



Summary
Committee of the Whole – SD 64 (Gulf Islands)

In attendance

Committee: Rob Pingle (board chair), May McKenzie (vice-chair), Anna Herlitz (trustee), Nancy Macdonald (trustee), Susanne Middleditch (trustee), John Wakefield (trustee),
Via teleconference – Shelley Lawson (trustee)

Staff: Lisa Halstead (superintendent), Doug Livingston (director of instruction, learning services),
Cindy Rodgers (manager of finance), Rod Scotvold (secretary treasurer), Linda Underwood
(director of instruction, human resources)

Note Taker: Lori Deacon (executive assistant)

Called to order 9:05 a.m.

1. Financial health working group

BCSTA has offered to assist Boards with financial health and governance training, planning and reporting.

Action: This item will be brought to the next board meeting.

2. Phoenix Elementary property

Vagrancy issue on the Phoenix School property. The District will continue to work with RCMP and plant services to ensure the area is safe for students.

3. Fernwood playing field

CRD SSI Parks and Recreation are exploring the idea of two baseball fields at Fernwood School again. Will be working with staff to update the previously approved joint usage agreement and seeking the Board's support in the coming months.

4. Electric school bus proposal

Salt Spring Community Energy Society will be presenting a letter at the October Board meeting outlining its efforts to secure funding for an electric school bus.

Adjourn: 9:55 a.m.



Summary Human Resources Committee – SD 64 (Gulf Islands)

In attendance

Committee: *May McKenzie (chair) Nancy Macdonald, Via teleconference – Shelley Lawson; Rob Pingle (board chair, ex-officio), Lisa Halstead (superintendent, ex-officio),*

Trustees: *Susanne Middleditch, Anna Herlitz,*

Staff: *Doug Livingston (director of instruction, learning services), Cindy Rodgers (manager of finance), Rod Scovold (secretary treasurer), Linda Underwood (director of instruction, human resources)*

Note Taker: *Lori Deacon (executive assistant)*

Regrets: *John Wakefield (trustee)*

Called to order 10:00 a.m.

1. **Transportation Maintenance Staff**

Rod Scovold reported that transportation supervisor John Wood is resigning.

Action: Staff will contact BCPSEA regarding possible market allowance for the position.

2. **Teacher Bargaining 2019 Employer Consultation Summary Report**

Linda Underwood led the board through the BCPSEA employer consultation survey/questionnaire.

Action: Ms. Underwood will forward the completed questionnaire to the trustees prior to sending the completed response to BCPSEA.

Adjourn: 11:30 a.m.



Summary Education Committee – SD 64 (Gulf Islands)

In attendance

Committee: Nancy Macdonald (*chair*), Anna Herlitz, Rob Pingle (*board chair, ex-officio*), Lisa Halstead (*superintendent, ex-officio*),

Trustees: Susanne Middleditch, May McKenzie

Staff: Doug Livingston (*director of instruction, learning services*), Cindy Rodgers (*manager of finance*), Rod Scotvold (*secretary treasurer*), Linda Underwood (*director of instruction, human resources*)

Note Taker: Lori Deacon (*executive assistant*)

Guests: Jason Donaldson (*teacher/GISPA coordinator*), Amelia McCluskey (*student*)

Regrets: Shelley Lawson; John Wakefield

Called to order 11:30 a.m.

1. GISPA Presentation

Jason Donaldson and Amelia McCluskey presented on the Gulf Islands School of Performing Arts (GISPA).

Mr. Donaldson explained that GISPA was developed in the early 2000s in response to community interest founded in the arts. The program places a large emphasis on student creation and presentation and strives to cultivate valuable and authentic education experiences through discovery, creation, practice and exploration.

Ms. McCluskey reflected on her own theatre experiences and how the work she is enjoying with GISPA has become more about her education in life, and not just in class. The program has provided her many opportunities for learning as much of the production work is student-led.

2. School Plans

School plans will be revised and presented at the December board meeting.

3. Framework for Enhancing Student Learning

Ministry may choose to move away from the current Framework for Enhancing Student Learning model of reporting back to a more prescriptive method.

4. Integrate Sustainability & Involve Community

Nancy Macdonald spoke on the value of supporting district programs, such as STEM programming.

Discussion around financing and maintaining educationally sound programming with equitable access for students.

Adjourn: 12:35



Summary Policy Committee – SD 64 (Gulf Islands)

In attendance

Committee: John Wakefield (*chair*), Anna Herlitz, May McKenzie, Rob Pingle (*board chair, ex-officio*), Lisa Halstead (*superintendent, ex-officio*),

Trustees: Susanne Middleditch, Nancy Macdonald

Staff: Doug Livingston (*director of instruction, learning services*), Cindy Rodgers (*manager of finance*), Rod Scotvold (*secretary treasurer*), Linda Underwood (*director of instruction, human resources*)

Note Taker: Lori Deacon (*executive assistant*)

Regrets: Shelley Lawson;

Called to order 1:30 p.m.

1. Adoption of Agenda

- Additions 5(a) Equity policies and procedures for hiring
Agenda was adopted by consensus.

2. Adoption of May 23, 2018 minutes

The minutes were adopted by consensus as circulated.

3. Business Arising

a. Bylaw, Policy and Procedure Updates

Work is completed on the policies/procedures overhaul approved at the June meeting. Some errors have been found.

Action: Housekeeping amendments will be posted to the website as soon as possible.

All policies and procedures posted on the website are word searchable.

b. Auditor General Report - Audit of Expenses at SD 61 (p.4)

This item was discussed at the Public Accounts Committee on July 19.

Auditor General identified corporate cards as a risk to the district. No concerns have been raised in this district do date.

Action: Staff will monitor the situation and if an issue arises, will bring it to the appropriate committee.

4. New Business

a. Policy and Procedure - 402 Physical Restraint and Seclusion (PDF's)

Policy 402 was developed with direction from the Ministry. Noted that required language regarding follow-up procedures was missing.



Recommendation to incorporate language from the Ministry guidelines document, as well as correct a grammar error.

Action: Moved by consensus to wave the notice of motion and ask the Board to adopt amended procedure 402 at the October board meeting.

b. *Policy and Procedure - 133 Addressing Concerns (PDF's)*

Discussion to amend step four of the policy. Suggested change: "arrange a meeting with yourself and the Superintendent or designate if step three does not sufficiently address your concerns."

The policy does not adequately address issues regarding employee conduct. Further discussion is needed.

Moved by consensus to waive the notice of motion and present amendment to step four to the next board meeting for consideration.

Action: Staff will bring forward recommendations for amendments to policy 133 to a future policy committee meeting.

c. *Policy and Procedure - 3150 Severe Allergies/Anaphylaxis (p.5)*

Discussion regarding scents in schools, and if policy 3150 addresses the issue sufficiently. It was noted that there is increasing social awareness around the issue.

5. Other Business

a. *Equity policies and procedures for hiring*

Request was received for the Board to update its equity policy, specifically around district hiring practices. Lisa Halstead had already responded to the request.

Action: Trustee Middleditch to follow up with an email directing the complainant to current Board policy and procedures supporting diversity and equity.

6. **Next Meeting** – October 24, 2018

7. **Adjournment at 2:50 p.m.**