



REGULAR BOARD MEETING

4:00 pm, Wednesday, December 11, 2024
School Board Office

MINUTES

Present: Jaclyn Miller, Rob Hill, Dale Lawson

Also in attendance: Vianne Kintzinger (Interim Superintendent), Steve Hopkins (Secretary-Treasurer)

Regrets: Kirsten Van't Schip, Maureen Mason

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

PRESENTATION:

Brooks School Growth Plan – J. Marshman

Principal J. Marshman highlighted goals from the Brooks Secondary School Growth Plan for 2024-2025. Now in her third year as principal, Ms. Marshman reflected on the initial focus of rebuilding school culture and trust among staff, students, families, and the community. The current plan emphasizes improving student engagement and achievement by aligning instructional and assessment practices with the refreshed BC K-12 curriculum and newly implemented reporting orders.

Key initiatives include data-driven decision-making, with regular reviews of student learning and attendance data to guide interventions and support. Student achievements are celebrated through term-based honour rolls, fostering motivation and family engagement. Collaborative efforts have expanded, involving all staff in initiatives such as professional development focused on Universal Design for Learning (UDL) and trauma-informed practices. Ms. Marshman highlighted efforts to increase staff and student connections through fun assemblies, intramural sports, and shared activities.

The school has created a wish list addressing ongoing needs, such as additional staff collaboration time, more technology integration, and expanded academic supports. Planning for 2024 courses includes revisiting programs like CMA and Film and updating resources to keep students engaged on-site. Community engagement is also a priority, with plans to develop a showcase for student capstone projects.

Trustees commended the increased parent engagement, collaborative school culture, and creative initiatives like the clothing swap.

Edgehill Expansion Project Update – J. Formosa

J. Formosa, Director of Operations, presented an update on the Edgehill Elementary School Expansion Project. The project, currently in the building permit stage, aims to address the school's pressing infrastructure challenges. Originally built in 1955 with expansions in the 1960s, Edgehill operates at 178% utilization, with five portables in use. Enrollment is projected to grow to 251 students by 2025, exceeding the original design capacity of 145. The updated project will increase capacity to 285 students, including expanded spaces for kindergarten and grades 1-7.

The \$15 million project includes five new classrooms, a music room, a tech room, and a fold-down stage for the gym. Staff feedback shaped key design features such as breakout spaces, skylights for natural light, and enhanced student support areas, including sensory rooms and quiet spaces. Additional upgrades include staff offices with improved supervision of the main entrance, separate washrooms for kindergarten classrooms, and a renovated gym with flexible play space.

Sustainability is prioritized with a three-phase electrical system upgrade and the removal of the natural gas boiler, aligning with greenhouse gas reduction goals. Construction is slated to begin in March 2024, with demolition in June-July and occupancy expected by September 2026. The project will also remove portables and restore outdoor asphalt play areas. Trustees appreciated the thoughtful design improvements and the inclusion of community feedback throughout the planning process.

QUESTION PERIOD

There were no questions.

CHAIRPERSON'S REMARKS

As we approach the close of another calendar year, I want to take a moment to reflect on the energy and creativity that fills our schools this December. Across our district, students are showcasing their talents in holiday concerts, winter performances, and festive celebrations that bring joy to all of us. These events don't just happen by chance. Behind every performance are teachers, support staff, and school leaders who dedicate countless hours to rehearsals, planning, and creating a stage for students to shine. You've transformed classrooms into rehearsal halls, nurtured nervous performers, and ensured every child has a chance to contribute. For that, we thank you.

This season is also a time to reflect on the spirit of giving, and I'm inspired by the many ways our schools are stepping up to support others. From holiday hampers that bring a little extra joy to homes, to filling canoes and kayaks full of food for the food bank, to clothing swaps and thrift fairs to make giving and receiving more accessible (and sustainable), our schools are truly at the heart of this community. These efforts remind us that the holidays are about more than celebration—they are about connection, compassion, and ensuring everyone has something special to share this season. Thank you to everyone who has contributed to these initiatives; a little can go a long way.

To our families, your encouragement and support mean the world—whether it’s practicing lines and lyrics at home, showing up to help with a pancake breakfast or holiday lunch or showing up with applause and pride.

On behalf of the Board, I wish you all a wonderful holiday season filled with peace, rest, and togetherness. Thank you for making our schools such special places for our students and communities.

1. ADOPTION OF AGENDA

MOVED: D. LAWSON

SECONDED: R. HILL

THAT the Regular meeting agenda of December 11, 2024, be adopted as amended.

STATUS: CARRIED

A letter from Trustee Hill was added to the agenda as item 4.a. and “Trustee Events” was added as item 9.c.

2. ADOPTION OF MINUTES

MOVED: D. LAWSON

SECONDED: R. HILL

THAT the Regular meeting agenda of November 20, 2024, be adopted as amended.

STATUS: CARRIED

3. REPORT OF CLOSED MEETINGS

3.a) November 27, 2024 – The Board met in-camera to discuss items which include personnel.

4. INCOMING CORRESPONDENCE

4.a) Trustee Hill – Letter of Resignation

Trustee Hill announced his resignation, effective December 31, in a statement expressing gratitude for his colleagues and the meaningful work accomplished during their tenure. He gave special thanks to LGBTQ+ students and youth, emphasizing their support. Trustee Hill shared that they will be stepping into a new role following their resignation.

MOVED: D. LAWSON

SECONDED: R. HILL

THAT the Board of Education accept Trustee Hill's resignation effective December 31, 2024.

STATUS: CARRIED

5. OUTGOING CORRESPONDENCE

- 5.a) Board to MLA Neill – Request for Exemption for qSD Schools from ICI Packaging and Paper Product (PPP) Restrictions

Trustees expressed their support for the advocacy letter requesting an exemption for qSD schools from ICI Packaging and Paper Product (PPP) restrictions. S. Hopkins confirmed the letter would be shared with MLA Neill following the meeting.

- 5.b) Board to qRD – Use of qathet School District Facilities and Transportation Resources in the Event of a Major Emergency or Evacuation

6. SUPERINTENDENT OF SCHOOLS' REPORT

- 6.a) Suspension, Exclusion, and Seclusion Report – September 3, 2024, to November 30, 2024

MOVED: D. LAWSON

SECONDED: R. HILL

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

STATUS: CARRIED

7. SECRETARY-TREASURER'S REPORT

- 7.a) Statement of Financial Information (SOFI) Memo

S. Hopkins provided a brief overview of the SOFI report, noting that the report is an annual requirement from the Ministry to ensure transparency and accountability in financial reporting.

MOVED: D. LAWSON

SECONDED: R. HILL

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

STATUS: CARRIED

7.b) Ferries Advisory Committee (FAC) (oral)

S. Hopkins reported that the current Ferries Advisory Committee structure is being dismantled and that BC Ferries will transition to a new engagement model starting in April 2025.

MOVED: D. LAWSON

SECONDED: R. HILL

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

STATUS: CARRIED

8. COMMITTEE REPORTS

8.a) There was no Committee of the Whole in December due to recent changes to the board meeting schedule.

9. OTHER BUSINESS

9.a) Annual Trustee Appointments

Chairperson Miller announced the annual trustee appointments to school liaison roles and committees. The full list is included as an attachment to the meeting minutes.

9.b) Review 2024-2025 Board Annual Work Plan

The work plan was provided for information, with a commitment to revisit it quarterly. Two versions were presented, including one with markups, reflecting a few amendments made since September.

9.c) Trustee Events

The item was deferred to the January meeting.

QUESTION PERIOD

There were no questions.

MEDIA QUESTION PERIOD

There were no questions.

ADJOURNMENT

MOVED: D. LAWSON

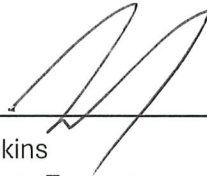
THAT the Regular meeting of December 11, 2024, be adjourned.

STATUS: CARRIED

The meeting adjourned at 5:05 pm.



J. Miller
Chairperson



S. Hopkins
Secretary-Treasurer

SH/attachments