

**MINUTES OF A MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 72  
(CAMPBELL RIVER), HELD IN PERSON AND ELECTRONICALLY AT 7:30 PM, ON  
TUESDAY, SEPTEMBER 3, 2024**

**Present:** K. Eddy Chair; C. Gillis, Vice-Chair; S. Briggs, J. Gladish, D. Hagen, D. Harper, J. McMann, Trustees; P. Cizmic, Associate Superintendent, M. Kyle, Associate Superintendent; G. Manning, Superintendent; and K. Patrick Secretary-Treasurer.

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**24-120 Call to order/ Chair's remarks**

Board Chair Eddy called the meeting to order at 7:30 pm. Eddy recognized the work of staff throughout the summer to prepare schools for reopening in September and this year's incoming students.

**24-121 Superintendent's remarks**

Superintendent Manning reflected on his first year in the district and his excitement for the upcoming year. The literacy framework is being rolled out and work is beginning on a numeracy framework. The 2024-2025 enrolment numbers are on target and continuing to climb.

**24-122 Approval of the minutes of June 18, 2024**

It was proposed by C. Gillis , seconded by S. Briggs and **CARRIED:**

***THAT the minutes of the meeting of June 18, 2024  
are hereby approved as circulated.***

**24-123 Approval of the agenda**

It was proposed by J. Gladish, seconded by D. Harper and **CARRIED:**

***THAT the agenda is hereby approved as circulated.***

**24-124 Report from the September 3, 2024 Confidential Board Meeting**

Vice-Chair Gillis reported general statements of matters discussed in the Board's Confidential Meeting, and in accordance with Section 72(3) of the School Act, reports the following:

1. Teaching, administrative and support staff changes;
2. Property, legal and financial issues.

**24-125 Presentation of 2023/2024 schedule of internally restricted surplus**

Secretary-Treasurer Patrick presented the 2023-2024 schedule of internally restricted surplus (reserves). He noted Board Governance Policy 26: Accumulated Operating Surplus and how that governs Board reserve expenditures. Budget appropriations were identified from the surplus which will be included in the 2023-2024 financial statement for approval at the next Board meeting.

It was proposed by D. Hagen, seconded by D. Harper and **CARRIED:**

***THAT the 2023-2024 Schedule of Internally Restricted Reserves  
be accepted as presented.***

**24-126 Motion to adopt Board Governance Policy 7**

Vice-Chair Gillis reported that the following policy has been revised and is ready for adoption:

*Policy 7 – Trustee Code of Conduct*

It was proposed by J. Gladish, seconded by D. Hagen and **CARRIED:**

***THAT the Board adopt the Board Governance Committee's recommended revision of Board Governance Policy 7 – Trustee Code of Conduct .***

**24-127 Board vision, mission and values statement survey update**

To help draft the Board's updated vision, mission and values statement, a survey which closed on May 31, 2024, was shared with the school community. The results were summarized and a second survey will be distributed in September to help identify the statements that most resonate with the school community.

**24-128 Digital device restrictions in schools**

Superintendent Manning noted the implementation of the district's new Operational Procedure 359: *Digital Device Restrictions in Schools*. The operational procedure was shared at the June 18, 2024 board meeting and introduced to the school community for the beginning of the school year.

All school districts in the province were directed by Ministerial Order effective July 1, 2024 to have district procedures in place to restrict digital device usage in schools. The district has adopted a tiered approach to each school level to help minimize class disruption due to device usage.

**24-129 Literacy framework**

Associate Superintendent Kyle reviewed the Kindergarten-grade 5 literacy framework. The framework has been developed and implemented over the course of three years. It will be used together with the Dynamic Indicators of Basic Literacy Skills (DIBELS) assessment to measure the impact of the framework.

**24-130 Questions from anyone present on agenda items for this meeting**

**Question 1** – Debra Coombes, CRDTA President – Can you tell me if there has been any budget allocated or resources to training for staff related to Operational Procedure 359?

Superintendent Manning responded that although there is no specific budget for the implementation of this operational procedure that we can allocate money to schools if necessary.

**Adjournment**

The meeting adjourned at 8:14 pm.