

REGULAR BOARD MEETING

4:00 pm, Wednesday, October 22, 2025
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 (Trustee)

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

LAND ACKNOWLEDGEMENT

PRESENTATION

AI Integration Initiative – A. Burt

The AI Integration Initiative, led by Allison Burt and Jennifer Kennedy, was implemented in response to the Ministry of Education and Child Care's *AI Considerations for K–12*. The initiative provides a structured approach to the ethical and responsible integration of artificial intelligence in education. Following engagement with staff, students, and parents through focus groups, the district developed a preliminary framework grounded in five guiding values: Teaching and Learning, Ethical Use and Accountability, Equity and Inclusion, Relationships and Well-Being, and Community and Shared Responsibility. A working group is now testing the framework and supporting professional learning as part of the next phase. The initiative focuses on building understanding and digital literacy to support informed and ethical use of AI tools while ensuring integration strengthens human judgment, equity, and meaningful learning experiences across the district.

QUESTION PERIOD

There were no questions.

CHAIRPERSON'S REMARKS

October has been a full and meaningful month across our district with events and initiatives that reflect our shared commitment to learning, wellbeing, and community.

World Mental Health Day was recognized on October 10th and this year's theme emphasized the importance of mental health as a universal human right. It's a reminder that mental wellness is

foundational, not only for students, but also for staff and families. I want to thank everyone in our schools who helps create safe, supportive spaces and ensures that help is available when it's needed most.

On a related note, October is also Foster Parent Appreciation Month which I mention because in my day-to-day work in social services, I see daily how important foster families are and how fortunate we are to have several in our district who open their homes and hearts to children in care. These students are also part of our school district so I want to take a moment to recognize and thank them for the stability and compassion they provide.

October is also 2SLGBTQIA+ History Month which provides an opportunity to celebrate diversity and reflect on the progress made and ways we need to go toward equity and inclusion. Many of our schools are engaging students in learning about LGBTQ2S+ history, ensuring that everyone feels seen, safe, and supported in our district.

Building on the results within our district's Ministry report titled Enhancing Student Learning that went public a couple weeks ago, both from an area of improvement and celebration, each school has developed their school growth plans. By refining their goals and reviewing evidence of progress whether that's in literacy, numeracy, or social-emotional learning, I am very pleased with how district leaders are working with principals around what the data shows and where we need to go. It's encouraging to see collaboration across schools and a real commitment to using evidence to drive improvement.

We have an upcoming professional development day this month where staff will come together to deepen their practice, share ideas, and align their learning with district priorities: from inclusion and Indigenous education to mental health and literacy. These opportunities for connection and shared learning make a real difference in the classroom.

And later this month, schools will take part in Cross Culture Days, a half day program facilitated by the district's Indigenous Education team and the Tla'amin Nation Community Members, where our students will have the opportunity to learn from the Elders, gain a deeper understanding of Indigenous culture, and experience the traditional food of the Tla'amin Nation.

This is just a spotlight on what is happening around our district, but it is a lot, and I know I speak on behalf of the whole Board when I say how much I look forward to seeing and hearing how our district community continues to flourish through these initiatives. Thank you.

1. ADOPTION OF AGENDA

MOVED: D. LAWSON

SECONDED: M. MASON

THAT the Regular meeting agenda of October 22, 2025, be adopted as circulated.

STATUS: CARRIED

2. ADOPTION OF MINUTES

MOVED: G. CONTI

SECONDED: M. MASON

THAT the Regular meeting minutes of September 24, 2025, be adopted as circulated.

STATUS: CARRIED

3. REPORT OF CLOSED MEETINGS

- 3.a) September 24, 2025 – 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) N/A

6. SUPERINTENDENT OF SCHOOLS' REPORT

- 6.a) BCSSA Island Chapter Meeting: Extending our Leadership Learning Journey through an Inquiry Lens (Oral)

Superintendent McKenzie reported that a team of senior leaders attended a recent BCSSA Island Chapter Meeting, where they shared information on how the district is framing its work through an inquiry process. The presentation outlined how a shared inquiry approach is helping to align leadership practices across the system, connecting the district's strategic vision to school and classroom outcomes.

Trustees expressed interest in how school plans will evolve through this process. Senior leadership noted that the approach will help identify both successes and areas for improvement, and that evidence collected through this work will inform future reporting to the Board and contribute to the development of the next Strategic Plan.

- 6.b) Administrative Procedure 475 – Administrative Committees (Draft)

Superintendent McKenzie presented *Administrative Procedure 475 – Administrative Committees*, developed to align the district's committee structure with the Strategic Plan and operational priorities. The procedure outlines the purpose, function, and reporting relationships of administrative committees in support of system goals. Superintendent McKenzie noted that the next steps will include reviewing existing committees, updating or creating terms of reference, and assessing the ongoing relevance and alignment of each committee.

- 6.c) Administrative Procedure 121 – Development and Review of Administrative Procedures: Cycle of Review

Superintendent McKenzie reported that staff are establishing a proactive and ongoing review cycle for administrative procedures to ensure they remain current, relevant, and aligned with legislation and practice. The process will prioritize procedures that require immediate attention and identify areas where updates are needed.

- 6.d) Suspension, Exclusion, and Seclusion Report – September 2, 2025, to September 30, 2025

The report was provided for information.

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) Quarterly Financial Review - September 30, 2025

Secretary-Treasurer Hopkins presented the first quarterly financial review. As of September 30, 88% of the annual budget remains available, compared to 86% at the same point in each of the previous two years, which is an early indication of a strong financial start. Additional enrolment, including students with unique needs, has slightly increased funding. Service and supply expenditures are typically front-loaded, while salary expenses remain consistent throughout the year.

7.b) Shake Out BC – Earthquake Drill

Secretary-Treasurer Hopkins reported that a district-wide earthquake drill was conducted as part of the annual ShakeOut BC event. This was the first time a drill was held at the School Board Office, with six staff members participating.

7.c) Leased Welding Facility Update (Oral)

Secretary-Treasurer Hopkins provided an update on the winding down of the welding program. Equipment and tools are being returned to Brooks Secondary and the Maintenance Department, and the leased facility is expected to be fully vacated by the end of the month.

MOVED: G. CONTI

SECONDED: D. LAWSON

THAT the Secretary Treasurer's Report be received as presented.

STATUS: CARRIED

8. COMMITTEE REPORTS

8.a) Committee of the Whole Report for October 8, 2025

Recommended motions arising from the Committee of the Whole Meeting:

8.a.i) Suspension Review

MOVED: M. MASON

SECONDED: G. CONTI

THAT the Board of Education receive the Suspension Review report as presented to Committee of the Whole on October 8, 2025.

STATUS: CARRIED

9. OTHER BUSINESS

9.a) Ad Hoc Committee – Terms of Reference

Trustee Conti provided an update on the committee's work and shared draft Terms for consideration. The ad hoc committee is exploring options for professional development to support a new board, alongside and the development of an inquiry question.

MOVED: D. LAWSON

SECONDED: G. CONTI

THAT the Board of Education approve the Board Development Planning Ad Hoc Committee Terms of Reference as presented.

STATUS: CARRIED

QUESTION PERIOD

There were no questions.

MEDIA QUESTION PERIOD

There were no questions.

ADJOURNMENT

MOVED: D. LAWSON

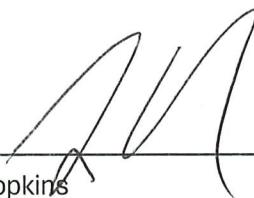
THAT the Regular Meeting of October 22, 2025 be adjourned.

STATUS: CARRIED

The meeting adjourned at 5:07 p.m.



J. Miller
Chairperson



S. Hopkins
Secretary-Treasurer

SH/attachments