

## **REGULAR BOARD MEETING**

**4:00 pm, Wednesday, December 10, 2025**  
**School Board Office**

## **MINUTES**

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Present: Jaclyn Miller, Gretchen Conti, Dale Lawson, Maureen Mason, Kirsten Van't Schip  
Also in attendance: Paul McKenzie (Superintendent), Steve Hopkins (Secretary-Treasurer)

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

### **LAND ACKNOWLEDGEMENT**

### **PRESENTATIONS:**

#### Brooks Secondary School Presentation – J. Marshman

Principal J. Marshman and Vice-Principal L. Gunn presented Brooks Secondary School's Growth Plan, outlining the school's inquiry focus on improving graduation rates through increased student attendance and engagement. The school has identified attendance and engagement as key barriers to their graduation rates. The presentation highlighted a school-wide approach to accountability and collaboration, including timetabled inquiry time, student tracking tools for Grades 10–12, and regular review of attendance, graduation data, and student learning evidence. Weekly and monthly meetings support individualized student planning, involvement of local agencies, and consistent communication with families. Initiatives such as enhanced student voice, flexible and culturally relevant programming, and the creation of a secondary sensory room were shared as examples of targeted supports. Administration reported early indicators of improved graduation outcomes and strong parent engagement.

#### Westview Elementary School Presentation – J. Kennedy

Principal J. Kennedy and Vice-Principal M. Shipley presented Westview Elementary School's Growth Plan, with a primary focus on strengthening foundational literacy through a school-wide inquiry. The inquiry asks what strategies best support student growth in reading and math while also fostering connection, support, and readiness to learn. Literacy progress is monitored using DIBELS and other assessment tools throughout the year, with targeted interventions for students not yet meeting grade-level expectations. Staff collaboration time has been intentionally restructured, with staff meetings repurposed as professional learning and inquiry sessions focused on instructional practice.

Student engagement and belonging are supported through initiatives such as cross-grade reading opportunities and the rebranding of house teams, developed with student voice and grounded in local Indigenous knowledge and connection to place.

## **QUESTION PERIOD**

There were no questions.

## **CHAIRPERSON'S REMARKS**

As we come together for our final Board meeting of the year, December offers a meaningful moment to reflect on the work behind us and the community that continues to carry it forward.

Just over a week ago, the Trustees and school district management had the opportunity to attend the provincial conference hosted by the BC School Trustees Association. Many of the sessions focused on student well-being, Indigenous education, and what it means to govern public education in increasingly complex times. What stood out most was a shared commitment across districts to lead with care, clarity, and strong relationships which strongly resonated with our team as we reflected on the work happening here in qathet.

That same sense of shared responsibility and collaboration was clearly reflected in the operational plans recently brought forward by our district teams. Seeing that work side by side, not as separate efforts, but as deeply connected, was incredibly encouraging. It built real confidence in the leadership across our system and in the very real ways our teams are working together to support students, as guided by the themes in our strategic plan.

As we head into the heart of the holiday season, our schools are full of celebration. The Brooks band and choir evenings offered just one joyful example of the holiday fanfare underway across the district. Beginning tomorrow, our elementary holiday concerts will start and continue into next week, giving families many chances to come together and celebrate learning, music, and community.

At the same time, we know this season can be complicated for some families. Alongside the joy, we hold space for that reality too, and for the work our schools quietly do every day to support students and families with care and compassion.

As we approach the winter break and close out the calendar year, I want to thank our staff, students, families, and partners for everything you bring to this district. Your commitment, collaboration, and heart continue to make a real difference. Enjoy the break and time with family and friends.

### **1. ADOPTION OF AGENDA**

**MOVED: G. CONTI**

**SECONDED: K. VAN'T SCHIP**

**THAT the Regular meeting agenda of December 10, 2025, be adopted as amended.**

**STATUS: CARRIED**

Trustee Lawson requested the addition of item 9.c "Trustee Event Attendance".

### **2. ADOPTION OF MINUTES**

**MOVED: M. MASON**

**SECONDED: D. LAWSON**

**THAT the Regular meeting minutes of November 19, 2025, be adopted as circulated.**



**STATUS: CARRIED**

**3. REPORT OF CLOSED MEETINGS**

- 3.a) November 19, 2025 – The Board met in-camera to discuss items which included personnel.

**4. INCOMING CORRESPONDENCE**

- 4.a) N/A

**5. OUTGOING CORRESPONDENCE**

- 5.a) Board to MLA G. Heyman – Continued Advocacy of ICI Recycling  
Secretary-Treasurer S. Hopkins reported that the letter had also been shared with Director of Operations J. Formosa, who in turn shared with staff at the City and qRD.

**6. SUPERINTENDENT OF SCHOOLS' REPORT**

- 6.a) Program Review: Early Learning Initiatives / Level 2 Report

Director of Instruction K. Brach presented the Level 2 Program Review of Early Learning Initiatives, outlining how district early learning programs support children and families prior to kindergarten, in alignment with the Board Strategic Plan priority of cultivating an ethic of learning. The presentation highlighted StrongStart programs across multiple sites, including Kelly Creek, Henderson, Westview, and StrongStart GO, with attendance data showing varied participation patterns by site and day. Family survey results reflected strong satisfaction with programming, flexibility, and relationships, while also identifying barriers to access, including registration requirements and challenges for working families. The district continues to explore ways to better measure outcomes, improve access, and reach families who are not currently participating.

The review also examined the JustB4 Preschool Program, now in its third year, operating at Henderson and Westview. Family feedback was highly positive, with interest expressed in expanded hours or additional days, though the program faces sustainability considerations as Ministry funding sunsets. Options under review include adjusting program locations, schedules, and fee structures to maintain viability. The presentation concluded with an overview of transition-to-kindergarten practices, including Kindy Connect, kindergarten orientation, gradual entry, and early identification supports.

**MOVED: D. LAWSON**

**SECONDED: K. VAN'T SCHIP**

**THAT the Board of Education accept the Early Learning Initiatives Program Review (Level 2), as attached and presented.**

**STATUS: CARRIED**

6.b) Unexpected Health Emergencies Administrative Procedure

Director of Instruction T. Gaudreau shared the new Unexpected Health Emergencies Administrative Procedure, brought forward in response to the *Support Services for Schools Order*. The procedure replaces the former AED Administrative Procedure and outlines district-wide protocols for site-based first aid, AED availability at all locations, and the procurement and distribution of nasal naloxone. Training requirements are determined by school size, with opportunities for first aid attendants to complete online learning modules. The procedure also includes requirements for accessible placement of emergency equipment, post-incident debriefing, and site-based monitoring of equipment expiry dates, with flexibility to increase naloxone kits as needed.

6.c) Suspension, Exclusion, and Seclusion Report: September 2, 2025, to November 30, 2025

The board reviewed the report, including a summary of suspensions occurring in November related to vaping, oppositional behaviours, and fighting.

**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) Statement of Financial Information Memo

Secretary-Treasurer Hopkins provided an overview of the report, noting that it primarily consists of the audited financial statements and includes supplementary schedules including a listing employees whose remuneration exceeds \$75,000 and suppliers whose payments exceed \$25,000.

**MOVED: K. VAN'T SCHIP**

**SECONDED: G. CONTI**

**THAT the Statement of Financial Information Report be approved for submission to the Ministry of Education and Childcare**

**STATUS: CARRIED**

**MOVED: D. LAWSON**

**SECONDED: G. CONTI**

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

**STATUS: CARRIED**

8. **COMMITTEE REPORTS**

8.a) Ad Hoc Committee Notes – December 3, 2025

Trustee M. Mason reported on the Ad Hoc Committee meeting held December 3, 2025. The committee anticipates its work over the next 12 months will be guided by three strategies: trustee inquiry, pre-election trustee information, and trustee mentorship and orientation following the election. The committee requested 15 minutes at the next closed meeting, with the item to be added to the January closed agenda.

9. **OTHER BUSINESS**

9.a) Trustee Appointments to Board Committees, to Internal Administrative Committees, and to External Committees, Organizations and Agencies

Chairperson Miller shared the trustee appointments to committees as follows:

<b>SCHOOL LIAISONS</b>	
Brooks Secondary	Jaclyn Miller
Edgehill Elementary	Maureen Mason
Henderson Elementary	Dale Lawson
James Thomson Elementary	Gretchen Conti
Kelly Creek Community	Gretchen Conti
Partners in Education	Maureen Mason
Texada Elementary	Dale Lawson
Westview Elementary	Jaclyn Miller
<b>BOARD COMMITTEES</b>	
Committee of the Whole	All Trustees
<b>REPRESENTATIVES TO INTERNAL ADMINISTRATIVE COMMITTEES</b>	
Environmental and Sustainability Committee	Maureen Mason
Health Committee	Jaclyn Miller
Justice, Equity, Diversity, Inclusion (JEDI)	Gretchen Conti
Sexual Orientation and Gender Identity (SOGI)	Gretchen Conti
<b>REPRESENTATIVES TO EXTERNAL COMMITTEES</b>	
BCPSEA Representative	Dale Lawson
BCSTA Provincial Council Representative	Gretchen Conti
South Coast Branch	All Trustees
District Parent Advisory Council	All Trustees (rotating)
Indigenous Education Council (IEC)	Jaclyn Miller

9.b) Review 2025-2026 Board Annual Work Plan

The Board reviewed the updated 2025–2026 Board Annual Work Plan. Secretary-Treasurer S. Hopkins noted that the December quarterly presentation related to the Edgehill capital project has been deferred to January.

9.c) Edgehill Winter Performance at Max Cameron

Trustee D. Lawson reported back on the Edgehill Winter Performance held at Max Cameron Theatre, noting the celebration of many cultures, strong student engagement, and the significant effort by students and staff to bring the event together.

**QUESTION PERIOD**

There were no questions.

**MEDIA QUESTION PERIOD**

There was no media present.

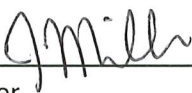
**ADJOURNMENT**


**MOVED: D. LAWSON**

**THAT the Regular Meeting of December 10, 2025 be adjourned.**

**STATUS: CARRIED**

The meeting adjourned at 6:18 pm.

  
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J. Miller  
Chairperson

  
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S. Hopkins  
Secretary-Treasurer

SH/attachments