile PAC and DPAC activities, and provide sign-up sheets for each school.

4. **ADJOURNMENT**

MOVED: D. LAWSON

THAT the Committee of the Whole Meeting be adjourned.

STATUS: CARRIED

The meeting adjourned at 5:10 p.m.