



MINUTES OF REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
SCHOOL BOARD OFFICE
2018 06 13 at 1:00 p.m.

Present:	Rob Pingle	Chairperson
	May McKenzie	Vice Chairperson
	Nancy Macdonald	Trustee
	John Wakefield	Trustee
	Anna Herlitz	Trustee
	Lisa Halstead	Superintendent of Schools
	Rod Scotvold	Secretary Treasurer
	Cindy Rodgers	Manager of Finance
	Linda Underwood	Director of Instruction, Human Resources
	Doug Livingston	Director of Instruction, Learning Services
Dawne Fennell	Executive Assistant	
Deborah Nostdal	GITA President	
Larry Melious	CUPE President (arrived at 2:25 p.m.)	
Marc Kitteringham	Driftwood Representative	
Regrets:	Shelley Lawson	Trustee
	Susanne Middleditch	Trustee

The meeting was called to order at 1:02 p.m. by Chair Pingle. He acknowledged that this meeting is taking place on the traditional territory of the Coast Salish people – huy ch q'u. Chair Pingle acknowledged Ms. Fennell's retirement effective June 30 and thanked her for 18 years of service to the Board and Senior Administration. Chair Pingle noted that the district was pleased to have the Honourable Janet Austin, OBC Lieutenant Governor of British Columbia visit SIMS and Fernwood Elementary School on Tuesday, June 12 and Pender Islands School on Wednesday, June 13.

1. ADOPTION OF AGENDA

It was moved and seconded that the agenda for the Regular Board Meeting, Public Session held 2018 06 13, be adopted as amended with the following additions:

- 8 (b) Enrollment Audit Update
- 9 (e) Field Trip Request #194
- 9 (f) New Email Accounts
- 10 (c) Trustee Remuneration

CARRIED 64/18

2. APPROVAL OF MINUTES

It was moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2018 05 09, be approved as presented.

CARRIED 65/18

3. IN-CAMERA SUMMARIES

It was moved and seconded that the Board of Education adopts the In-Camera Summary of 2018 05 09 as presented.

CARRIED 66/18

It was moved and seconded that the Board of Education adopts the In-Camera Summary of 2018 05 23 as presented.

CARRIED 67/18

It was moved and seconded that the Board of Education adopts the In-Camera Summary of 2018 05 29 as presented.

CARRIED 68/18



4. **BUSINESS ARISING**

5. **DELEGATIONS**

6. **TRUSTEES' SCHOOL REPORTS**

Focusing on Strategic Plan Objective 3.2 – Action 3 – Publicly celebrate and promote contributions and achievements of our students, staff, schools and community partners.

Tabled due to the busyness of principals and not all reports have been received.

Fernwood Elementary School

At Fernwood Elementary, we maintain a school website and Facebook page where we regularly celebrate the accomplishments of our staff, students, and school. Our mailing list is over 300 people and our Facebook page is followed by 242 people. Each week, we hold whole school meetings run by students, that highlight the many things students and teachers are doing in each of their classes and also whole school events such as our annual water walk and Fun Fair. We often have parents and community members join us at whole school meetings. Public celebrations include presentations at 2 yearly concerts, and end of the year assembly. We maintain a good relationship with district partners such as The Driftwood, the Salt Spring Exchange, and John Cameron (district website), and so our school is highlighted on these various platforms throughout the year.

Fulford Community Elementary School

Fulford School's West Coast Wildlife Mural celebration on June 4 was an example of a public celebration of the achievements of our students and community members working together. The mural project was initiated and planned by local artist, Johanna Hoskins and involved two other local artists, Quentin Harris and Karen Reiss. What is special about this mural is that it represents several of Fulford School's identified Value Guidelines, including connecting with nature, embracing First Nations culture, fostering creativity in our students and involving community members. Our celebration on June 4th included all of the students, and several parents and community members. During the celebration the Harris family performed First Nations welcoming song and another staff member and a parent from our school performed another First Nations drumming song. The West Coast Wildlife Mural, with its beautiful sun in the middle, will be a welcoming sign for visitors to Fulford School for many years to come.

Galiano Community School

At Galiano Community School, we honour an open door policy; families and community members are encouraged and welcomed to participate in our classrooms and to grace our halls. Some other ways we publicly celebrate the achievements in our school are by: newsletter, website, sharing at Whole School Meetings and publications of student work in the Active Page, the local Galiano magazine. After our Exploratory sessions, we celebrate by having our last one a showcase of learning and of gratitude for community volunteers. This year the gym was decorated and we welcomed about 30 visitors who came to see students share: stilt walking, birding knowledge, a puppet show, how to make potions, the video games they coded, first aid knowledge and the cookies they made. Students and mentors walked away feeling proud and appreciated.

Gulf Islands Secondary School

- Awards Day now happens twice a year to recognize the academic achievements of our students in each semester. Parents are invited to these assemblies
- Athletics Banquet that honors our student athletes and volunteer community coaches
- Apprenticeship Recognition Celebration paying tribute to our students in the trades and their community mentors



- And of course GRAD – bringing students, staff, parents and community together
- This year we are celebrating over \$100,000 in local scholarships for our graduates

Mayne Elementary/Jr. Secondary School

Many contributions and achievements are achieved throughout the school year both big and small. In the busyness of the work, we can sidestep the important, even critical, benefits of celebrating and promoting. Motivation, networking and pure physiology outline key reasons for celebrations. When you celebrate, endorphins are released inside your body and you feel incredible. This feeling reinforces your success and thus creates further motivation to strive for more. Including others in those celebrations, privately or publicly, creates a bond in networking and further accomplishments together.

Though there are many other samples during the year, the ‘big’ example at Mayne Island School in both celebrating and promoting is our ‘Learning Celebration’ on the last day of school. The entire community is invited to witness and join in on the many accomplishments throughout the school year by individuals, partners, groups, and the entire MIS community. In this we honour the side by side learning and teachings of students, staff, parents, and partners, and highlight the ‘big ideas’ or key integrated learning themes from the year. It is also a time to present the MIS community awards and send off our grade 8 students to high school with a completion ceremony. The culmination includes a shared slide show to visually enjoy the memories and enjoy tea and treats with a visit with all present.

Pender Islands Elem./Sec. School

Pender School celebrates the beginning of each school year with a welcome reception hosted by PAC volunteers serving freshly baked goods and hot drinks for students and parents, followed by an assembly including families. In the fall the school hosts a traditional pit cook guided by our Tsawout friends and elders from Saanich. Throughout the year many whole-school gatherings are held where a hot lunch is provided to all students and staff by the PAC. At Remembrance Day the entire school meets with Legion members, veterans and community members for a candle-placing ceremony at the cemetery, followed by a gathering at the Legion. Our Winter break celebration features student performances by all classes. Every spring Pender School hosts the Outer Islands Track Meet including students from other islands. At the close of the school year the school community gathers to celebrate our year together and to recognize the innumerable contributions and achievements of our students, staff, volunteers and community partners.

Phoenix Elementary School

Phoenix Elementary staff like to say that every day is a celebration of learning. That's how they role, it's their 'raison d'etre'.

Specific events include:

- Fall and Spring Student Led Conferences
- Winter Celebration
- Yoga with Amy Haysom
- Janet made Balm of Gillead with the cottonwood buds
- Student cooking for the breakfast program
- Cultural Centres and Explorations involving the greater community
- Hillary our student teacher took the class to Bees and Teas where they got to share their bee learning and have so many treats
- Appreciation circles in the forest
- Sharing written legends
- Seeing students learn to skate
- Development of architectural floor plans
- Volunteer Tea and student performances
- Learning Partners Drummond Park Day



- Ab Ed Day and Q's visits where students were involved in cooking, shelter building, fire circles, carving, games and making healing salves
- Reading tutors
- The \$800.00 Times Colonist Raise a Reader grant (that tripled our budget!)

...and the list goes on and on.

Saltspring Island Middle School

Our original vision when planning the Tsunami Circus Program at SIMS was to offer an accessible, flexible program to as many students as was safely possible whereby students learn a variety of circus skills. These would form the foundation for developing such qualities as resiliency and would promote the values of health, teamwork, and self-expression. As well, the students would experience other associated life skills that promote healthy, productive lifestyles. It would also aid in addressing the basic human need of our young people for belonging, autonomy, creative expression, fun, support and recognition.

Over the last 3 years, our program has grown, evolved and has positively and profoundly affected the lives of many of our students. For the school population in general, the program is a tangible lesson on the merits of perseverance, commitment and hard work. For many of the students who have been, and currently are in the program, it has been a transformative experience on many levels. As teachers, it warms our hearts to see the socially awkward girl who is gracefully and confidently performing on the trapeze; or the students who had worked to avoid PE classes, put their energies into being able to climb to the top of the silks. Most heart-warming is the sight of the formerly alienated and troubled students who have become engaged in, and are confident members, of the school community.

It takes a committed person with a vision like our counsellor and circus teacher, Tiff Wightman to affect these profound transformations.

Salt Spring Elementary School

We have two musical concerts each year where every student has the chance to show case their amazing growth and learning in music.

Gardening has been a big part of our school this year. Every class has been involved, as well as many parents and community groups. To celebrate this our garden committee is hosting Harvest lunch on June 13th. At this lunch, greens, edible flowers, garlic, and herbs will be harvested from the gardens. Several classes will harvest greens at the GISS greenhouse as well. A parent will be making biscuits with kids. A stone soup will also be made and served to our guests. The lunch will be served in the "Summer Kitchen" (aka Outdoor Classroom) on the tool bench counter-tops. People will sit on the grass banks and invitees can also sit at tables under the oak tree.

Saturna Elementary School/SEEC

Saturna School and SEEC celebrate and present the achievements of the students in various ways. On a regular basis the teachers take photographs of students at activities and share these with the parents. Often the teacher's set of images are combined into slide show presentations to highlight the opportunities and learning experiences the students have undertaken. Items of note are often posted around the classroom so visitors can observe how the children are expressing themselves and their learning.

This year professional videos were produced and published by others who are excited by the quality of educational opportunity at Saturna SEEC. These included the Canada's 150 celebration and C3 Polar Prince crew, and a video production by Gabriel Swift, filmmaker.



Throughout the year all students have opportunities to perform during the Remembrance Day service, the Christmas Concert and have celebrations of learning from time to time at school. Literacy is highlighted in a book giving event from Women's Club to all the Saturna students at the end of the year.

Windsor House School

Windsor House enjoys celebrating students with community partners. We recently held our salmon release of the fry our students hatched earlier this Spring. Elder, Rebecca Dunn, joined us and told a story about the salmon and their importance, with drumming and singing. We rented Britannia Community Centres Hall right before the Mother's Day weekend and held our annual Maker Faire where students sold their hand crafted wares to family, friends and the public. This month Windsor House Anti-Racism Initiative is holding their first dance at the Ukrainian Hall. The whole community is invited to come and out, and dance to celebrate the close of another school year.

7. CORRESPONDENCE

(a) Letters from Salt Spring Foundation

Ms. Halstead received five letters from Salt Spring Island Foundation indicating that the district is the recipient of several grants. These grants include:

- \$20,000 for the Youth Entrepreneur and Mentorship Program submitted by Maggie Allison at GISS
- \$9,000 for the Healthy and Connected School Gardens submitted by Robin Jenkinson and Shelly Johnson at SSE
- \$6,800 for the Phoenix Elementary School Playground Renovation submitted by Boe Beardsmore
- \$17,205 for GISS Athletic Equipment submitted by the GISS Athletics PAC
- \$4,000 for the SSIRC/GISS Rowing Team for the Canadian Secondary School Rowing Championships submitted by Stacy Mitchell

Ms. Halstead extended a thank you to the Foundation for their generous support of students and school programs in our communities.

8. CHAIRPERSON'S REPORT

Chair Pingle asked to table his reports until after the Policy Committee report with regard to the third and final reading of the Bylaw to Repeal and Replace SD64 Bylaws.

(a) Board Organization and Committees

The new committees and membership numbers will be as follows:

- Education Committee (formerly Programs) – consisted of 4 trustees, will be reduced to 3
- Human Resources Committee (formerly Personnel) – consisted of 4 trustees, will be reduced to 3
- Finance, Audit and Facilities Committee (formerly Operations) – will remain at 4 trustees
- Policy Committee (no title change) – consisted of 3 trustees, will be increased to 4

There will no longer be a Community Relations Committee. Chair Pingle and Superintendent Halstead are ex-officio members on all committees.

(b) Enrollment Audit Update

A letter received from Minister of Education Rob Fleming on May 31 responding to Chair Pingle's letter of May 17, 2018 regarding the meeting on April 24 and the district's concerns specifically about the January 2017 K-12 Enrollment Compliance Audit and the district's six-year completion rates. The Minister stated that he has "reviewed the materials from both audits" (January 2017 and February 2018) and included his findings in this letter. Following discussion of possible next steps, it was decided to put this behind us,



move forward and concentrate on providing quality education and support for all our students. Chair Pingle will follow up with BCSTA to see what their next steps may be.

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

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

Ms. Halstead shared her presentation on *Improving Life Chances for Students in the Gulf Islands*.

Highlights included:

- Our purpose for students success
- A System Performance Dashboard developed by the Ministry for each school district
- Importance of quality data which increases the integrity of the data and what it represents
- Renewed province-wide focus on data evidence and the advantages to the district
- Different assessments and advantages for students and teachers, i.e., assessment for learning, as learning and of learning
- "Snapshot Tool" and advantages for students and teachers
- An overview of the multiple assessment tools currently used in the district

(b) **Staffing Update**

(i) **Senior Administration
Manager of Finance**

Cindy Rodgers shared with Board members her decision to retire March 31, 2019. Her last day of work will be February 28, 2019. She has been with the district for 6 years.

Secretary Treasurer

Rod Scotvold shared with Board members his decision to retire June 30, 2019. His last day of work will be March 31, 2019. He has been with the district for 27 years.

Chair Pingle and Superintendent Halstead extended heart-felt thank yous to Mr. Scotvold and Ms. Rodgers for all their years of hard work and expertise regarding all financial processes throughout the school years and for the early notice and thought given to the transition. All Board members extended congratulations and wished them well.

(ii) On June 4, Ms. Halstead sent a notice to all educational staff members regarding the following administrative positions effective August 1, 2018:

- D'Arcy Deacon – Principal of Mayne and Galiano Schools. Mr. Deacon comes from SD85 (Vancouver Island North) where he is currently Principal of Eagle View Elementary School
- Brenda Lepine – Vice Principal of Galiano Community School
- Amy Dearden – Vice Principal of Mayne Island Elementary/Jr. Secondary School
- Martin Anevich – Vice Principal of Saturna Elementary School/SEEC

Ms. Lepine, Ms. Dearden and Mr. Anevich reside on their respective islands and are well respected members of their communities.

(iii) **GITA**

Seventeen positions (both temporary and continuing) were posted in the first round. Most positions were 1.0 FTEs. After the successful candidates are in place, the second round of postings will go out. The goal is to have postings out and filled before the end of June. The district does not post positions in the summer.



(iv) **CUPE**

Bus Driver Selection was held on Wednesday, June 6. All bus drivers chose their current routes.

Educational Assistant Selection was held on Thursday, June 7. Twenty-one positions were chosen out of a total of 26 available positions. Five continuing positions were posted on June 12.

(c) **School Fees for 2018/2019**

Ms. Halstead explained the fee schedule for the district elementary schools, Saltspring Island Middle School and Gulf Islands Secondary School for the 2018/2019 school year, There is a decrease in fees at SIMS from an optional fee for lock use and planner, and activity fee of \$40 to an optional fee of \$25. A fee structure has been submitted by Saturna School/SEEC principal Bruce Inglis for an optional student activity fee of \$50, a student athletic REC fee of \$15 and an Outdoor Marine Kayak Club fee of \$10. These fees are for SEEC students only. Ms. Halstead recommends approval of fees.

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. Ms. Halstead recommends approval in accordance with Policy 890.

It was moved and seconded that the Board of Education approves the School Fees schedule for the 2018/2019 school year as presented.

CARRIED 69/18

(d) **BAA Courses for Approval**

The new curriculum is in place for Grade 10 students. All BAA courses are required to be updated by the end of the school year. Ms. Halstead recommends approval of the following BAA courses submitted:

- ELL Introductory (10)
- ELL Intermediate (10)
- Fitness and Strength Training (10-12)
- Leadership (10)
- Learning Strategies (10/11)
- Social Responsibility (10)
- Team Sports (10) – Basketball, Soccer, Volleyball
- Yearbook (10)
- Advanced Performing Arts – Music (10-12)
- Advanced Performing Arts – Theatre (10-12)
- Advanced Performing Arts – Dance (10-12)

It was moved and seconded that the Board of Education approves the BAA courses as presented.

CARRIED 70/18

(e) **Field Trip #194**

An extracurricular and cultural tour field trip request submitted by GISS teacher David Collombin to take 15-25 Grades 9-12 students to Belize March 15 to 25, 2019 to participate in cultural tour activities relating to outdoor education and science. This trip is with Evolve Tours (Toronto) and their trip leader. Board approval is required so they can begin fundraising. Ms. Halstead recommends approval.

It was moved and seconded that the Board of Education approves field trip #194 for GISS staff to take 15-25 Grades 9-12 students to Belize March 15 to 25, 2019 to participate in cultural tour activities relating to outdoor education and science.

CARRIED 71/18



(f) Staff New Email Accounts

Mr. Livingston shared with Board members that all district staff will be provided a new email account with a domain at sd64.org before June 30, 2018. All “exchanges between school district staff as well as the storage or sharing of documents containing student performance or other information about students will be stored and shared in Microsoft’s *Office 365 Suite* or other compliant platform. *Google* mail, drive and documents will no longer be an acceptable storage or sharing tool.” This change is to assure that district systems are more secure and in better compliance with the BC provincial privacy laws. All correspondence and files will now be kept within Canada (Ottawa) rather than in the USA and having to be governed by *Patriot Act* legislation. Fernwood Elementary has been used as a pilot school and Mr. Livingston extended a thank you to Andrew McPhee for all his assistance. Pro D and training will be offered. Microsoft will pay for the training.

10. CORPORATE FINANCIAL OFFICER’S REPORT

(a) Monthly Expenditure Report

The monthly expenditure report, as at June 13, 2018, indicates that with 0.9166 of the year completed, 0.9145 of the budget has been expended. We are 0.21% below budget at this time. Mr. Scotvold stated there could be a projected deficit at the end of the 2017/2018 school year in the range of \$250,000 with a \$145,000 carried forward surplus. The projected deficit of \$100,000 to \$150,000 will require approval from the Minister of Education. Mr. Scotvold will contact the Minister regarding the requirements in order to have the process completed by July.

(b) 2019/2020 Five Year Capital Plan

Mr. Scotvold presented the *2019/2020 Five Year Capital Plan Summary* for the following upgrades listed in order of priority:

- (i) Fernwood Elementary – mechanical upgrades to replace electric baseboard heating system = \$722,925 (2019/20)
- (ii) Fernwood Elementary – new playground = \$110,000 (2019/20)
- (iii) Salt Spring Elementary – mechanical upgrades – heat pump and propane boiler replacement = \$605,625 (2020/21)
- (iv) Pender Islands School – mechanical upgrades – gym furnace and ventilation and DDC upgrades = \$239,062 (2020/21)
- (v) Pender Islands School – electrical upgrades – fire sprinkler = \$120,000 (2020/21)
- (vi) Fulford Elementary – mechanical upgrades – fire sprinkler = \$102,000 (2020/21)
- (vii) Mayne School – mechanical upgrades – fire sprinkler = \$376,125 (2020/21)
- (viii) Mayne Island School – mechanical upgrades – shop dust collector upgrade - \$312,375 (2021/22)
- (ix) Galiano School – mechanical upgrades – fire sprinkler = \$401,625 (2021/22)
- (x) GISS – roof replacement (phase 2) = \$273,000 (2022/23)
- (xi) GISS – roof replacement (phase 3) = \$273,000 (2023/24)

It was moved and seconded that the Board of Education approves the *2019/2020 Five Year Capital Plan* submission as presented.

CARRIED 72/18

(c) Trustee Remuneration

Ms. Rodgers shared that currently 2/3 of trustee remuneration is taxed and 1/3 is not. Due to changes in Revenue Canada’s tax structure, effective January 1, 2019 the full remuneration will be taxed. In order to offset the annual loss in salary and increase in the cost of living, Ms. Rodgers suggested the trustee remuneration be increased by \$550 per year.

It was moved and seconded that the Board of Education approves that trustee remunerations be increased by \$550 per year effective January 1, 2019 to address the Revenue Canada changes to the tax structure.

CARRIED 73/18



Currently, and for the past several years, \$10 per year has been deducted from the trustees' remuneration for the Hospitality Fund. Due to increased costs for events, Ms. Rodgers suggests that it be increased to \$15.

It was moved and seconded that the Board of Education approves that trustee contributions to the Hospitality Fund be increased by \$5.00 per year effective January 1, 2019.

CARRIED 74/18

11. **COMMITTEE REPORTS**

(a) **Policy Committee**

(i) **Bylaw to Repeal and Replace SD64 Bylaws**

Chair of the Policy Committee John Wakefield spoke to the meeting held on May 23, 2018. Topics included:

- Discussion of feedback received regarding bylaws, policies and procedures and proposed changes
- Discussion of procedures 530 (525), and 700 (400, 410, 410-1) and the challenge of enforcement of procedure 700 (water taxi ridership)
- Discussion of policy 520 (Learning Services), draft bylaw #1 (election procedures) and #2 (procedural) and procedure 110 (meeting procedures), timing and process of adding final drafts to the website, Auditor General report at SD61 (information only), procedure 412 (student travel), policy 3800 (animals in the classroom), and restorative justice

The Bylaw to Repeal and Replace SD64 Bylaws was read a first time and approved at the March 14, 2018 Board meeting. It was read a second time and approved at the April 11, 2018 Board meeting. Mr. Wakefield read the bylaw for the third time.

It was moved and seconded that the bylaw to repeal and replace SD64 bylaws be read a third time, passed and adopted.

CARRIED 75/18

It was moved and seconded that the SD64 Board of Education repeals all policies and procedures, and replaces them with new and revised governance and administrative policies and procedures.

CARRIED 76/18

The date for the next Policy Committee meeting is to be confirmed.

Chair Pingle thanked Trustee Wakefield for his extensive work over the past several months updating all bylaws, policies and procedures.

(b) **Programs Committee**

Chair of the Programs Committee Nancy Macdonald spoke to the meeting held May 23, 2018. Highlights included discussion regarding:

- SEEC presentation by Bruce Inglis and Martin Anevich
- GISS Peer Counsellors program presentation by Sarah Hook-Nilsson, Christa Campsall and GISS student Bonnie Reynolds
- SWOVA programs

The next meeting will be held in September 2018.

(c) **Community Relations Committee**

Chair of the Community Relations Committee Anna Herlitz spoke to the meeting held May 23, 2018. Highlights included discussion regarding:



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- Operational Plan Objective 3.2, Action 1: Develop a communications plan and ensuring consistent and effective messaging and working towards aligning board communications with the annual board calendar
- Objective 3.2, Action 2: Develop and publish a Board annual calendar and comprehensive fast facts/FAQ section for the website. Chair Herlitz has contacted school administration teams to begin compiling information

The next meeting date is to be determined.

Superintendent Halstead thanked Trustee Herlitz for chairing this committee and for overseeing all the work accomplished during the 2017/18 school year.

12. OTHER BUSINESS

13. QUESTION PERIOD

14. NEXT MEETING DATES

- (a) Committee Day – June 27, 2018 at the School Board Office is scheduled; however, the Board will meet only if there are emergent issues.
- (b) Regular Board Meeting – September 12, 2018 at the School Board Office

15. ADJOURNMENT

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

CARRIED 77/18

Date: September 12, 2018

Rob Pingle
Chairperson

Certified Correct:

Rod Scotvold
Secretary Treasurer