



REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
Virtual Meeting (ZOOM) / Teleconference
2020 04 08 at 1:00 pm

A G E N D A

1. **ADOPTION OF AGENDA**
2. **APPROVAL OF MINUTES**
 - (a) Minutes of the Regular Meeting, Public Session held 2020 03 11 (attachment)
3. **IN-CAMERA SUMMARY**
 - (a) Summary of In-camera meeting held 2020 03 11 (attachment)
4. **BUSINESS ARISING**
5. **CORRESPONDENCE**
6. **DELEGATIONS**
7. **CHAIRPERSON REPORT**
 - (a) Board and Committee Meeting Schedules 2019/2020 (attachment)
 - (b) Bylaw #2 Procedural Bylaw (attachment)
 - (c) Configuration Review
 - (d) Climate Action Working Group
8. **SUPERINTENDENT OF SCHOOLS REPORT**
 - (a) COVID-19 Response
9. **SECRETARY TREASURER REPORT**
 - (a) Monthly Financial Report
 - (b) 2020/2021 Revenue Update
10. **COMMITTEE REPORTS**

No Committee reports
11. **TRUSTEE SCHOOL REPORTS**

No School Reports
12. **OTHER BUSINESS**
13. **QUESTION PERIOD**
14. **NEXT MEETING DATES**
 - (a) Regular Board Meeting – May 12, 2020 via ZOOM/Teleconference
15. **ADJOURNMENT**



MINUTES OF THE REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
GULF ISLANDS SECONDARY SCHOOL
2020 03 11

Present:	Rob Pingle	Chairperson
	Tisha Boulter	Trustee
	Stefanie Denz	Trustee
	Greg Lucas	Trustee
	Chaya Katrensky	Trustee
	Scott Benwell	Superintendent of Schools
	D'Arcy Deacon	Director of Instruction, HR
	Doug Livingston	Director of Instruction, Learning Services
	Jesse Guy	Secretary Treasurer
	Lori Deacon	Executive Assistant
	Deborah Nostdal	GITA President
	Lyall Ruehlen	District Principal / Principal, GISS
	Boe Beardsmore	Vice-Principal, GISS
	Jude Shugar	Vice-Principal, GISS
	Pat Burkette	Driftwood Representative
	Carla Wilson	DPAC Representative
Regrets:	Shelley Lawson	Vice Chairperson
	Janelle Lawson	Trustee
	Larry Melious	CUPE President

The meeting was called to order at 1:00 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.

1. **ADOPTION OF AGENDA**

Remove 8(d) GISS Hawaii Cultural Field Trip

Moved and seconded that the agenda for the Regular Board Meeting, Public Session held 2020 03 11 be adopted as amended.

CARRIED 15/20

2. **APPROVAL OF MINUTES**

Moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2020 02 12 be approved as presented.

CARRIED 16/20

3. **IN-CAMERA SUMMARY**

Moved and seconded that the Board of Education adopt the Regular In-Camera Summary of 2020 02 12 as presented.

CARRIED 17/20

4. **BUSINESS ARISING**

5. **CORRESPONDENCE**

(a) **Letter from Minister – Education Statutes Amendment Act, 2020**

Shared a letter from Minister Fleming regarding the Education Statues Amendment Act, 2020.



6. **DELEGATIONS**

(a) **Gulf Islands Secondary School Plan Presentation**

Principal Lyall Ruehlen and Vice-Principals Jude Shugar and Boe Beardsmore presented on initiatives taking place at GISS that align with the Ministry's Policies on Student Success and the Educated Citizen and the District's Framework for Enhancing Student Learning. Mr. Ruehlen reported that GISS is ahead of the provincial average on social and career development. He noted intellectual development as an area of challenge.

The school has focused efforts to support the transition from grade 8 to 9, provide early identification and intervention for students at risk, and improve attendance at all grades. Staff use the information gathered through Ipass to identify student needs and adjust/provide supports as appropriate. There has been a noted decline in the number of Indigenous students being referred to school-based team. Staff employ a multi-level approach to determine individual student need and course of action, checking in often to see if efforts are having the anticipated impact and if changes are required. Attendance tracking, including check-ins and long-term absences plans, have seen a marked decrease in absenteeism.

Mr. Ruehlen emphasized that proficiency in foundations skills almost guarantees graduation. Staff are using the literacy and numeracy assessments, as well as school assessments, to better understand where learners are at. The data shows that many students are still emerging or developing numeracy and literacy proficiencies. Administration is pleased to see recent improvement in the six-year completion rate; the goal is for all students to graduate with access to as many opportunities as possible.

7. **CHAIRPERSON'S REPORT**

(a) **Draft 2020/2021 School Calendar**

The Board has received and considered feedback for the draft 2020/2021 school calendar.

Moved and seconded that the Board of Education adopt a Local School Calendar for the 2020/2021 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 18/20

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

SSUFC submitted a request to serve alcohol on district property.

Moved and seconded that, in accordance with Policy 3100 Controlled and Intoxicating Substances, the Board approves the Salt Spring United Football Club's request to serve alcohol at its annual Challenge Cup Soccer Tournament on May 16-18, 2020 at Gulf Islands Secondary School.

CARRIED 19/20

(c) **Committee and Board Meetings – Proposed Changes**

Trustees considered changing the current format of Board and Committee Day schedules. Staff have recommended a reduction of full committee days as well as one less regular scheduled Board Meeting per year. The proposed change to Board meetings would require a change to Board Procedural Bylaw 2.



Moved and seconded that the Board give notice for consideration to change Board Procedural Bylaw 2 clause 2.1 to the following: a board must meet as often as is necessary to transact its business and not less than once every 3 months.

CARRIED 20/20

Discussion regarding the timing of one less scheduled Board meeting.

(d) VISTA

Trustees attended the Spring VISTA Conference in Nanaimo. The conference offered an inspiring session on Truth and Reconciliation and was a valuable networking opportunity.

(e) BCSTA Provincial Council

Trustee Boulter reported that only one motion was brought forward at Provincial Council for the BCSTA to advocate that career and dual-credit courses be funded in addition to per base FTE funding. The first phase of the funding model will be announced this Friday.

8. SUPERINTENDENT'S REPORT

(a) Staffing and Enrolment

D'Arcy Deacon reported that that the district is looking at current teacher deployment and projected enrolment as well as anticipated leaves for next year in an effort to reduce the impact of possible layoffs for the 2020-21 school year.

(b) Phoenix Programs

Phoenix School is hosting information sessions as preparations begin for the next school year.

(c) COVID-19

i. Response

The District distributed a letter to families with information from the Ministries of Health and Education and the Provincial Health Officer. Cleaning routines for facilities have been increased. Cross-training is occurring, specifically in operations, to build redundancies in the event of staff being away from work for an extended period. The *Provincial Health Act* and *School Act* govern the response from school districts. The District will be sending out letters to staff and families in advance of Spring Break, reminding everyone to check in with the District website and direct communication before returning to school.

ii. International Field Trips

As of this morning, the District has officially cancelled all international student trips planned for the Spring Break. This follows the World Health Organization's pandemic declaration. School trip cancellations were carefully considered for possible risk as well as the potential for quarantine or inability for groups to return home as planned. Most districts across the province have cancelled international excursions at this time.

District policy amendments are needed to address unanticipated issues, such as pandemic emergency, and include requirements for travel cancellation insurance.

(d) GISS Improv Games Trip Request

Dr. Benwell recommended that the Board approves the GISS field trip request for students to attend the Canadian Improv Games in Ottawa, as the trip is well-planned and travel is within the country.



Moved and seconded that the Board approves the Gulf Islands Secondary School field trip for five students in grades ten and twelve, to attend the National Improv Games in Ottawa, Ontario May 8-16, 2020.

CARRIED 21/20

9. **SECRETARY TREASURER'S REPORT**

(a) **Financial Report**

Jesse Guy shared the monthly expenditure report for February. The district remains on track with spending and within budget as planned.

(b) **MCFD Childcare Spaces Program**

Ms. Guy reported that MCFD has announced a clear process for receiving proposals for funding of childcare spaces. The first deadline is May 11, 2020. Successful districts will be notified in August 2020.

10. **COMMITTEE REPORTS**

(a) **Committee of the Whole Report**

Committee of the Whole Summary 2020 02 26 received by consensus.

(b) **Human Resources Committee Report**

Committee of the Whole Summary 2020 02 26 received by consensus.

(c) **Finance and Audit Committee Report**

Finance and Audit Committee Summary 2020 02 12 received by consensus.

(d) **Policy Committee Report**

Policy Committee Summary 2020 02 12 received by consensus.

i. Procedure 3060 Emergency School Closure

Procedure 3060 Emergency School Closure was amended to include language that provides clarity for staff and families around operational procedures for school closure. Procedures have been outlined for process categorized by different extremes inclement weather.

Moved and seconded that Procedure 3060 Emergency School Closure be amended to include category determinations for inclement weather.

CARRIED 22/20

11. **TRUSTEES' SCHOOL REPORTS**

Trustee School Reports were received.

Topic: Give examples of how your school offers age appropriate Sex Ed curriculum (K-12) that supports students safety and well-being? (Sexual Health Objective 1.1)

Fernwood Elementary School

Fernwood school hosted an 'ask-able adult' workshop for parents funded by PAC. Certified Sex Educators facilitated this talk on how to talk to your child about Sex and consent with the safety in mind of their child. Staff also received a presentation on the new curriculum and are further receiving support as they teach Sexual Education in the classroom. Principal Logan has also offered her support in Sex Ed content curriculum within the



classroom if teachers are feeling uncomfortable. The school utilizes the ‘Care kits’ with Grade 4/5’s to aid in discussing puberty/body changes. Principal Logan also has distributed to teachers a ‘Supporting Student Health’ Ministry document that is a great resource for delivering curriculum. The library has a designated bookshelf for body science, puberty, and sexual health resources.

Fulford Community Elementary School

At Fulford Elementary School, Kindergarten to grade three uses the care kit (which has been in use for many years) to teach children body awareness, safety and care around the body, and the correct terms for sexual body parts. Grade four and fives have some lessons that are coed as well as lessons for girls and boys separately. Topics include gender, different types of families and the growing sexuality of their own bodies. The counsellor at SIMS keeps the school updated with sexual health literature. Most of what Fulford Elementary does is literature-based.

Galiano Community School

K-1 Class – Primary teachers are working with the CARE kit (challenge abuse through respect education), a Canadian Red Cross program that teaches young children about the importance of safety and personal rights. Using puppets and interactive games, the program normalizes conversations about keeping secrets, personal touching, and the tools of WALK/TALK/SQUAWK for our littlest learners.

2-8 Class – Thanks to the PAC for offering a workshop with Saleema Noon Sexual Health Educators called IGirl/IGuy. The class was split into grades 2-5 and 6-8, and had age appropriate conversations about reproduction and anatomy, healthy relationships, body image, emotions, sexually transmitted diseases, safety, and smart sexual decision-making. Staff were impressed with the level of comfort the presenters brought to the conversation, and parents enjoyed an evening presentation about the importance of having these ‘awkward’ conversations with pre-teens and teens.

Gulf Islands Secondary School

In fall 2019, staff applied for, and received a grant from the SS foundation to enhance the sexual health program workshops with the public nurse for grades 10 and 12. Sexual health was removed as a mandate of the public health nurse in recent years. The course is built on a student survey to find out what the needs and interests are. All grade 10 students have now taken the one hour session on sexual health as part of the career life education course. The funding covers three years with the goal to build connections between student community, the larger community and with the public health nurse. There is a post feedback survey which will be interesting to read. Real nine covers basics of sexual health such as safety, birth control and STDs. Career life education for grade 10 becomes career life connections in grade 12, and the two run outside of timetable courses such as in flex block, online assignments, and at workshops bringing in outside community. Grade 12 will be taking the program in the spring term. The grade 9s and 10s also complete Sexual Health units in their Physical and Health Education classes

Mayne Elementary/Jr. Secondary School

For our k-3 students, staff use teaching tools such as books about physical well-being and good feelings/bad feelings. Emphasis is on organic ways of talking about consent such as touching. For example, “Don’t hug if someone doesn’t want a hug” or if a situation makes you feel unsafe or uncomfortable. For grades 4-8, students are divided into boy and girl groupings, however staff are conscious in creating inclusive spaces for all students, and groupings are flexible based on student self-identification. Discussion is around hygiene, body changes, age appropriate conversations about the opposite sex and body changes, sexual health in a positive way, puberty, sexuality and sexual identity. 4-8 students are also given the opportunity to ask questions anonymously. Content is set through the curriculum and uses district resources. Group discussions are guided by age appropriate inquiry-based approach.

Pender Islands Elementary Secondary School



Phoenix Elementary School

Salt Spring Elementary School

About five years ago, public health pulled out of Sexual health education support in public education. The teachers are continually updating their resources to align with the new curriculum around Sexual Health. The primary teachers are using the 'care-kit' that helps initiate body talks with poster boards and resource materials. They discuss private vs public 'parts' and the feelings of yes and no (consent). The 4-5 classrooms receive the maturation lessons with mixed gender groupings. The staff room has a few bookshelves dedicated to SOGI resource materials, that teachers can borrow to integrate into regular classroom activities. These books range from primary picture books to tween/teen resources to adult/teacher support around healthy bodies and gender expression and consent. PAC is looking into funding certified sex educators to come in and teach a few of the classroom updated Sex Ed content.

Saltspring Island Middle School

Saturna Elementary School/SEEC

12. **OTHER BUSINESS**

13. **QUESTION PERIOD**

14. **NEXT MEETING DATES**

- (a) Committee Day – April 22, 2020 at the School Board Office
- (b) Regular Board Meeting – April 8, 2020 at Saturna School

15. **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 2:46 p.m.

CARRIED 23/20

Date: _____

Chairperson

Certified Correct:

Secretary Treasurer

BOARD OF EDUCATION, SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

Reference Section 72 (3) of the *School Act*

**Record of Proceedings of the Regular In-Camera meeting held at
the School Board Office
2020 03 11**

Present:	Rob Pingle	Board Chair
	Tisha Boulter	Trustee
	Stefanie Denz	Trustee
	Gregory Lucas	Trustee
	Chaya Katrensky	Trustee
	Scott Benwell	Superintendent of Schools
	Jesse Guy	Secretary Treasurer
	D'Arcy Deacon	Director of Instruction, HR
	Doug Livingston	Director of Instruction, Learning Services
	Lori Deacon	Executive Assistant
Regrets:	Shelley Lawson	Vice-chair
	Janelle Lawson	Trustee

The meeting was called to order at 9:01a.m.

The agenda for the Regular Board meeting, In-Camera session held 2020 03 11 was adopted as amended.

The minutes of the Regular Board meeting, In-Camera session held 2020 02 12 were approved as presented.

Items:

1. Correspondence
2. Staffing
3. Bargaining
4. Phoenix Programs
5. Mahan Hall Request
6. Capital Bylaw 2020-2021

The meeting adjourned at 10:30 a.m.



SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

112 Rainbow Road, Salt Spring Island, B.C. V8K 2K3

T: (250) 537-5548 F: (250) 537-4200 W: sd64.bc.ca

Report to the Board of Education School District 64 Gulf Islands

Subject: Board and Committee Meeting Schedules 2019/2020

Date: April 8, 2020

From: Board Chair, Rob Pingle

Audience: Public

Issue:

As the Province works to address COVID-19, especially through physical distancing holding regular meetings is challenging. The Board needs to restructure its meetings to address the Public Health Officers (PHO) order on gatherings and directive on physical distancing. The Board should also consider the additional workload staff have during this emergency.

Background:

Staff are working in a complex situation, implementing new measures at the direction of both the BC Public Health Officer and the Ministry of Education. Their ability to participate in regular scheduled meetings is limited as they respond to the directive to continue learning for students during the public health emergency.

References:

- 1 - Public Health Officers orders - <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>
- 2 - Ministry of Education Press Release - <https://news.gov.bc.ca/releases/2020EDUC0026-000580>
- 3 - SD64 Bylaw 2 Procedural - <https://sd64.bc.ca/wp-content/uploads/2018/10/bylaw-2-181026.pdf>
- 4 - SD64 Procedure 120 Board Committees - <https://sd64.bc.ca/wpcontent/uploads/2019/12/procedure-120-191127.pdf>

Alternatives (Available Actions / Possible Motions)

Option 1: Continue holding Public meetings as scheduled but limit participation to online or teleconference only. Suspend the meeting of all committees until the end of the school year. Have any work of current committees reported directly to the Board to ensure the work in progress for District Reconfiguration and 2020/2021 Meeting Schedules is completed. Special Meetings and In-Camera meetings identified in Bylaw 2 can still be held but will be limited to participation through online or teleconference only.



SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

112 Rainbow Road, Salt Spring Island, B.C. V8K 2K3

T: (250) 537-5548 F: (250) 537-4200 W: sd64.bc.ca

Motion A: that the Board of Education suspend all committee meetings for the remainder of the school year and hold all 2019/2020 scheduled Board meetings online or by teleconference only. Current committee work will be brought directly to the Board.

Option 2: Continue holding all meetings as scheduled but limit participation to online or teleconference only.

Motion B: that the Board of Education hold all 2019/2020 scheduled meetings online or by teleconference only for the remainder of the school year.

Option 3: Continue holding all meetings as scheduled and work to allow them to happen in person within the constrictions of the social distancing measures in place.

Motion C: that the Board of Education wishes to hold all 2019/2020 scheduled meetings as scheduled for the remainder of the school year and directs staff to work on a solution where they can be held in person.

Implications:

The business of the Board must still continue even in these challenging times, including our work on reconfiguration and creating a new meeting schedule for the upcoming school year. By limiting our meetings to online or teleconference this is still possible. Further by limiting the number of meetings the Board is providing staff additional time to implement the directives to provide learning from a distance as well as supervision of students of essential service workers that require it.

Conclusion:

Option 1 provides the ability for the Board to complete the most pressing issues, while providing staff the opportunity to give regular reports on how the District is addressing the COVID-19 related provincial directives.

Recommendation:

It is recommended that the Board moves Motion A presented in Option 1.

Attachments: No Yes

If yes, list here.



*"Inspire learners, Integrate sustainability,
Involve community"*

SCHOOL DISTRICT NO. 64

BYLAW NO.2 PROCEDURAL

A BYLAW ESTABLISHING MEETING PROCEDURES FOLLOWED BY THE BOARD.

- 1.1 As specified by the *School Act*, the term of office commences on the first Monday after November 1 following the election [SA, s. 49] or when the person takes office in accordance with SA 50 (3), whichever is later. After the general local election of trustees, the Secretary Treasurer for the school district shall convene a first meeting of the board as soon as possible and, in any event, within 30 days from the date that the new board begins its term of office [SA s.67(1)].
- 1.2 The Secretary Treasurer shall announce the results of trustee elections and confirm that all trustees have completed the declaration and taken the oath of office as required by the *School Act*. [SA 50].
- 1.3 The superintendent (or designate) shall call for nominations by ballot for Board Chairperson (seconding is not necessary) and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board chairperson for the ensuing year. If no person received a clear majority, further ballots shall be taken until the same is achieved or, if, after a second ballot, a tie shall occur, the election shall be decided by drawing of lots, as per Board Policy and Procedure No.110.
- 1.4 The chairperson so elected shall assume the chair for the remainder of the meeting.
- 1.5 The board shall proceed to elect a Vice- Chairperson in the same manner as the election of the chairperson.

2. **REGULAR MEETINGS**

- 2.1 ~~A regular meeting shall be held at least once a month, during the school year, usually on the second Wednesday of the month at 1:00 pm, or upon such day or at such other hour as the Board may decide.~~
A regular board meeting must occur as often as is necessary to transact its business and in any event not less than once in every 3 months.
- 2.2 A quorum of the board is a majority of the trustees holding office at the time of the meeting. [SA s.66]. Trustees may participate in or attend a meeting of the board by telephone or video conference if all trustees and other persons participating in or attending the meeting are able to communicate with each other. [SA s.67(6)]
- 2.3 At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this bylaw.

- 2.4 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this bylaw.
- 2.5 The agenda and notice of meetings shall be prepared by the Secretary Treasurer under the direction of the chairperson (or designate) who shall consult with the superintendent. Written notice of each meeting, together with the proposed agenda, must be given at least 48 hours in advance to each trustee by delivery to the place designated by him or her. Non receipt by a trustee shall not void the proceedings.
- 2.6 The order of business at all regular meetings shall include:
- i. Approval of agenda;
 - ii. Adoption of minutes;
 - iii. Business Arising from the Minutes;
 - iv. Correspondence;
 - v. Delegations/presentations;
 - vi. Chairperson Report;
 - vii. Superintendent of Schools Report;
 - viii. Secretary Treasurer Report;
 - ix. Committee Reports;
 - x. Trustee Reports;
 - xi. Other Business;
 - xii. Question Period;
 - xiii. Date of Next Meeting(s)
 - xiv. Adjournment.
- 2.7 Alterations to the order of business may be proposed by any trustee and shall require a two-thirds vote or unanimous consent.
- 2.8 Minutes of the proceedings of all meetings shall be legibly recorded in a minute book, certified as correct by the Secretary Treasurer or other employee designated by the board under section 72 (1) of the *School Act*, and signed by the chairperson or other member presiding at the meeting or at the next meeting at which the minutes are adopted. [SA s.72(1) c]
- 2.9 Except for minutes of a meeting from which persons other than trustees or officers of the board, or both, were excluded, the minutes shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board. [SA s.72 (2)]
- 2.10 All meetings shall stand adjourned at three hours after their commencement unless a resolution is passed by a two-thirds vote to extend the hour of adjournment.
- 2.11 Meetings of the board shall be open to the public unless, in the opinion of the board, the public interest requires that persons other than trustees be excluded. [SA s.69 (1) &(2)]

- 2.12 The Secretary Treasurer, or another employee designated by the board if the Secretary Treasurer is unable to attend the meeting or if the meeting concerns the work performance or employment of the Secretary Treasurer, must be present at the time a decision of the board is rendered and must record any decision. [SA s.69(3) & (4)]
- 2.13 The chairperson or other member presiding at a meeting may expel from the meeting a person, other than a trustee, that the chairperson or other member presiding at the meeting considers guilty of improper conduct. [SA s.70(1)] A majority of the trustees present at a meeting of the board may expel a trustee from the meeting for improper conduct. [SA s. 70 (2)]

3. **SPECIAL MEETINGS**

- 3.1 A special meeting of the board may be called by the chairperson or, upon written request by a majority of the trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.
- 3.2 Written notice of a special meeting and an agenda shall be given to each trustee at least 48 hours in advance of the meeting. Delivery of a written notice and the agenda may be waived by a majority vote, provided all reasonable steps have been taken to notify all trustees of the meeting.

4. **IN-CAMERA MEETINGS**

- 4.1 If, in the opinion of the Board, the public interest so requires, persons other than trustees may be excluded from a meeting. The Secretary Treasurer or other employee designated under section 69 (4) of the School Act, must be present at the time that a decision of the Board is rendered and must record any decision. [SA s.69(2), (3) & (4)].
- 4.2 No trustee shall disclose to the public the proceedings of a in-camera meeting unless a resolution has been passed at the in-camera meeting to allow such disclosure, except such as might be necessary to enforce the conflict of interest provisions of the *School Act*.
- 4.3 The Board shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the Board or both were excluded, and the record shall be presented at the next meeting of the Board open to the public and shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board.[SA s.72(3)]
- 4.4 Unless otherwise determined by the board, the following matters shall be considered inclosed session:
- a. salary claims and adjustments and consideration of requests of employees and board officer with respect to collective bargaining procedures;
 - b. accident claims and other matters where Board liability may arise;

- c. legal opinions respecting the liability or interest of the Board;
- d. the conduct, efficiency, discipline, suspension, termination or retirement of employees;
- e. medical reports;
- f. matters pertaining to individual students including the conduct, discipline, suspension or expulsion of students, truancy and indigent students;
- g. staff changes including appointments, transfers, resignations, promotions and demotions;
- h. purchase of real property including the designation of new sites; consideration of appraisal reports and accounts claimed by owners; determination of Board offers and expropriation procedures;
- i. lease, sale or exchange of real property prior to finalization thereof;
- j. matters pertaining to the safety, security or protection of Board property.
- k. such other matters where the board decides that the public interest so required.

5. **RULES OF ORDER**

- 5.1 The current edition of Robert's Rules of order shall govern points of order and procedures not provided for in the *School Act* or in this bylaw. Where there is an inconsistency between the *School Act* and this bylaw, the *School Act* shall apply.
- 5.2 The board may adopt a procedural rule for one or more meetings by resolution approved by two-thirds of the trustees present at the meeting. A rule, other than the requirement for notice of meetings, may be suspended by unanimous consent of the trustees present.
- 5.3 The rules contained in this bylaw may be amended by bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting and in the notice of the meeting.
- 5.4 The presiding officer's ruling on a point of order shall be based on rules of order as stated in paragraph 6.1. The ruling shall be subject to an appeal to the board if requested by a trustee immediately after the ruling and before resumption of business.
- 5.5 An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of the trustees present. A successful appeal does not necessarily set a precedent.
- 5.6 A copy of the board's procedural bylaw shall be available for inspection at all reasonable times by any person.

6. **BYLAWS AND RESOLUTIONS**

- 6.1 Unless expressly required to be exercised by bylaw, all powers of the board may be exercised by bylaw or by resolution. [SA s. 65 (4)]
- 6.2 The following matters shall be dealt with only by bylaw:

- a. adoption of the budget [SA s.113(1)]
- b. a capital bylaw [SA s.143(1)]
- c. the acquisition or disposal of property [SA s. 65(5)]
- d. ordinary rules of procedure of the board and rules relative to the organization of meetings of the board;
- e. amendments to bylaws;
- f. where required by the *School Act*.

6.3 All bylaws of the board shall be established, amended or repealed as follows:

- a. Written notice of intention to propose, amend or repeal a bylaw shall be given at the meeting prior to first reading and in the notice of the meeting where the bylaw is to be proposed.
- b. Every bylaw shall be dealt with in the following stages:
 - i. First reading: no debate or amendment;
 - ii. Second reading: discussion of the principle of the bylaw;
 - iii. Committee stage: If the question for second reading passes, the bylaw shall be referred to the committee of the whole for detailed consideration unless a motion is passed for referral to a standing committee;
 - iv. Third reading: consideration of amendments made in committee and final decision.

6.4 When a bylaw has been amended in committee, it shall be reprinted as amended and shall not be further proceeded with, except by a two-thirds vote, until the amended version has been distributed.

6.5 Every bylaw shall receive three readings on different days. The board may not give a bylaw more than 2 readings at any one meeting unless the members of the board who are present at the meeting unanimously agree to give the bylaw all 3 readings at that meeting. If a written or printed copy of a bylaw is in the possession of each trustee, and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, then the reading may consist of a description of the bylaw by

- a. its title, and
- b. a summary of its contents.

6.6 The Secretary Treasurer shall certify on a copy of each bylaw the readings and the times thereof and the context of any amendment passed in committee.

6.7 A bylaw may be repealed at any stage with unanimous consent of the board.

7. MOTIONS

7.1 A motion, when introduced, brings business before the meeting for possible action. A motion should be worded in a concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing.

- 7.2 The presiding officer may divide a motion containing more than one subject and it shall be voted on in the form in which it is divided.
- 7.3 All motions shall be seconded except in committee.
- 7.4 An amendment is a motion to modify the wording of a pending motion. An amendment must be germane, i.e. closely related to or having a bearing on the subject of the motion to be amended. A motion can be amended more than once, however, there can be only one amendment on the floor at a time and it shall be dealt with before another amendment is presented or the motion is decided. An amendment to an amendment must be germane to the first amendment and cannot be amended.
- 7.5 A motion to reconsider can only be made the day on which the original motion was voted upon and by a member who voted on the prevailing side. It may be seconded by any member. It is debatable if the motion proposed to be reconsidered is debatable and the debate can be on the merits of the original question. No question can be reconsidered twice.
- 7.6 Motions to repeal or to amend something previously adopted will be considered only if notice has been given at the previous meeting or in the call for the present meeting and if no action has been taken which it is too late to undo. Such motions are debatable and debate can go into the merits of the original question. There is no time limit for these motions and they can be moved by any member.
- 7.7 Motions to repeal or to amend something previously adopted for which notice has been given require a majority vote to pass. However, if the original motion required a two-thirds vote or a vote of the majority of the board, the same vote is required on a motion to amend or repeal.
- 7.8 A motion that has been defeated at a previous meeting can be moved again at a subsequent meeting only if proper notice is given in the call of the meeting.

8. **DEBATE**

- 8.1 Debate shall be strictly relevant to the question before the meeting. The presiding officer shall warn speakers who violate this rule or who persist in tedious or repetitious debate.
- 8.2 Speakers shall be recognized by the chairperson and shall address all remarks to the chairperson.
- 8.3 Each trustee has the right to speak twice on the same question on the same day but cannot make a second speech so long as any trustee who has not spoken on that question desires to speak. No trustee shall speak for more than five minutes at one time.
- 8.4 A matter of privilege (dealing with the rights or interests of the board as a whole or of a trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.

8.5 No trustee shall interrupt another trustee who has the floor except to raise a point of order, a point of privilege or to disclose a conflict of interest.

9. **VOTING**

9.1 It is expected that all trustees present at a meeting will vote on each issue. However, a trustee has a right not to vote on any question and, if a trustee has a conflict of interest, the trustee must not vote. Such an abstention shall be recorded and shall not affect the quorum. If a trustee wishes to abstain for any other reason or to have a negative vote recorded he or she must so request before or immediately after the vote is taken.

9.2 Voting shall be by show of hands and only the results recorded unless a member requests recording of names before the vote is taken. Where names are recorded both positive and negative votes shall be recorded.

9.3 All questions shall be decided by a majority of the votes of the trustees present and voting, unless otherwise provided by the *School Act*. [Interpretation Act s.18(2)(c)]

10. **CONFLICT OF INTEREST**

10.1 "Pecuniary interest" (as defined in School Act section 55) means, with respect to a trustee, an interest in a matter that could monetarily affect the trustee and this includes an indirect pecuniary interest referred to in section 56.

10.2 If a trustee has any pecuniary interest in any matter and is present at a meeting of the board at which the matter is considered, the trustee:

- a. must at the meeting disclose his or her pecuniary interest and the general nature of the pecuniary interest;
- b. must not take part in the discussion of or vote on any question in respect of the matter; and
- c. must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter. [SA s.58(1)]

10.3 If the meeting is not open to the public, in addition to complying with these requirements the trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration. [SA s.58 (2)]

10.4 A trustee's temporary absence or inability to vote due to a conflict of interest shall not affect the quorum of a meeting.

10.5 If the pecuniary interest of a trustee is not disclosed as required above by reason of the trustee's absence from the meeting, the trustee must disclose the pecuniary interest and otherwise comply

with the requirements at the first meeting of the board attended by the trustee after the meeting referred to above. [SA s.58(3)]

10.6 A trustee has an indirect pecuniary interest in any matter in which the school board is concerned if:

- a. the trustee or the trustee's nominee,
 - i. is a shareholder in or a director or senior officer of a corporation that does not offer its securities to the public; or
 - ii. has a controlling interest in or is a director or senior officer of a corporation that offers its securities to the public, and the corporation has a pecuniary interest in the matter; or
- b. the trustee is a partner of a person, is a member of a firm or is in the employment of a person or firm that has a pecuniary interest in the matter. [SA s.56]

10.7 The pecuniary interest of a spouse or of a parent or child of the trust shall, if known to the trustee, be deemed to be also a pecuniary interest of the trustee. [SA s.57]

10.8 Under SA s. 59 (a-d), the provisions of the *School Act* regarding trustee disclosure [SA s. 58] do not apply to a pecuniary interest in any matter that a trustee may have:

- a. by reason of the trustee having a pecuniary interest in the matter which is a pecuniary interest in common with electors generally;
- b. by reason of the trustee being entitled to receive any indemnity, expenses or remuneration payable to one or more trustees in respect of the matter;
- c. by reason only that the trustee is a member of an association incorporated under the Cooperative Association or a credit union having dealings or contracts with the board;
- d. by reason only of a pecuniary interest of the trustee that is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence a trustee.-Moved to first clause.

10.9 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it made under section 58 must be recorded in the minutes of the meeting. [SA s. 60(1)] If a meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to and recorded in the minutes of the next meeting that is open to the public. [SA s.60 (2)]

11.

BOARD COMMITTEES

11.1 The chairperson shall appoint the members to, and designate the chairperson of, each standing committee at the first regular meeting of each year or as soon thereafter as possible. The chairperson may fill vacancies as they occur on any standing committee.

11.2 Trustees may attend meetings of any committee of the board and may be allowed to take part in any discussion but may not vote.

- 11.3 The chairperson of a committee may make motions and speak to any question during committee meetings without leaving the chair.
 - 11.4 The rules applying to regular or special meetings of the board shall be observed in committee of the whole and in standing committees so far as they are applicable and not altered by the provisions of this bylaw.
 - 11.5 Motions in committee need not be seconded and members are not limited as to the times of speaking. Speeches in committee of the whole must be strictly relevant to the item or clause under consideration.
 - 11.6 Committees of trustees or individual trustees may not exercise the rights, duties and powers of the board. [SA s.65(3)]
 - 11.7 On completion of deliberations, a committee shall report its findings to the board and such report cannot be acted upon unless adopted by the board.
12. School District No. 64 Bylaw No. 5, Procedural Bylaw is hereby repealed.
13. This bylaw may be cited as "School District No. 64 (Gulf Islands) Bylaw No. 2, Procedural Bylaw".

Date of First reading: ____ DAY of _____ 2020.
 Date of Second Reading: ____ DAY OF _____ 2020.
 Date of third reading and adoption: ____ DAY of _____ 2020.

 Board Chairperson

 Secretary Treasurer

Original signed December 4, 1996
 Revised: June 13, 2018.