



**MINUTES OF REGULAR BOARD MEETING, PUBLIC SESSION**  
**Board of Education, School District No. 64 (Gulf Islands)**  
**SCHOOL BOARD OFFICE**  
**September 14, 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
	Deborah Nostdal	GITA President
	Shelly Johnson	GIPVPA Representation
	Sean McIntyre	Driftwood Representative
	Fraser Hope	Guest
<b>Regrets:</b>	Larry Melious	CUPE President

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 09 14, be adopted as amended with the following addition(s)/deletion(s):

- 4 (a) Delegate – Fraser Hope
- 9 (e) (Delete) School Enhancement Project

CARRIED 93/16

**2. APPROVAL OF MINUTES**

It was moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2016 06 08, be approved as presented.

CARRIED 94/16

It was moved and seconded that the minutes of the Special Board Meeting, Public Session held 2016 06 10, be approved as presented.

CARRIED 95/16

It was moved and seconded that the minutes of the Special Board Meeting, Public Session held 2016 06 22, be approved as presented.

CARRIED 96/16

**3. BUSINESS ARISING**

**4. DELEGATIONS**

**(a) Fraser Hope**

Mr. Hope, a Salt Spring Island parent and grandparent, questioned whether or not there has there been a cohort study done related to 4-day week. His concern lies with families and single parents who don't have the resources and time to participate in or access opportunities on or off island or the resources to help with child care. Ms. Halstead indicated that a cohort study was an interesting concept as the

district has gone through an 11-year cohort with the condensed four-day school week. Chair McKenzie said the trustees and administrators are very aware and work with families who face challenges with the four-day week.

**5. TRUSTEE'S SCHOOL REPORTS**

Beginning with the October Board meeting each trustee will share only one highlight of their school. A highlight for GISS this month was regarding a parklet that was designed by three GISS students (Jackson Sweet, Stuart Hambrook and Patrick Little), which placed second out of 30 entries. Judges from the Royal Architectural Institute of Canada awarded the three GISS students a team prize of \$600 plus an additional \$1,000 for their school. The parklet has been permanently installed at Vancouver Island University Cowichan campus.

**6. CORRESPONDENCE**

Chair McKenzie passed this item to Vice Chair Rob Pingle as she has pecuniary interest in this event. A letter was received from Mary Aikins, Co-chair of the Mayne Island Assisted Living Society requesting permission to provide a no host bar at a fund-raising Fashion Show event in the Mayne School gym on November 5, 2016.

It was moved and seconded that the Board of Education approves the sale of alcohol in Mayne Island School on November 5, 2016.

CARRIED 97/16

**7. CHAIRPERSON'S REPORT**

**(a) Welcome Back**

Ms. McKenzie welcomed all Board members back to the first Board meeting of the school year and extended a welcome to all new district staff. She is looking forward to the events that will be held on Framework Day on Friday, September 23.

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

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

- Staffing and enrollment updates
- New initiatives from Ministry
- Update on Coaching Survey results
- Framework Day plans for September 23
- Pro growth plans for Superintendent and PVPs
- Concern from SIMS parent
- GISPA
- Exempt staff compensation processes
- Audit Findings Report briefing
- New announcement re: transportation funding
- Windsor House School
- Water taxi contract
- Annual Capital Plan
- Martin Blakelsey project

**(c) Notice of Motion – Local School Calendar**

Trustee Pingle presented the following Notice of Motion:

It was moved that the Board of Education adopts a Local School Calendar for the 2017/2018 school year that reduces the number of instructional days by approximately 25 to 30 resulting in a four-day school week. The instructional time from these days will be added to the remaining days of instruction.

The resulting savings will allow the district to preserve programs and options for our students. The motion will be tabled at the regular Public Board meeting on March 08, 2017.

Trustee Wakefield stated the Community Relations Committee is working on drafting a change to the consultation process.

The notice of motion will be added to the website along with an online comment form to allow people the opportunity to share their input.

**(d) VISTA**

The Fall 2016 VISTA Conference hosted by School District No. 62 (Sooke) will be held September 30 and October 1. Trustees Shelley Lawson and Anna Herlitz will attend as well as Superintendent Halstead.

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

**(a) Learning in School District No. 64 (Gulf Islands)**

Mr. Livingston shared with Board members the results of the recent survey "Communicating Student Learning and Reporting Student Assessment" that was completed in May by 116 parents, 35 teacher and 400 students, and 115 primary students. From this survey it was determined that, "*Islanders agree: Verbal feedback has Most Positive Effect on Learning*". The report can be found at <http://tinyurl.com/whatpeoplesaid>. Ms. Halstead thanked Mr. Livingston for his leadership and work on this important project.

**(b) Framework For Enhancing Student Learning**

Ms. Halstead shared the BCSSA Summer Academy 2016 presentation by Deputy Minister Dave Byng which focused mostly on the redesigned curriculum, changes to assessment and reporting, and on ensuring support for student learning and success, and student safety.

She also shared the draft agenda for the district's Framework Day to be held on September 23 at GISS. Invitations have been extended to Trustees, Principals and Vice Principals, Senior Administrators, teachers, Itinerant staff members, Educational Assistants, Strong Start facilitators, and members of PAC and DPAC.

The keynote speaker is Maureen Dockendorf, Superintendent of Early Years. Ministry of Education guests include Dean Goodman, Director of Accountability and Kim Lacharite, Modernization Project Director.

**(c) Staffing Update**

Some GITA and CUPE postings have gone out due to leaves of absence and classroom needs. Mr. Livingston stated student needs are significant in classrooms this year and funding is in place for Educational Assistant transition hours. Physiotherapist Judith Bradley retired from the district at the end of June 2016 and Brett Wearne has been hired on contract. Mr. Livingston extended a thank you to Ms. Bradley for her years of service in the district.

Mechanic/Transportation Supervisor, Ken Garner will retire on November 17, 2016. Three applications were received for this position. Interviews were conducted and the successful candidate is John Wood who will begin October 3, 2016.

GITA President Deborah Nostdal commented on a pilot project with ECE facilitators helping to transition students in full-time Kindergarten classes over a four-week period. She stated this is a positive step for teacher support.

**(d) Beddis Road Speed Bumps**

Superintendent Halstead received a letter of complaint regarding the recently installed speed humps on Beddis Road asking if the district would contact the Ministry of Transportation to encourage the removal of the speed bumps. Chair McKenzie stated this issue is begin dealt with by the Ministry of Transportation and any complaints should be directed to them. Mr. Scotvold stated that district bus drivers who use this route have not reported any complaints or concerns about the speed humps.

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

**(a) Summer Work**

Mr. Scotvold summarized a number of projects that took place at district schools over the summer months. He thanked Mr. Graham and his crews for all their work in keeping district buildings and work areas safe and in great shape.

**(b) 2015/2016 Financial Audit Statements**

Manager of Finance, Cindy Rodgers said the audit was completed by KPMG at the end of July and that it went very well. She provided Board members with a summary of the Financial Statements. For the year ended June 30, 2016 the district had an operating deficit of \$209,180.00 which was \$50,000 less than the projected deficit of \$262,569.00. Of the \$111,484.00 from the district's Restricted Operating Surplus, monies were spent on replacement phone systems, upgrading district networks and implementing the district Tech for Learning Plan. Further funds will be spent on classroom technology during 2016/2017. Ms. Rodgers encouraged anyone with questions to contact her any time during her office hours; she would be happy to assist.

It was moved and seconded that the Board of Education accepts the 2015/2016 Audited Financial Statements as at June 30, 2016 as presented.

CARRIED 98/16

**(c) Water Taxi Contract 2016 to 2019**

The water taxi contract was tendered in August. One tender was received and one other person was interested. The tender received contained operating costs for one, two and three years. The district is moving into the 2016/2017 school year with approximately the same rate as last year with slight increases in the second and third years, which averages out to a 4% increase per year over a three-year period.

Gulf Islands Water Taxi, Ltd. submitted the only tender for water transport service. The total cost of water taxi service outlined in their submission is as follows (GST is not included in the prices):

- i. three-year contract (2016/19), route 1 and 2 = \$718,000.00 first year; \$772,000.00 second year (7.5% increase) and \$811,000.000 third year (5% increase),
- ii. one-month contract, route 3 = \$18,000 year for 2016.

Mr. Scotvold made the recommendation to enter into a new three-year contract based on the tender submitted. The benchmark for fuel in August 2016 was \$1.29/litre at the Ganges fuel dock.

It was moved and seconded that the Board of Education accepts the tender proposal for water transport service from 2016 to 2019 as submitted by Gulf Islands Water Taxi Ltd.

CARRIED 99/16

**(d) Annual Capital Plan**

Mr. Scotvold spoke to the School Enhancement Program (SEP) 2016/2017 projects taking place at Gulf Islands Secondary School and Fulford Community Elementary School for a total of \$1,283,500.00 and the Carbon Neutral Capital Program (CNCP) 2016/2017 project at Fernwood Elementary School for \$45,000.000.

It was moved and seconded that the Board of Education approves the Annual Capital Plan for 2016/2017.

CARRIED 100/16

**10. COMMITTEE REPORTS**

**(a) Policy Committee**

At the June 8, 2016 Board meeting a motion was passed regarding the feasibility of contracting services to review district bylaws, policies and procedures. Martin Blakesley has been contracted to conduct the project.

Main motion:

It was moved and seconded that the Board of Education contract the services of Martin Blakesley to revise School District No. 64 (Gulf Islands) Bylaws, Policies and Procedures with a budget of \$10,000.

Following discussion regarding fees, the motion was amended to read:

It was moved and seconded that the Board of Education contract the services of Martin Blakesley to revise School District No. 64 (Gulf Islands) Bylaws, Policies and Procedures with a budget of \$15,000.

CARRIED 101/16

**(b) Programs Committee**

No report at this time.

**(c) Community Relations Committee**

Community Relations Committee Chair John Wakefield shared the highlights of the June 22, 2016 meeting, which included discussion on:

- o discussion regarding website update – looks excellent
- o the role of social media for the district
- o school calendar consultation – 30 day notice with changes on March 2017. Final feedback on Monday, February 17 then a final draft circulated with the final calendar approved in March. Consultation schedule to be approved at next meeting
- o school reports – limited time at Board meetings. Need to condense time – 1 minute per school for reports, highlight one item each time, written summary if not present at meeting
- o revise policy 120, mission statements and goals to be consistent with the strategic plan
- o next meeting October 26, 2016

**11. OTHER BUSINESS**

**12. QUESTION PERIOD**

Driftwood representative, Sean McIntyre asked about Policy 617, LGBTTIQQ Diversity, and whether or not it has been successful. Ms. McKenzie stated the policy was developed in 2006 with the aid of GISS students. She stated once a policy is in place how do you determine how successful it is? It can depend on the policy; with regard to the LGBTTIQQ Diversity policy, Ms. McKenzie feels students in this district are more aware and more comfortable with who they are. The Gulf Islands celebrate diversity.

**13. NEXT MEETING DATES**

- (a) Committee Day – September 28, 2016 at the School Board Office
- (b) Regular Board Meeting – October 12, 2016 at Saturna Elementary School/SEEC

**14. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 3:07 p.m.

CARRIED 102/16

Date: October 12, 2016

May McKenzie  
Chairperson

Certified Correct:

Rod Scotvold  
Secretary Treasurer