



MINUTES OF REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
PENDER ISLANDS ELEMENTARY SECONDARY SCHOOL
2019 03 13

Present:	Rob Pingle	Chairperson
	Shelley Lawson	Vice Chairperson
	Tisha Boulter	Trustee
	Stefanie Denz	Trustee
	Janelle Lawson	Trustee
	Greg Lucas	Trustee
	Chaya Katrensky	Trustee
	Scott Benwell	Superintendent of Schools
	Rod Scotvold	Outgoing Secretary Treasurer
	Cindy Rodgers	Manager of Finance
	Linda Underwood	Acting Assistant Superintendent
	Doug Livingston	Director of Instruction, Learning Services
	Jesse Guy	Incoming Secretary Treasurer
	Lori Deacon	Executive Assistant
	Larry Melious	CUPE President
	Dan Sparanese	Pender School Principal
	Mark Kitteringham	Driftwood Representative
	Sarah Rae	DPAC Representative
	David Nickloli	BC Gambling Program
	Ian Elliott	Pender Island Fire Department
	Anna Herlitz	Pender Island Fire Department
Regrets:	Deb Nostdal	GITA President

The meeting was called to order at 1:12 p.m. by Chair Pingle. Trustee Lucas acknowledged that this meeting is taking place on the traditional territory of the Coast Salish people – huy ch q'u.

1. **ADOPTION OF AGENDA**

Additions to the agenda:
8 (d) Windsor House

Moved and seconded that the agenda for the Regular Board Meeting, Public Session held 2019 03 13 be adopted as amended.

CARRIED 27/19

2. **APPROVAL OF MINUTES**

Moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2018 02 27 be approved as presented.

CARRIED 28/19

4. **BUSINESS ARISING**

5. **CORRESPONDENCE**



6. **DELEGATIONS**

(a) **B.C. Responsible and Problem Gambling Program – David Nickoli**

David Nickoli presented on the associated risks of gambling affecting youth of an increasingly younger age. He encouraged the Board to engage the BC Responsible and Problem Gambling program to support awareness and resilience for students. The program provides resources for staff, parent and other partner groups as well as K to 12 curriculum in the areas of health and wellness and risk behaviours.

(b) **Southern Gulf Islands Fire and Rescue Cadet Camp – Ian Elliott and Anna Herlitz**

Ian Elliott and Anna Herlitz presented on the Fire and Rescue Cadet Camp offered to Gulf Islands students, ages 15 to 18. The program runs every other year and has been extremely successful and well-received. The week of intense training provides hands-on learning, in a controlled and safe environment, for students who may be interested in a career in emergency services.

The Board was presented with a certificate of recognition for its on-going support. Trustees were invited to attend the final day of this year's camp on March 23rd.

(c) **Pender Islands Elementary Secondary School Learning Celebration**

Principal Dan Sparanese presented on the Pender Islands Elementary Secondary School Plan. He highlighted the work being done to address foundational skills and concerns around student writing. He invited the Board to visit the science fair happening in the building to witness school learning in action.

7. **CHAIRPERSON'S REPORT**

(a) **2019-2020 Draft Calendar – Feedback and Amendments**

The Board considered feedback regarding the draft calendar. An amendment was made to correctly identify Family day on February 17, 2020, and to change the February ProD day to the 28th.

Moved and seconded that the Board adopts a Local School Calendar for the 2019/2020 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.

CARRIED 29/19

The calendar will be submitted to the Ministry prior to the March 31, 2019 deadline.

(b) **Request to Serve Alcohol – Salt Spring United Football Club**

Moved and seconded that, in accordance with Policy 3100 Controlled and Intoxicating Substances, the Board approves the Salt Spring United Football Club request to serve alcohol at its annual Challenge Cup Soccer Tournament May 18 and 19, 2019 at Gulf Islands Secondary School.

CARRIED 30/19

(c) **Request to Serve Alcohol – Mayne Island Assisted Living Society/Tree Frog Gallery**

Moved and seconded that, in accordance with Policy 3100 Controlled and Intoxicating Substances, the Board approves the Mayne Island Assisted Living Society and Tree Frog Gallery request to serve alcohol at its fashion show fundraiser November 2, 2019 at Mayne Island Elementary Jr. Secondary School.

CARRIED 31/19



(d) **Trustee Activities**

Board Pingle reported on the recent activities of trustees, including attendance at Provincial Council meetings, BCSTA AGM, Vancouver Island School Trustees Association Chapter meeting, and BCSTA Leadership sessions.

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

(a) **Staffing and Enrolment**

Assistant Superintendent Linda Underwood reported that schools have provided enrolment projections for next year and that the staffing process is underway. District enrolment remains stable.

(b) **GISS Field Trip – Canadian Improve Games, Ottawa**

Superintendent Scott Benwell expressed his support for the planned field trip for GISS students to attend this year's Canadian Improve Games. He stated that the application is complete and well-organized.

Moved and seconded that the Board approves the Gulf Islands Secondary School field trip to Ottawa, Ontario, with six students grades eleven and twelve, on March 28 to April 5, 2019.

CARRIED 32/19

(c) **GISS Cultural Field Trip – Italy and Greece**

Superintendent Scott Benwell expressed his support for the GISS cultural field trip to Italy and Greece planned for Spring Break 2020.

Moved and seconded that the Board approves the cultural field trip to Italy and Greece, with eighteen Gulf Islands Secondary School students, grades nine to twelve, planned for March 12 to 29, 2020.

CARRIED 33/19

(c) **Windsor House**

Dr. Benwell recommended that, due to the financial challenges of supporting and supervising Windsor House in the Metro Vancouver area, the Board gives Notice of Motion to close the school at the end of the 2018/2019 school year.

Concurrently, Dr. Benwell stated that he was in receipt of Meghan Carrico's letter of resignation.

Moved and seconded that, due to ongoing financial challenges of supporting and supervising Windsor House in the Metro Vancouver area, the Board of Education for School District No. 64 gives Notice of Motion to close the school at the end of the 2018/2019 school year.

CARRIED 34/19

Moved and seconded that the Board of Education accepts the resignation of Windsor House Principal, Meghan Carrico, effective July 31, 2019.

CARRIED 35/19

Dr. Benwell explained that the Board will begin the 60-day consultation process as outlined in Board Policy and Procedure 635 Permanent School Closure.



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

(a) **Monthly Expenditure Report**

Rod Scotvold shared the monthly expenditure report, noting that the district is still on track to recover from the deficit of the previous year and, balance at the end of the current year.

(a) **2019/2020 Capital Plan Response Letter and Agreement**

Rod Scotvold presented the 2019/2020 Capital Plan for \$722,925 in funding for School Enhancement Program upgrades to Fernwood Elementary School. Mr. Scotvold explained the work will need to be completed by September 1, 2019 when school is back in session.

It was moved and seconded that there is unanimous approval to read 2019/2020 Capital Bylaw CPSD64-01 in one sitting.

CARRIED 36/19

Rod Scotvold read Capital Plan Bylaw No. 2019/2020 CPSD64-01 pursuant to the *School Act*.

Moved and seconded that the Capital Plan Bylaw No. 2019/2020 – CPSD64-01 be read a first time and passed.

CARRIED 37/19

Moved and seconded that the Capital Plan Bylaw No. 2019/2020 – CPSD64-01 Bylaw be read a second time and passed.

CARRIED 38/19

Moved and seconded that the Capital Plan Bylaw No. 2019/2020 – CPSD64-01 Bylaw be read a third time, passed, and adopted.

CARRIED 39/19

10. **COMMITTEE REPORTS**

(a) **Committee of the Whole**

Moved by consensus that the Committee of the Whole summary 2019 01 30 be received.

CARRIED 40/19

(b) **Education Committee**

Moved by consensus that the Education Committee summary 2019 01 30 be received.

CARRIED 41/19

(c) **Finance, Audit and Facilities Committee**

Moved by consensus that the Finance, Audit and Facilities Committee summary 2019 01 30 be received.

CARRIED 42/19

(d) **Policy Committee (attachment)**

Moved by consensus that the Policy Committee summary 2019 01 30 be received.

CARRIED 43/19

The Policy Committee brought forward recommendations for amendments to several policies and procedures to be considered by the Board and circulated to partner groups for feedback.



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Draft amendments were considered to Policy and Procedure 212 Violence and Harassment-free District to address feedback received requesting that gender-biased language be removed. Further amendments were considered to remove redundant references to legislation.

Moved and seconded that Policy and Procedure 212 be amended to include gender neutral language and to remove redundant references to legislation, and that draft amendments be circulated for feedback.

CARRIED 44/19

Draft amendments were considered to Policy 215 Diversity to be more inclusive and use gender neutral language.

Moved and seconded that Policy 215 Diversity be amended to include gender neutral language and that draft amendments be circulated for feedback.

CARRIED 45/19

Draft amendments were considered to Policy and Procedure 410 Student Transportation to include process for inclement weather and to include the word student in referencing the water taxi.

Moved and seconded that Policy and Procedure 410 Student Transportation be amended to include inclement weather procedures in the event of student water taxi cancellations and to include the word student in referencing the water taxi, and that draft amendments be circulated for feedback.

CARRIED 46/19

Draft amendments were considered to Procedure 120: Board Committees to reflect three trustees per committee and to update the Other Liaison and Representative Committees list.

Moved and seconded that Procedure 120: Board Committees be amended to reflect three trustees per committee and the update the Other Liaison and Representative Committees list, and that draft amendments be circulated for feedback.

CARRIED 47/19

11. TRUSTEES' SCHOOL REPORTS

Trustee School Reports were received. Topic: Where are you headed with your school planning in anticipation for the upcoming school year (2019/2020)?

Fernwood Elementary School

Fernwood projections are strong at 200. The school will continue to offer both Nature programs (3 classes, K-5) and regular/multi age classes.

Creating monthly opportunities for regular/scheduled 'Collaboration Time' is a goal for 2019-20. This year staff 'Triads' (like grades) were created. Triad Collaboration Time, focused on school writing goal, was built in to monthly staff meetings ("Professional Conversations"). As well, "Power Hours" were created following 'Whole School Writes' each term that allowed for triads to meet and focus on assessment/writing goal progress. Principal Johnston would take 3 classes at once to create Triad Collaboration Time each term. The Fernwood team is keen to explore/brainstorm creative ways to be able build in/schedule regular monthly Collaboration Time in 2019-20 that would allow for 'Learning Sprints'.



Galiano Community School

Staff have been focused on transitions for all learners, including those entering school, learners transitioning between grades and those moving on to SIMS or GISS. We are working closely with our Strong Start Coordinator to plan an upcoming Ready Set Learn event that helps to prepare students and families for school. In classrooms, we continue to collect rich evidence for developing individual learning profiles. For those students moving on we continue to participate in regular transition activities focused on building relationships including evidence of learning that creates profiles crucial to success in other buildings.

At the school level we continue to review our systemic practices for next year as we consider enrollment projections, staffing and configurations. Additionally, we continue to review our school plans for professional learning with a focus on the Zones of Regulation. Staff will work together to determine how this approach can be extended next year for continued growth.

Gulf Islands Secondary School

Promoting scholarship applications for Grade 12 students are a big focus right now, as well as tracking any missing Grad requirements for individual students.

In terms of planning for next year, course selections for the 9,10,11 and current Grade 8's is also a primary focus, including lots of explanations on the choices, semester system for the incoming students and Grad requirements etc.

Lots of preparations with incoming Grade 9 students up from Grade 8. Administrators visit SIMS and Phoenix as well as the other southern gulf Islands to communicate with teachers and Admin, the needs of current Grade 8's. GISS hosts 'shadow days' for these students. Special attention is given by the GISS counsellors to those students who are currently not meeting expectations. "Know our learners" motto.

Mayne Elementary/Jr. Secondary School

The focus over the next few months will be in ensuring smooth transitions for students heading off to GISS as well as our Strong Start students who will be starting Kindergarten in September. Recently, our Grade 8 students who will be attending, spent a day at GISS, starting off with a water taxi ride and then shadowing an older student to get a glimpse into a typical day at high school as well as orient themselves with staff and the campus.

Our Strong Start students who will be entering Kindergarten are looking forward to the Ready, Set, Learn and Welcome to Kindergarten events. Our Strong Start facilitator is also working with our teaching staff to incorporate language and routines into her program to help our young learners become familiar with some processes that they can expect in September.

Within the classrooms, detailed learning profiles continue to be developed to help students easily move into a new grade as well as support our teachers to move forward without valuable teaching time lost in the first few weeks of the new school year.

Phoenix Elementary School

Principal Starkey has been accepting lots of applications for the coming year, mainly for the middle years, besides asking parents of present students what their intentions are for September. They would like to see more kindies, as having the full range is an integral part of the phoenix school mandate. Curious as to other options for middle school years, besides Phoenix, to maintain a balanced population of ages in the school. Phoenix juggles many variables and the small school population makes it tricky.

Families have been meeting with the learning partners teacher to review learning and evidence of learning. She has about 24 students and works with the whole family as learning partners in the Childs education. She is in the



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process of asking families what their intentions are for September, as this varies from year to year. She has some students in Cowichan Valley, in fact students are accepted from all over, to a maximum of 30.

Again this is a time for Phoenix to consider many variables.

Saltspring Island Middle School

At this point SIMS has a clear sense of numbers of intent to attend the district programs (MYSEEC and French Immersion) which allows for the early planning steps for next years classes.

The focus now is transitions for Grade 5's coming in next year - communicating with Grade 5 teachers about their students moving up to SIMS, hosting a bridging day with Grade 5's (utilizing the current bus routes to get students to/from SIMS), individual student visits, and Administration from SIMS spending an afternoon in each Grade 5 classroom.

Looking at assessments of current Grade 6/7's to inform planning for next year's classes and adjusting school plan.

Principal Taylor is working with GISS school-based Team administration. to give information about outgoing Grade 8's to aid the placement of students entering Grade 9 next year.

Saturna Elementary School/SEEC

There are several different aspects of planning in the works for the upcoming 2019/20 school year on Saturna. The administration is working to sync overall school processes with Pender School. These processes include emergency drill procedures, office organization and student filling systems. There is also a focus on weekly configuration to plan for the best utilization of the space available to support our three educational groups, Strong Start, Elementary and SEEC. Bus scheduling, gym times at the Rec Centre and Strong Start days & times all come into play here. Our educational team is working collaboratively to create the optimal schedule.

There is also planning happening specific to each educational group. Last Thursday, March 7th, we had a SEEC advisory meeting. This meeting highlighted the several strengths and unique learning opportunities that the program offers. It was also a chance to share and discuss the challenges and threats that SEEC faces. Number one right now is recruitment. We currently have 7 students enrolled this year and would like to see the program thriving again with 12 students. Although this may not be feasible for next year, recruitment is a main focus for next year's planning. Along with recruitment comes the challenge of meeting the enrolled student's educational needs in a thoughtful and effective manner. This appears to be a cart before the horse situation as the students need to be registered so that individual planning of course credits can be determined. There is also a renewed interest in revitalizing the mentorship program, this comes with its own set of challenges. With collaborative work the mentorship program can provide new and unique learning initiatives for individual students. Another part of planning for SEEC is the interaction between the SEEC and elementary students. Group field trips, buddy systems and intergraded teaching/learning opportunities will create an environment where all student can benefit.

In the Elementary class it has been identified this year that social & emotional learning along with numeracy & literacy will continue to be the focus next year. While a weekly schedule has been established, there is an emphasis on differentiated instruction to suit both the needs of the group and the individual within a multiage classroom. This year staffing needs have been identified and planning for next year's anticipated needs will include the continued support of the lunch time supervisor as well as a focus on stability and consistency in the EA needs for students.

Lastly, there is succession planning occurring for our Strong Start students. We are looking forward to a new addition to the Saturna team as our wonderful Barb Ropars in retiring. Currently, we have a potential candidate who has been hired on a sub-casual basis with the district and is learning the ropes as they go.



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12. **OTHER BUSINESS**

13. **QUESTION PERIOD**

14. **NEXT MEETING DATES**

- (a) Committee Day – April 24, 2019 at the School Board Office
- (b) Regular Board Meeting – April 10, 2019 at Galiano Community School

15. **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 3:15 p.m.

CARRIED 48/19

Date: April 10, 2019

Rob Pingle
Chairperson

Certified Correct:

Jesse Guy
Secretary Treasurer