

REGULAR BOARD MEETING

4:00 pm, Wednesday, November 26, 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 Secretary-Treasurer Hopkins.

ELECTIONS:

- **Chairperson:** Trustee Mason nominated Trustee Miller, who accepted. With no further nominations, Trustee Miller was elected by acclamation.
- **Vice Chairperson:** Trustee Lawson nominated Trustee Conti, who accepted. With no further nominations, Trustee Conti was elected by acclamation.
- **BCSTA Provincial Council Representative:** Trustee Lawson nominated Trustee Conti, who accepted. With no further nominations, Trustee Conti was elected by acclamation.
- **BCPSEA Representative:** Trustee Conti nominated Trustee Lawson, who accepted. With no further nominations, Trustee Lawson was elected by acclamation.

LAND ACKNOWLEDGEMENT

PRESENTATION:

D. Harper - Youth & Family Services re: Outdoor Adventure Summer Camp

H. Pritchard introduced D. Harper, who provided an overview of the Outdoor Adventure Summer Camp. The camp was developed to offer respite for foster caregivers and to provide a fully funded, barrier-free outdoor program for marginalized children and youth.

The 2024 goals focused on enhancing health and well-being, building confidence and resilience, fostering social connection, and supporting caregivers. Survey data indicated strong gains in campers' sense of competence, confidence, and overall well-being.

The program could not run in 2025 due to delayed funding but now has \$40,000 secured for 2026, with plans for two weeks of camp for separate age groups and potential expansion to include an overnight component. Staff will receive trauma-informed training.

The presenters requested in-kind district support in the way of the Outdoor Learning Centre, bussing, and janitorial costs. Youth and Family Services expressed a desire to make this an annual, sustainable program. Trustee questions focused on staff qualifications, participant cohorts, and next steps for community supports beyond the camp.

QUESTION PERIOD

There were no questions.

CHAIRPERSON'S REMARKS

Hello and good afternoon. As we gather this month, I'd like to begin by acknowledging Remembrance Day and the important assemblies that took place across our district on November 10. Our schools paused to honour the service and sacrifice of those who have served our nation, and I want to extend my sincere thanks to all school communities for the thoughtful ceremonies and reflections they prepared. These moments of remembrance are essential in fostering understanding, gratitude, and civic responsibility among our students.

I'm delighted to highlight that the seventh annual – EDAS (Everyone Deserves a Smile) qathet Kick-Off has launched in our district. More than 400 students and staff are coming together to prepare personalized care-packages for community members in need, including handmade bags, warm winter accessories and personal care items. The fact that this initiative now has several years behind it is a wonderful testament to our culture of kindness, service and community connection and I want to congratulate the participating schools, students and community partners for their leadership.

I'd also like to draw attention to the current focus on futures and pathways in our high schools: this week is Career Education Week 2025 at Brooks Secondary School (and across the district) where students are engaging in lunchtime chats, guest-speakers, dual-credit discussions and a speaker series. It's exactly the type of programming that helps young people connect what they're doing in school with real-world professions, options and opportunities beyond the classroom, and as a Board, supporting this link between schooling and the world of work is strategic in building relevant, future-focused learning pathways.

Later this week I will be attending the BCSTA Trustee Academy alongside other Trustees. I'm looking forward to bringing back new insights on governance, policy and system-leadership that will serve our district well as we plan ahead for 2026 and beyond.

On that note, as we move toward the end of the calendar year, this is a good time for us to reflect on how our Board priorities are aligning with the real-time work in our schools, which we can see from EDAS and our career week, already mentioned. Our priorities of cultivating an ethic of learning, cultivating curiosity, cultivating connection, supporting self-determination, cultivating Truth and Reconciliation, and cultivating integrity/responsibility can be seen every day in our schools. These strategic priorities are embedded through the operational plans and school plans. I know that staff are thinking about how to connect students to the community, how to ensure our educators have the necessary tools and practices to help every learner grow as a reader, how are we aligning our supports for career success across the system, not just in a specific week, and how can we best serve our vulnerable learners. We as a Board are ensuring that we're reviewing our programs, our budget, applying an equity lens, and how can we hear from parents and partners to ensure we're focused in the right direction. As we work through this final full school year, with this Board composition, we will be looking at where we've seen success from our priorities and where there remains work to be done.

Thank you to our staff, students, parents, guardians and community partners for the work you're doing in these areas. I look forward to what we will achieve together in the coming months.

1. ADOPTION OF AGENDA

MOVED: G. CONTI

SECONDED: M. MASON

THAT the Regular meeting agenda of November 26, 2025, be adopted as circulated.

STATUS: CARRIED

2. ADOPTION OF MINUTES

MOVED: G. CONTI

SECONDED: D. LAWSON

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

STATUS: CARRIED

3. REPORT OF CLOSED MEETINGS

3.a) October 22, 2025 – The Board met in-camera to discuss items which include personnel.

4. INCOMING CORRESPONDENCE

4.a) Townsite Jazz Festival Society - Request for Support

The board considered a request for support for the Townsite Jazz Festival. It was noted that the district does not donate public funds, however arrangements for in-kind services may be considered where students are being served.

MOVED: D. LAWSON

SECONDED: G. CONTI

THAT the Superintendent inform the Jazz Society of its in-kind support for the proposed initiative at no additional cost to the School Board.

STATUS: CARRIED

4.b) Minister of Infrastructure – Prospective Legislative Changes to the School Act

The letter was provided for information.

MOVED: D. LAWSON

SECONDED: M. MASON

THAT the correspondence listed in item 4.a) to 4.b) be received.

STATUS: CARRIED

5. **OUTGOING CORRESPONDENCE**

5.a) N/A

6. **SUPERINTENDENT OF SCHOOLS' REPORT**

6.a) Operational Plans

Superintendent McKenzie and senior staff provided an overview of the revised approach to operational planning. In past years, plans were developed separately for each department, but the District has now shifted to a combined, cross-departmental model. The new operational plan reflects area of overlap and shared priorities for management and instructional services.

Trustees discussed the value of the integrated approach and asked questions of clarification.

6.b) Unexpected Health Emergency Administrative Procedure Update (Oral)

Superintendent McKenzie reported that a draft Administrative Procedure is in development, with consultation underway with union partners and the district Health Committee. Additional feedback has been received from the Ministry. Related procedures may be amalgamated as part of this work. An updated draft will be brought back to the Board in December.

6.c) Public Interest Disclosures by Employees Administrative Procedure

Superintendent McKenzie reported that the Administrative Procedure was reviewed at the Committee of the Whole, and the accompanying appendix was developed as a result of that discussion.

Trustees asked how staff maintain an understanding of the District's Administrative Procedures. Superintendent McKenzie noted that the district is exploring a more structured approach to reviewing APs throughout the year and identifying opportunities for in-service and communication to support broader staff awareness. Key APs are shared with school staff at welcome-back meetings.

6.d) Suspension, Exclusion, and Seclusion Report – September 2, 2025, to October 31, 2025

Schools reported eight suspensions during the reporting period, primarily related to defiance and vaping or cannabis use. Recommendations from the recent suspension review will be implemented in the new year. The District is also awaiting feedback from the Office of the Ombudsperson regarding exclusions.

MOVED: D. LAWSON

SECONDED: M. MASON

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

STATUS: CARRIED

7. **SECRETARY-TREASURER'S REPORT**

7.a) N/A

8. COMMITTEE REPORTS

8.a) Committee of the Whole Report for November 12, 2025

Recommended motions arising from the Committee of the Whole Meeting:

8.a.i) Review and Revisions of Policies

MOVED: D. LAWSON

SECONDED: M. MASON

THAT the Board of Education approve the proposed revisions to Policy 5 – Role of the Chair.

STATUS: CARRIED

MOVED: G. CONTI

SECONDED: D. LAWSON

THAT the Board of Education approve the proposed revisions to:

- **Policy 17 – Accumulated Operating Surplus and Internally Restricted Funds**
- **Policy 19 – Public Interest Disclosures.**

STATUS: CARRIED

8.a.ii) Board Development Ad Hoc Committee

MOVED: D. LAWSON

SECONDED: G. CONTI

THAT the Board of Education adopt the updated Terms of Reference for the Ad Hoc Committee.

STATUS: CARRIED

9. OTHER BUSINESS

9.a) N/A

QUESTION PERIOD

There were no questions.

MEDIA QUESTION PERIOD

There were no questions.

ADJOURNMENT

MOVED: G. CONTI

THAT the Regular Meeting of November 19, 2025 be adjourned.

STATUS: CARRIED

The meeting adjourned at 5:18 pm.



J. Miller
Chairperson



S. Hopkins
Secretary-Treasurer

SH/attachments