



**MINUTES OF REGULAR BOARD MEETING, PUBLIC SESSION  
BOARD OF EDUCATION – SCHOOL DISTRICT #64 (GULF ISLANDS)  
HELD WEDNESDAY, SEPTEMBER 12, 2012 AT THE SCHOOL BOARD OFFICE**

<b>Present:</b>	May McKenzie	Chairperson
	Bonnie MacGillivray	Vice Chairperson
	Rob Pingle	Trustee
	Katharine Byers	Trustee
	Pete Williams	Trustee
	Susanne Middleditch	Trustee
	Kathy Page	Trustee
	Jeff Hopkins	Superintendent of Schools
	Rod Scotvold	Secretary Treasurer
	Linda Underwood	Director of Human Resources
	Lisa Halstead	Director of Instruction
	Cindy Rodgers	Manager of Finance
	Dawne Fennell	Executive Assistant
	Jack Braak	GITA President
Jim Moulton	CUPE President	
Shannon Shields	GIPVPA Representative	
Elizabeth Nolan	Driftwood Representative	
<b>Regrets:</b>	Lauren Utter	GISS Student Representative
	Tania Aguila	DPAC Representative

Chair McKenzie introduced Martin Blakesley to all present and spoke to the time Mr. Blakesley was first hired as a Principal for Mayne Island Elementary/Jr. Secondary School in 2000. He then transferred to Pender Islands School in 2005 as Principal before his last assignment as Vice Principal at GISS in August 2010. Ms. McKenzie congratulated him on his recent retirement in August 2012 and presented him with a gift from the Board of Education.

Ms. McKenzie welcomed Manger of Finance, Cindy Rodgers to her first Board meeting and welcomed back GITA President Jack Braak and CUPE President Jim Moulton.

The meeting was called to order at 1:05 p.m.

**1. ADOPTION OF AGENDA**

It was moved and seconded that the agenda for the Regular Board Meeting, Public Session held 2012 09 12, be adopted with the following additions:

- 8 (g) Coaching Initiative, Executive Summary for 2011/12
- 8 (h) ERASE Bullying Strategy

CARRIED 72/12

**2. APPROVAL OF MINUTES**

It was moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2012 06 13, be approved as presented.

CARRIED 73/12

It was moved and seconded that the minutes of the Special Board Meeting, Public Session held 2012 06 27, be approved as presented.

CARRIED 74/12

**3. BUSINESS ARISING**

**4. DELEGATIONS**

5. **TRUSTEE'S SCHOOL REPORTS**

- ***Fernwood Elementary School***  
4 classes of students this year; Kindergarten students began last week; opening assembly went well; students participated in the Terry Fox run at the school; student photos; meet the teachers; Mother Goose program; conservancy trip planned for grade 2/3
- ***Fulford Community Elementary School***  
Lindsay McQueen and Heidi Serra are new teachers at the school this year; music program taking place in the new outdoor classroom everyday this week; focus on water science this year with seaquarium; ended week with Terry Fox run
- ***Galiano Community School***  
Two start ups to school year as there was a change of principalship early in September. Sue McKenzie has transferred to Phoenix Elementary and Dan Sparanese has returned to Galiano until January; students couldn't wait to get back to school; everyone is happy; 3 classes of students; Sara Hodgson is the new teacher in SLC; new facilitator for StrongStart program, positive feedback has been received; Sunday is ground breaking day for the library; 5 students in the OGI middle years program and students are on Saturna today
- ***Gulf Islands Secondary School***  
Enrollment up; positive start; new DL room upstairs; French rooms have been placed together upstairs; new floor in dance studio; student led group looking at school timetable; students invited to Campbell River to share experiences on personalized learning
- ***Mayne Elementary/Jr. Secondary School***  
Enrollment down slightly; great first day; middle years students on Saturna today; students will participate in Terry Fox run tomorrow; school has signed up for fruit and veg program; Otter swimming club on Fridays; class configuration changed for this year; outdoor class held on top of Mount Park led by teachers Jessica Willows and Michelle Spencer; PAC starting
- ***Pender Islands Elem./Sec. School***  
School renovations finished in time for start up, congratulations to all crews involved; good beginning to the year
- ***Phoenix Elementary School***  
Sue McKenzie is the new principal; Linda McDaniel is the new secretary; renovations to the building are amazing, big and bright; 67 students; working on mural for fall fair
- ***Saltspring Island Middle School***  
"Love where you learn" is the theme this year; cooperative team games of students and teachers; Terry Fox run on Friday, PAC provided hot dog lunch; new timetable appears to be working well, 2 large blocks of Math and Literacy in the morning and 2 large blocks designated to integrated project based learning; PAC has had first meeting of the year
- ***Salt Spring Elementary School***  
Whole school projects – sky is the theme; kite flying last week, all the students made kites and flew them on the playground altogether in the afternoon; Terry Fox run; some new staffing additions; first staff meeting was full of energy; new staff addition to the ELF program
- ***Saturna Elementary School/SEEC***  
12 K to 8 students and 12 SEEC students; BBQ held for everyone; PAC meeting, discussed field trips and fundraising; SEEC group is presently hiking the 47 kms long Juan de Fuca Trail; there was work done at the SEEC site during the summer, gathering fire wood and preparing the site for the new year of students
- ***Windsor House School***  
BBQ and square dance tonight

6. **CORRESPONDENCE**

(a) **Letter from Minister of Education George Abbott**

A thank you letter received from Minister George Abbott regards his visit to School District #64 (Gulf Islands) on June 4, 2012 where he had the opportunity to meet with students, teachers and the Board to

learn about the innovative programs taking place in the district. He and his staff also visited Saturna Elementary School and toured the SEEC site.

7. **CHAIRPERSON'S REPORT**

(a) **Welcome Back**

Chair McKenzie welcomed everyone back to the 2012/2013 school year and looks forward to a positive, energetic year.

(b) **2012/2013 Instruction Week Calendar Revision**

The government recently declared the addition of B.C. statutory holiday, "Family Day", which will take place on the second Monday in February each year, beginning in 2013. February 18, 2013 was the original date chosen by Christy Clark and that date was reflected in the April 2012 draft version of the district calendar. The date was then changed to February 11, 2013.

It was moved and seconded that the Board of Education accepts the amended school calendar to accommodate the Family Day statutory holiday declared by the Ministry, which will take place on the second Monday in February each year, beginning in 2013.

CARRIED 75/12

The revised calendar will be circulated to all work places and posted on the district website.

(c) **Board Meeting Schedule Revision**

Due to a scheduling conflict which involves Cameron Fraser, Principal at Saturna and the Outer Gulf Islands Middle Years program, the October 10<sup>th</sup> Board meeting will now be held at Fulford Community Elementary School and the April 10<sup>th</sup> meeting will be held at Saturna Elementary School/SEEC.

8. **CHIEF EXECUTIVE OFFICER'S REPORT**

(a) **Enrollment Update**

Mr. Hopkins spoke to the most recent enrollment stats as at September 11, 2012 which shows the projected vs. actual enrollment numbers at each school. The actual district FTE total is 1663.125 which is up from the projected FTE of 1650. These figures do not take into account cross-enrolled students. Numbers for adult learners will likely increase by the end of September and enrollment in grades 10 to 12 is approximate as it is course-based and tends to fluctuate until September 30.

(b) **Staffing Update**

The staffing for 2012/2013 is in line with what was projected during the staffing process last year. A late retirement notification resulted in a number of postings, most of which were posted and filled by the end of June; however, some ran through the summer months this year. Ms. Underwood thanked GITA President Jack Braak for communicating with members throughout the summer regards the postings. Meetings will be held with GITA and CUPE regards the allocation of learning improvement funds.

Educational Assistant Selection Day was held in June and staffed on the projected enrollment. After September 30, when enrollment numbers have stabilized, classes will be reviewed, school needs and requirements will be identified, and enrollment confirmation hours to apply with the advent of arrival of new students will be posted. The district as a whole will be considered and how all of our students can best be supported. In the interim, some schools have temporary EA hours in place to ensure a smooth transition for students.

GITA President Jack Braak asked if there are any classes over 30 and Mr. Hopkins said he didn't believe so adding that the district has the resources and timetables to support smaller classes.

Mr. Braak also commented on the decrease in FTE over the past ten years of non-enrolling staff, i.e. teacher librarians, counsellors and special education. Mr. Hopkins responded that non-enrolling FTE positions are based on the school's needs and enrollment. He stated the district shares counselling services with Salt Spring Island Community Services whose staff members are not part of GITA.

**(c) Connecting Generations**

The Connecting Generations program will continue for its fourth year at GISS. The program brings youth together with adults, including seniors, for face-to-face conversations about a shared interest, skill, or life experience. There are now over 200 people listed in the LivingLinks database. Another grant has been received which will aid in funding the coordinator's position as well as assisting Windsor House and Pender Islands School to set up their own programs and build databases.

**(d) Special Education Initiative**

Ms. Halstead submitted a Special Education Innovation Proposal in June to Bill Standeven, Director of Diversity and Equity at the Ministry of Education. The proposal she submitted is intended to "focus on developing a model of education delivery and resource allocation that is responsive to the functional needs of students and schools (rather than being exclusively driven by diagnostic assessment requirements for funding)." Following the review of proposals submitted from 29 districts, School District #64 was chosen as one of ten districts approved for a Special Education Innovation grant of \$30,000. Ms. Halstead would like to focus on the district as a whole and how we can be more responsive when our students aren't learning.

**(e) November Conference**

The 2012 Educational Leadership Conference will be held at the Vancouver Convention Centre November 15 and 16. BCSTA is joining with several education partners to present a joint conference titled, *Partnerships for Personalization: Leading and Transforming Together*. School District #64 (Gulf Islands) is well represented at the conference: Principal Steve Dunsmuir and students will be presenting on the Saturna Ecological Education Centre program and we are collaborating with five other districts to present on quality teaching and learning in general with an emphasis on personalized learning.

**(f) John Abbott and Tony Little**

John Abbott will be visiting a number of BC school districts in October and November, arriving in the Gulf Islands on November 8. Tony Little, Head Master at Eton College will accompany Mr. Abbott. Mr. Little presented a talk entitled "*The Shrinking Curriculum*" in 2011 and he notes a "significant shift in education during the last two decades." He is presently working on a new research project and is keen to visit the Gulf Islands School District to learn about our innovative programs and approach to personalized learning.

**(g) Coaching Initiative, Executive Summary for 2011/12**

Linda Underwood, Director of Human Resources presented the Gulf Islands School District Leadership Coaching Initiative: Executive Summary 2011/2012 and spoke to six recommendations, based on survey results and feedback from personnel and the external coach, proposed for the coaching initiative for 2012/2013:

1. Continue to offer 1:1 coaching to newly hired principals
2. Continue to offer coaching opportunities for educational leaders as a part of their professional development
3. Continue to provide opportunities for educational leaders to participate in triad team training
4. Continue to provide flexibility of choice regards coaching models, timing and duration
5. Support the Ministry funded Quality Teaching and Learning Initiative designed to expose teacher leaders to coaching.
6. Continue to monitor and evaluate the success of the coaching initiative

The Board supports the continuation of the coaching initiative and the recommendations.

The executive summary will be posted on the district website.

**(h) ERASE Bullying Strategy**

A letter received from Superintendent Liaison Sherri Mohoruk informing Superintendent Hopkins of the ERASE (Expect Respect and A Safe Education) Bullying Strategy the Ministry has been working on. It is “a comprehensive, multi-pronged strategy to address bullying and enhance threat/risk assessment protocols in districts to ensure all children enjoy a safe school culture and learning environment.” In response to a Ministerial Order, the Board will be required to schedule a non-instructional day to focus on preventing bullying and cultivating a safe school environment. On September 24 the Ministry is hosting an information session to provide an overview of this strategy. Director of Instruction, Lisa Halstead will attend.

**9. CORPORATE FINANCIAL OFFICER’S REPORT**

**(a) Audited Financial Statements for 2011/2012**

Secretary Treasurer Rod Scotvold and Manager of Finance Cindy Rodgers presented and explained in detail the revenue and expenditures of the Audited Financial Statements for the 2011/2012 Fiscal Year, year ended June 30, 2012. On behalf of the Board, Chair McKenzie thanked Mr. Scotvold, Cindy Rodgers and Connie Moulton for all their work on another successful audit.

It was moved and seconded that the Board of Education approves the 2011/2012 Audited Financial Statements as presented.

CARRIED 76/12

**(b) Capital Project Bylaw No. 126525**

Mr. Scotvold presented Capital Project Bylaw No. 126525 (Playground Equipment for Mayne Island Elementary/Jr. Secondary School) for a maximum expenditure of \$25,000 to Board members for Board approval.

It was moved and seconded that there is unanimous approval to read Capital Project Bylaw No. 126525 in one sitting.

CARRIED 77/12

It was moved and seconded that Capital Project Bylaw No. 126525 be read a first time and approved.

CARRIED 78/12

It was moved and seconded that Capital Project Bylaw No. 126525 be read a second time and approved.

CARRIED 79/12

It was moved and seconded that Capital Project Bylaw No. 126525 be read a third time, passed and adopted.

CARRIED 80/12

**(c) Summer Work Program**

**(i) Tom Graham**

Tom Graham, Supervisor of Building Service and OH & S Departments reported out on the work done by his crew over the summer months and that of Dave Henshall, Manager of Facilities who was not able to attend the meeting. The work included: removal of carpet and installation of lino and a new computer lab at GISS, complete renovation to Phoenix Elementary School and landscaping, upgrade of the existing sprinkler system at Pender Islands School, SIMS computer lab relocation, roofing projects at Fulford and Fernwood, floor maintenance and cleaning by the BSW crews. Mr. Graham informed Board members that over the past three years the BSW crews have been following a “cleaning for health” program.

Pender Trustee Pete Williams congratulated Mr. Graham and Mr. Henshall and their work crews

on their ability to get everything finished at Pender Islands School for the start of school and he commented on how wonderful it all looked. Secretary Treasurer Rod Scotvold also commented on the level of cleaning and amount of work that is done every summer by these crews remarking that cleaning is at a much higher standard than it's ever been. GITA President Jack Braak congratulated Mr. Graham and the crews for finishing the dance floor at GISS.

On behalf of the Board, Chair McKenzie extended a thank you to Tom Graham and Dave Henshall and crews for all their hard work.

**(ii) Greg Armitage and Guy Reeves**

Due to the workload of the technicians at this time of year, Mr. Armitage and Mr. Reeves were unable to attend. Superintendent Hopkins reported out on the amount of work accomplished by the technicians over the summer months and the task of completing this work during September. The work included: purchasing, installing and configuring computers at SIMS, GISS and Galiano, as well as changing the web provider, and the SDS and HR systems.

**10. COMMITTEE REPORTS**

**11. OTHER BUSINESS**

**12. QUESTION PERIOD**

**13. NEXT MEETING DATES**

- (a) Committee Day – September 26, 2012 at the School Board Office
- (b) Regular Board Meeting – October 10, 2012 at Fulford Community Elementary School

**14. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 3:00 p.m.

CARRIED 81/12

Date: October 10, 2012

May McKenzie  
Chairperson

Certified Correct:

Rod Scotvold  
Secretary Treasurer