



**MINUTES OF REGULAR BOARD MEETING, PUBLIC SESSION**  
**Board of Education, School District No. 64 (Gulf Islands)**  
**SCHOOL BOARD OFFICE**  
**June 08, 2016 at 1:00 p.m.**

<b>Present:</b>	May McKenzie	Chairperson
	Rob Pingle	Vice Chairperson
	Susanne Middleditch	Trustee
	Shelley Lawson	Trustee
	Nancy Macdonald	Trustee
	Anna Herlitz	Trustee
	John Wakefield	Trustee
	Lisa Halstead	Superintendent of Schools
	Rod Scotvold	Secretary Treasurer
	Linda Underwood	Director of Instruction, Human Resources
	Doug Livingston	Director of Instruction, Learning Services
	Cindy Rodgers	Manager of Finance
	Dawne Fennell	Executive Assistant
	Elaine Jacobson	GITA Representative
	Larry Melious	CUPE President
	Elizabeth Nolan	Driftwood Representative
<b>Regrets:</b>	Deborah Nostdal	GITA President
	--	GIPVPA Representation

The meeting was called to order at 1:00 p.m. Chair McKenzie acknowledged this meeting is taking place on the territory of the Coast Salish people.

**1. ADOPTION OF AGENDA**

It was moved and seconded that the agenda for the Regular Board Meeting, Public Session held 2016 05 11, be adopted with the following addition(s):

- 8 (g) Research Project
- 8 (h) Deferral of Field Trip Request (#37)

CARRIED 61/16

**2. APPROVAL OF MINUTES**

It was moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2016 04 13, be approved as presented.

CARRIED 62/16

It was moved and seconded that the minutes of the Special Board Meeting, Public Session held 2016 05 25, be approved as presented.

CARRIED 63/16

**3. BUSINESS ARISING**

**4. DELEGATIONS**

**(a) SWOVA – 1:00 p.m.**

Kiran Dinghra, Executive Director and Sarah Belknap, Board Chair spoke to valuing collaboration and the almost 20 year successful partnership with the district. SWOVA is addressing the challenges that they faced this year. Ms. Dinghra and Ms. Belknap shared their presentation with Board members which included the following highlights:

- Their Mission and Mandate statements
- SWOVA team members and their positions
- Programs delivered in SD64 with budget information and highlights

- The Peace Kids program
- Respectful Relationship (R+R) program – this program was not offered at GISS this year; however, it was delivered at SIMS
- Pass It on – Girls program

5. **TRUSTEE'S SCHOOL REPORTS**

Tabled due to time constraints.

6. **CORRESPONDENCE**

(a) **Request from the Galiano Activity Centre Society**

An email request sent to Trustee Lawson from Keith Erickson, Chair of the Galiano Activity Centre Society requesting permission to operate a beer tent at the Galiano Community School during the Todd Wolfe Memorial Soccer Tournament on August 13, 2016.

It was moved and seconded that the Board of Education approves the request submitted by Keith Erickson, Chair of the Galiano Activity Centre Society and grants a special permit to allow alcohol consumption at the Galiano Community School during the Todd Wolfe Memorial Soccer Tournament on August 13, 2016.

CARRIED 64/16

7. **CHAIRPERSON'S REPORT**

(a) **Report out on In-Camera Meeting**

Chair McKenzie reported out on the issues presented at the In-Camera meeting this morning:

- Updates from Human Resources on staffing for 2016/17
- Report from Superintendent on International Program succession
- Distributed learning
- Property issue for school in North Vancouver
- Two trustees appointed to the audit committee to meet with auditors
- Learning Forward Conference in December 2016
- Worked on strategic plan organizational plan

(b) **Board Meeting Schedule for 2016/2017**

The Learning Forward 2016 Annual Conference in Vancouver will be held December 2 to 7, 2016. School District No. 64 (Gulf Islands) is presenting on Wednesday, December 7. Due to this conflict it was agreed to change the Board meeting from December 7 to December 14.

The revised copy of the Board meeting schedule for the 2016/2017 school year will be sent out to all partner groups and posted on the district website.

(c) **Audit Committee**

The main purpose of the committee is to identify and bring forward for discussion any concerns before the audit takes place. The committee will meet early in July and this year's audit will take place the last week of July. Trustees John Wakefield and Nancy Macdonald were appointed members of this committee.

(d) **GISS Graduation**

Graduation ceremonies were held Saturday, June 4. This year approximately \$110,000 from community members was dispersed to students in the form of scholarships and bursaries. A heartfelt thank you to all contributors, and scholarship and bursary presenters.

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

(a) **Learning in School District No. 64 (Gulf Islands) – Communicating Student Learning and Reporting Student Assessment**

Mr. Livingston shared the results gleaned from the surveys that were completed in May by 116 parents, 35 teacher and 400 students, and 115 primary students were interviewed. He spoke to:

- Transforming how we communicate students learning
- K-8 multi-site project
- 9-12 project
- Evidence about the impact on primary student's engagement
- Secondary Robotics class and how student engagement has been impacted
- Three student learning stories
- Perspectives on assessment and learning
- Student reports regarding verbal feedback and impact on learning

(b) **Curriculum Announcement**

Ms. Halstead spoke to the May 26, 2016 letter from Minister Mike Bernier to parents regarding information on the new curriculum for K to Grade 9 and Grades 10 to 12, and updates to provincial assessment and the graduation program. Further details on the redesigned curriculum can be found at <http://www.curriculum.gov.bc.ca>. A letter addressed to teachers was also received from Dave Byng, Deputy Minister and shares updates to the graduation program and assessment.

(c) **Connecting Generations (1:25 pm)**

Sarah Hook-Nilsson, Connecting Generations Coordinator and Holly MacDonald, a local e-learning specialist and mentor spoke to Board members about Connecting Generations and the creation of "Connect and Learn", an e-learning course for youth and adults interested in mentoring. The course will be based on the four stages of mentorship through Connecting Generation – Connect, Share, Learn and Give. Connecting Generations pilot project started in the district in January 2010 and has continued to evolve to present date. It was "designed to be a living library of human resources connecting people of all generations in face-to-face conversations about shared interests, skills, passions and life experiences". There are 50 participants registered on the Living Links database. More information can be found at (<http://connectinggenerations.net/>). Ms. Halstead thanked Ms. Hook-Nilsson on her forward thinking regarding mentorships and the work she does for the Connecting Generations program.

(d) **Staffing Update / EA Selection / Bus Driver Selection**

(i) **Teacher Staffing**

Ms. Underwood stated the second round of five GITA postings have now gone out. Seven GITA postings went out in the first round with positions subsequently filled.

(ii) **CUPE Staffing**

Educational Assistant Selection was on June 2. Appointment times ran from 8:00 a.m. to 10:45 a.m. and the process went well. Due to resignations and retirements, three continuing positions will be posted. These positions are at Galiano, Pender and Fernwood. CUPE members Marie Beaudoin and Susan Garside have been on the EA Selection Committee for a number of years and do an amazing job of supporting EAs.

Bus Driver Selection will be held June 15. Bus drivers will select their route based on seniority.

CUPE and GITA positions are not posting during the summer; postings will begin again in September.

**(e) School Fees for 2016/2017**

Ms. Halstead explained the fee schedule for the district elementary schools, Saltspring Island Middle School and Gulf Islands Secondary School for the 2016/2017 school year, There is an addition of a \$25 student athletic fee at GISS. Each school deals with hardship issues so no student will miss out. This is done in a quiet, confidential way. No student would be denied if financial hardship were an issue.

It was moved and seconded that the Board of Education approves the School Fees schedule for the 2016/2017 school year as presented.

CARRIED 65/16

**(f) Codes of Conduct**

As per government legislation, the Code of Conduct reports must be reported to the Board of Education each school year. These reports also deal with violence prevention. Each school reviews their Code of Conduct annually. Ms. Halstead shared that the principals are in favour of incorporating these reports into their school's plans and making them a living document. Ms. Halstead recommends the Board accept these reports.

It was moved and seconded that the Board of Education accepts the Code of Conduct reports as presented.

CARRIED 66/16

**(g) Research Project**

GISS teachers Kim Chalmers and Maria Soto de Podritski have submitted a research project for Board approval. The project is about course development within the current GISS Transition Program design and online learning environments. The project won't affect students directly. Ms. Halstead recommends Board approval to support district teacher's work as presented.

It was moved and seconded that the Board of Education approves the research project as presented.

CARRIED 67/16

**(h) Letter from Tony Mason**

Field trip request #37 was submitted by GISS teacher Tony Mason for the senior boys' and girls' volleyball teams to travel to Hawaii September 29 to October 10, 2016 and was approved by the Board on November 10, 2015. Mr. Mason would like Board approval to defer this athletic/cultural extra-curricular trip to September 28 to October 9, 2017 to "allow for more fundraising opportunities, extra savings from early bookings, and another year for the players to mature and develop their skills".

It was moved and seconded that the Board of Education approves the deferral of athletic/cultural extra-curricular field trip #37 from September 29 to October 10, 2016 to September 28 to October 9, 2017.

CARRIED 68/16

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

**(a) Monthly Expenditure Report**

The monthly expenditure report, as at May 31, 2016, indicates that with 0.9167 of the year completed, 0.9016 of the budget has been expended. We are 1.51% below budget at this time. Mr. Scotvold stated the district is in good shape for this time of year. There will be a projected \$100,000 deficit at the end of the 2015/2016 school year.

**(b) Ministry Funding Update**

Ms. Rodgers informed Board members that the district has recently received information regarding \$99,976 in redirected administrative savings for the 2016/2017 school year. There are no restrictions on the money and no changes have to be made to the Annual Budget Bylaw. As a result, the Ministry is relieving the district of a second year of administrative cuts. In 2015/2016 the administrative cuts amounted to \$117,000.

**(c) Annual Budget Bylaw for 2016/2017**

The Board approved the first reading of the Annual Budget Bylaw for 2016/2017 at the May 11, 2016 Board meeting, following which the draft budget was posted on the district website.

It was moved and seconded that the Annual Budget Bylaw for 2016/2017 in the amount of \$23,685,755 be read a second time and approved.

CARRIED 69/16

It was moved and seconded that the Annual Budget Bylaw for 2016/2017 in the amount of \$23,685,755 be read a third time, passed and adopted.

CARRIED 70/16

**(d) Capital Bylaw – 2015/16 Capital Plan**

Mr. Scotvold presented to Board members for approval, Capital Project Bylaw No. 2015/16-CP-SD64-01. A total of \$653,210 will be received from the Ministry for project developments at GISS and SIMS and for 2 bus replacements.

It was moved and seconded with unanimous approval to read Capital Project Bylaw No. 2015/16-CP-SD64-01 in one sitting.

CARRIED 71/16

It was moved and seconded that Capital Project Bylaw No. 2015/16-CP-SD64-01 be read a first time and approved.

CARRIED 72/16

It was moved and seconded that Capital Project Bylaw No. 2015/16-CP-SD64-01 be read a second time and approved.

CARRIED 73/16

It was moved and seconded that Capital Project Bylaw No. 2015/16-CP-SD64-01 be read a third time, passed and adopted.

CARRIED 74/16

**(e) Capital Bylaw – Annual Facilities Grant**

Mr. Scotvold presented to Board members for approval, Capital Project Bylaw No. 127102 (AFG), which specifies a maximum expenditure of \$392,542.00 in the 2016/2017 school year.

It was moved and seconded with unanimous approval to read Capital Project Bylaw No. 127102 (AFG) in one sitting.

CARRIED 75/16

It was moved and seconded that Capital Project Bylaw No. 127102 be read a first time and approved.

CARRIED 76/16

It was moved and seconded that Capital Project Bylaw No. 127102 be read a second time and approved.

CARRIED 77/16

It was moved and seconded that Capital Project Bylaw No. 127102 be read a third time, passed and adopted.

CARRIED 78/16

**(f) Joint Health and Safety Committee Report**

Trustee Wakefield is the current trustee representative for this committee. He shared with Board members the work of the committee, which includes discussion on topics such as injuries and trending issues, work order summaries, special items from time to time, and emergency planning. Training sessions by outside agencies are offered during the year. Minutes of each meeting are posted on the district website and in staff rooms.

The term for this committee is from September to June. Mr. Wakefield would like to continue working with this committee. Chair McKenzie appointed him as trustee representative for the 2016/2017 school year. Mr. Wakefield will report out to the Board.

**10. COMMITTEE REPORTS**

**(a) Policy Committee**

**(i) Procedure 220, Representation at Board Meetings**

Policy Chair Rob Pingle presented this new procedure to Board members.

It was moved and seconded that the Board of Education accepts Procedure 220, Representation at Board Meetings as presented.

CARRIED 79/16

**(ii) Procedure 590, Pediculosis Management (Lice) (rescind)**

Jenny Redpath of Island Health contacted Trustee Pingle regarding this procedure, which was last updated in 2004 and is no longer relevant for the treatment of lice. Island Health is striving to provide more support for these types of health issues. This issue was discussed at Committee Day, May 25. Trustee Pingle recommends rescinding the procedure.

It was moved and seconded that the Board of Education agrees to rescind Procedure 590, Pediculosis Management (Lice).

CARRIED 80/16

**(iii) Contracting Services to Revise SD64 Bylaws, Policies and Procedures**

Many of the district bylaws, policies and procedures currently in place are out-of-date and it is difficult to keep up with revisions. The committee would like to explore options and costs from experts in education, and bylaw, policy and procedure development and implementation. This issue was discussed at Committee Day, May 25.

It was moved and seconded that the Board of Education agrees to explore the feasibility of contracting services to revise School District No. 64 (Gulf Islands) Bylaws, Policies and Procedures.

CARRIED 81/16

**(b) Programs Committee**

Programs Committee Chair Nancy Macdonald shared the highlights of the May 25, 2016 meeting, which included discussion on:

- BC Ed Plan
  - Annual District Review on May 19
  - Possible inquiry projects for 2016/2017 supported by BC Ed funds
- Programs in SD64
  - Program presentations to begin November 2016
  - Revision of policies
- Report from the Superintendent
  - Drawings by 3 secondary students through their career program at GISS
  - Innovation Partnership report due at the end of May. Filming by Ministry at 3 locations
  - Ready, Set, Learn – story walk in Rotary Park with First Nations theme

**(c) Community Relations Committee**

At the May 11 Board meeting an ad-hoc sub-committee was struck and met on May 24. The minutes from that meeting will be circulated on Committee Day June 22.

**11. OTHER BUSINESS**

**12. QUESTION PERIOD**

**13. NEXT MEETING DATES**

- (a) Committee Day – June 22, 2016 at the School Board Office
- (b) Regular Board Meeting – September 14, 2016 at the School Board Office

**14. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 3:37 p.m.

CARRIED 82/16

Date: September 14, 2016

May McKenzie  
Chairperson

Certified Correct:

Rod Scotvold  
Secretary Treasurer