

MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 85 (VANCOUVER ISLAND NORTH)

September 18, 2023  
6:00 PM

**CALL TO ORDER:**

The meeting was called to order by Leighton Wishart, Chairperson of the Board of Education, at the School Board Office, Port Hardy, B.C. at 6:05 pm with the following in attendance:

Leighton Wishart, Chair	Regrets: Kat Tjepkema, Trustee
Jeff Field, Vice-Chair	
Janet Deane, Trustee	
Lawrie Garrett, Trustee	
Eric Hunter, Trustee	
Carol Prescott, Trustee	
Jordyn Smith, Student Trustee	
Kylie MacGregor, Student Trustee	
Tessa Zimmerman, Student Trustee	

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**WELCOME** Chair Wishart opened the meeting by acknowledging the traditional territories of the Kwakwaka'wakw.

**APPROVAL OF MINUTES 53/23** Deane/Hunter:  
That the regular meeting minutes of the June 12, 2023 meeting be approved as circulated.

**CARRIED**

**ADDITIONS TO THE AGENDA** No additions to the agenda.

**ADOPTION OF AGENDA 54/23** Hunter/Deane:  
That the regular agenda be adopted as presented.

**CARRIED**

**CORRESPONDENCE** A letter from Minister Rachna Singh regarding changes requested to the Trustee Code of Conduct was reviewed.

**PRESENTATION** No presentations.

**DISTRICT REPORTS:**

**SUPERINTENDENT REPORT** Superintendent Christina MacDonald reported on events happening around the district such as school start up, district recruitment initiatives, new Indigenous graduation requirements starting this school year, and administration training.

Feeding Futures funding has been received which will allow the district to hire a School Foods Coordinator. We hope to have this new role up and running as soon as possible.

The Mental Health in Schools grant will again be provided to the district. This year, we will need to review data to confirm how the funds will be used.

Planning for the New Employee Orientation session is in the works. We are looking to hold two orientation dates at the U'mista Cultural Centre on the traditional territory of the 'Namgis First Nation.

A teacher from SD85 has been selected to present at the provincial Early Years Conference on their nature-based learning program.

We are excited to have Happy Trails Daycare open in our Early Learning building in Port McNeill.

**DRAFT SCHOOL PLANS 2023-2024** Superintendent Christina MacDonald brought forward the 2023-2024 Draft School Plans.

**55/23** Field/Prescott:  
That all of the 2023-2024 School Plans be approved.

**CARRIED**

**ENGANCING STUDENT LEARNING REPORT** Superintendent Christina MacDonald reviewed the Enhancing Student Learning Report (ESLR) process and the report to be submitted. The final report will be posted on the SD85 website.

**56/23** Prescott/Field:  
That the Enhancing Student Learning Report be approved as circulated.

**CARRIED**

**DISBURSEMENTS**  
**JUNE**  
**57/23** Field/Deane:  
That the June 2023 disbursement report be approved as circulated.

**CARRIED**

**JULY**  
**58/23** Field/Deane:  
That the July 2023 disbursement report be approved as circulated.

**CARRIED**

**AUGUST**  
**59/23** Field/Deane:  
That the August 2023 disbursement report be approved as circulated.

**CARRIED**

**ANNUAL FINANCIAL STATEMENTS 2022-2023 APPROVAL**  
**60/23** The Board reviewed the 2022-2023 Annual Financial Statements at the Audit (Committee of the Whole) Meeting with its Auditor, Derek Lamb just prior to the meeting. The Secretary-Treasurer stated the Board continues to be in a healthy financial position.

Deane/Hunter:  
That the 2022-2023 Annual Financial Statements be approved.

**CARRIED**

**TRUSTEE CODE OF CONDUCT** Secretary Treasurer John Martin reviewed the letter received from Education Minister Rachna Singh regarding Trustee Code of Conduct policies and requesting the Board review its policy. The Board last reviewed the policy in 2020. An updated policy will be brought to the October or December Policy Committee meeting for review.

- ENROLLMENT UPDATE** Assistant Superintendent Rena Sweeney reviewed the 2023-2024 enrollment report. The district is down 29 students from projections. Currently enrollment is 1,246 students.
- STAFFING UPDATE** Assistant Superintendent Rena Sweeney provided an update on staffing for the 2023-2024 school year. Vacancies for the district are currently at 5.26 FTE.
- DISTRICT IN-SERVICE DAY** Assistant Superintendent Rena Sweeney spoke of the District's in-service day held on September 5. The day began with all schools and sites joining a Zoom presentation from lawyer Lisa Southern on Professional Boundaries. Throughout the morning, Lisa emphasized the importance of the roles of each person to ensure the highest level of duty and trust in serving a vulnerable population. We have had feedback from schools that the information was appreciated and well received.
- During the afternoon, staff worked at each school to cover what was necessary to prepare for a smooth and engaging start to the year for students.
- RECRUITMENT INITIATIVES** Assistant Superintendent Rena Sweeney discussed the districts attendance at the SFU Career Fair and that we are registered for more, mainly in the spring. We intend to visit UBC, UVic, VIU, and TRU as well as connect during some online opportunities with Make A Future and universities outside of BC.
- We were able to offer pre-hiring signing bonuses on three of our vacancies, funded through the MECC. All three are now filled.
- ACCESSIBILITY COMMITTEE** Assistant Superintendent Rena Sweeney reported on new legislation from April 2022, the Accessible BC Regulation. There are requirements for all public sector organizations to do three things by September 1, 2023. An Accessibility Committee has been established, our Accessibility Plan is now posted online and there is a link for reporting any barriers that people may experience in the school district.
- BUSINESS ARISING** No business arising.

<b>NEW BUSINESS</b>	No new business.
<b>TRUSTEE SHARING:</b>	
<b>BCPSEA</b>	Vice-Chair Field discussed the upcoming Symposium he will attend along with Superintendent Christina MacDonald.
<b>FNEC</b>	Trustee Hunter discussed the upcoming October 18 FNEC meeting.
<b>BCSTA</b>	Trustee Hunter will represent the district at the upcoming Provincial Council meeting.
<b>RURAL COMMUNITY COMMITTEE</b>	Chair Wishart discussed the Rural Community Committee he recently joined and the meetings that have taken place so far.
<b>HEARING OF DELEGATES</b>	
<b>STUDENT TRUSTEES</b>	Student Trustee(s) shared information about the startup of different clubs and groups at NISS. Students would like to see more access to club activities.
<b>DPAC</b>	No DPAC representative.
<b>VINTA</b>	VINTA President Jason Voth discussed the work required for this new school year by everyone.
<b>CUPE</b>	No CUPE representative.
<b>QUESTION PERIOD (10 MINUTES MAXIMUM)</b>	<p>VINTA President asked if banked TTOC days are added to the district's surplus. Secretary Treasurer stated the district does not recognize or record banked TTOC days.</p> <p>VINTA President asked how many positions make up the District's 5.26 teaching vacancies. Assistant Superintendent Rena Sweeney confirmed there are seven positions current vacant.</p>

**ADJOURNMENT**  
**61/23**

Deane:  
That the regular meeting of September 18, 2023 be  
adjourned (6:50 pm)

**CARRIED**

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Chairperson of the Board

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Secretary Treasurer