



AGENDA

1. CALL TO ORDER

With the intention of holding a safe, caring, and orderly meeting for all we pledge: To do our best to maintain a respectful and inclusive working environment. We will hold this meeting to the highest standard of civility and appropriate conduct so that we may attend to our business effectively and productively.

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES

- (a) Minutes of the Regular Meeting, Public Session held 2024 05 08 ([attachment](#))

4. IN-CAMERA SUMMARY

- (a) Summary of In-Camera meeting held 2024 05 08 ([attachment](#))

5. BUSINESS ARISING

6. CORRESPONDENCE

- (a) Letter from MoECC 2024 06 06 ([attachment](#))

7. DELEGATIONS

- (a) Janine Fernandes-Hayden, Executive Director – [The Circle Education](#) ([attachment](#))

8. CHAIRPERSON'S REPORT

- (a) Draft Board Meeting Schedule 2024/2025 ([attachment](#))
(b) Draft Committee of the Whole Terms of Reference
(c) Draft Policy Committee Terms of Reference ([attachment](#))
(d) Mayne Island Lions Club – Request to Serve Alcohol ([attachment](#))

Motion: In accordance with Policy 3100 Controlled and Intoxicating Substances, the Board of Education approves the request from the Mayne Island Lions Club to serve alcohol at their Dinner/Dance on November 16, 2024, at Mayne Island School.

9. SUPERINTENDENT'S REPORT

- (a) Staffing
(b) International Student Program Fees 2025/2026 ([attachment](#))
Motion on the table: Moved and seconded that the Board of Education approve the International Fees Schedule for 2025/2026 school year as presented.
(c) School Fees 2024/2025 ([attachment](#))
(d) New Administrative Practices ([attachment](#))
(e) Strategic Plan Feedback ([attachment](#))



10. SECRETARY TREASURER'S REPORT

- (a) Monthly Financial Report
- (b) Draft 2024/2025 Annual Budget Bylaw ([attachment](#)) – 3 Readings ([attachment](#))
Motion: *That the Board of Education approve three readings at the 2024/2025 Annual Budget Bylaw at this time.*
Motion: *That the Annual Budget Bylaw for fiscal year 2024/2025 be read for the first time.*
Motion: *That the Annual Budget Bylaw for fiscal year 2024/2025 be read for the second time.*
Motion: *That the Annual Budget Bylaw for fiscal year 2024/2025 be read for the third time.*
- (a) Draft 2025/2026 Five-Year Capital Plan – Major Submission ([attachment](#))
Motion: *That the Board approves the 2025/2026 Five-Year Capital Plan, Major Submission.*
- (b) Carbon Neutral Report 2023 – draft submission ([attachment](#))

10. COMMITTEE REPORTS

- (a) Committee of the Whole – 2024 05 22 Summary ([attachment](#))
- (b) Education Committee – verbal report
- (c) Finance, Audit and Facilities Committee – 2024 05 08 Summary ([attachment](#))
- (d) Policy Committee – 2024 05 22 Summary ([attachment](#))
 - i. Policy 2.40 Addressing Concerns and Complaints ([attachment](#))
Motion: *That the Board adopts Policy 2.40 Addressing Concerns and Complaints.*
Motion: *That the Board repeals Policy and Procedure 133 Addressing Concerns, and Procedural Form 133-1.*
 - ii. Policy 2.60 Volunteers ([attachment](#))
Motion: *That the Board adopts Policy 2.60 Volunteers.*
Motion: *That the Board repeals Policy and Procedure 140 Relationships.*
 - iii. Policy and Procedure 131 Personal Information and Privacy
Motion: *That the Board repeals Policy and Procedure 131 Personal Information and Privacy.*
 - iv. Procedure 130 Access to Information.
Motion: *That the Board repeals Procedure 130 Access to Information.*
 - v. Policy and Procedure 510 Selection and Challenge of Learning Resources
Motion: *That the Board repeals Policy and Procedure 510 Selection and Challenge of Learning Resources and Procedural Form 510-1.*

11. TRUSTEE REPORTS

12. OTHER BUSINESS



13. **QUESTION PERIOD**

14. **NEXT MEETING DATES**

(a) Regular Board Meeting – September 11, 2024, at School Board Office (tentative)

15. **ADJOURNMENT**



Present:	Tisha Boulter	Board Chair
	Chaya Katrensky	Vice-Chair
	Gregory Lucas	Trustee
	Deborah Luporini	Trustee
	Nancy Macdonald	Trustee
	Rob Pingle	Trustee
	Jill Jensen	Superintendent of Schools
	Jesse Guy	Secretary Treasurer
	Boe Beardsmore	Associate Superintendent
	Lyall Ruehlen	Director of Instruction
	Lori Deacon	Director of Corporate Services
	Anna Szul	Executive Assistant
Guests:	Amy Dearden	Principal of Early Learning and Child Care
	Adrien Pendergast	GIPVPA Chair
	Clare Hoffman	DPAC Representative
Regrets:	Jeannine Georgeson	Trustee
	Ian Mitchell	GITA President
	Angela Thomas	CUPE President

1. CALL TO ORDER

The meeting was called to order at 12:59 p.m. by Chair Boulter. Vice-Chair Katrensky spoke to the privilege and gratitude for living on the sacred traditional territory of the Coast Salish communities, specifically the Hul’qumi’num and SENĆOŦEN speaking peoples – huy tseep q’u.

Chair Boulter read the opening statement: With the intention of holding a safe, caring, and orderly meeting for all, we pledge to do our best to maintain a respectful and inclusive working environment. We will hold this meeting to the highest standard of civility and appropriate conduct so that we may attend to our business effectively and productively.

2. ADOPTION OF AGENDA

Addition: 2024 Student Graduation Fees under the Chairperson’s report (8f)

Removal: 2024/25 Board Meeting Schedule (8b) and 2024/25 Annual Budget Spending Plan (10b) moved to the afternoon in-person Committee of the Whole meeting on May 22, 2024.

Moved and seconded that the agenda for the Regular Board Meeting, Public Session held 2024 05 08 be adopted as amended.

CARRIED 46/24



3. **APPROVAL OF MINUTES**

Moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2024 04 10 be approved as presented.

CARRIED 47/24

Moved and seconded that the minutes of the Special Board Meeting, Public Session held 2024 04 24 be approved as presented.

CARRIED 48/24

4. **IN-CAMERA SUMMARIES**

The Board of Education received the Regular In-Camera Summary for 2024 04 10 by consensus.

5. **BUSINESS ARISING**

6. **CORRESPONDENCE**

7. **DELEGATIONS**

8. **CHAIRPERSON'S REPORT**

(a) **BCSTA AGM**

Chair Boulter shared insights from her participation at the BCSTA AGM, emphasizing the impactful presentation by indigenous youth who highlighted that the responsibility for Truth and Reconciliation lies with the colonizers, not the oppressed. Trustee Macdonald was inspired by the youth's plans and career aspirations. Trustee Lucas appreciated the Strategy presentation, finding the mechanism for generating ideas particularly beneficial.

(b) **2024/25 Board Meeting Schedule**

Moved to the in-person Committee of the Whole meeting on May 22, 2024.

(c) **Saltspring Challenge Cup – Request to Serve Alcohol**

Moved and seconded that the Board of Education waives the 60-day notice prescribed in Policy 3100 Controlled and Intoxicating Substances and approves the Saltspring Challenge Cup's request to serve alcohol at the May Long Weekend Soccer Tournament on May 17-20, 2024, on Gulf Islands Secondary School grounds.

CARRIED 49/24

(d) **Galiano Activity Centre – Request to Serve Alcohol 1**

Moved and seconded that in accordance with Policy 3100 Controlled and Intoxicating Substances, the Board of Education approves the request from the Galiano Activity Centre to serve alcohol at the Todd Wolfe Memorial soccer tournament on August 24, 2024.



CARRIED 50/24

(e) **Galiano Activity Centre – Request to Serve Alcohol 2**

Moved and seconded that in accordance with Policy 3100 Controlled and Intoxicating Substances, the Board of Education approves the request from the Galiano Activity Centre to serve alcohol at the Active/Passive Music Festival's Rave the Roof on August 9, 2024.

CARRIED 51/24

(f) **2024 Graduation Fees**

Trustee Pingle expressed concerns regarding the \$60 Student Graduation Fee. Jill Jensen noted that these fees were not included in the annual fee schedule approved by the Board in June of 2023, and these fees are standard across the province. It was suggested that schools could potentially cover these fees with their flex budgets. Trustees discussed clear separation of access to graduation ceremony tickets from any request to student to pay for additional expenses related to graduation.

Moved and seconded that the Board of Education cover the costs of the GISS grad fees for the 2024 graduation ceremonies.

DEFEATED

Staff will communicate with the high school to send out a bulletin clarifying that five grad tickets are given out to each student at no cost and that the graduation fee is a request for cost recovery of the incidental costs for the ceremony and reception. Moving forward, if the school wishes to request a grad fee from students, the amount must be included on the school's fee schedule approved by the Board each year.

9. SUPERINTENDENT'S REPORT

(a) **Staffing**

Lyall Ruehlen announced the appointment of Ben Desrosiers to the role of Vice Principal at the Saturna Ecological Education Centre (SEEC), effective August 1, 2024. Regarding staffing teachers for the 2024/2025 school year, discussions will be held with a small number of teachers whose positions may not be required for the upcoming year. Anticipated layoffs by May 15th are expected to be minimal, and temporary positions will soon be advertised. Boe Beardsmore confirmed that the Education Assistant (EA) selection committee convened on May 7th. EA Selection Day will be scheduled for June, and multiple postings are expected. It is emphasized that the District's staffing decisions are based on specific needs rather than a fixed formula.

(b) **International Student Program Proposed Fee Schedule for 2025-2026**

It was explained that international student enrolment in SEEC is not feasible. Resident students in grades 11-12 who attend SEEC generate unique geographic funding, and our limited spaces are prioritized for local students.



Program enrolment has declined since pre-COVID, with only 35-38 students expected for next year. Trustees discussed the impact on the budget when costs for the program that exceed program revenue are then subsidized by local students.

Moved and seconded that the Board of Education approve the International Fees Schedule for 2025/2026 school year as presented.

TABLED

This item will be brought to the May 22, 2024, Committee of the Whole meeting for further discussion. The motion will be considered at the June 12, 2024, public meeting of the Board. Staff will present the international student program's annual expenditures at that time.

(c) **Early Learning Update – Amy Dearden**

The Early Learning Update highlights efforts to support early childhood education and development across the birth to age eight continuum. Key initiatives include:

- Establishing strong relationships with early years service providers and communities.
- Hosting professional learning sessions focused on social-emotional learning capacity building, attended by various stakeholders.
- Creating four new play-based learning kits (oral language kit, social-emotional learning kit, place based kit, numeracy kit, and Metis Nation kit) and story walks aligned with the Early Learning Framework.
- Collaboration with Indigenous Education departments and educators to develop resources like the Belonging Book.
- Participation in various early years' initiatives such as the Gulf Islands Early Years' Table and early learning fairs.
- Emphasizing Kindergarten transition support, including K-Play sessions and parent learning nights to help families prepare for this milestone.

Overall, the update reflects a comprehensive approach to early childhood education, emphasizing collaboration, professional development, and community engagement.

Amy Dearden showcased the Welcome to Kindergarten packages distributed to all incoming families within the district. Each package contains two books, math games, social-emotional learning cards, and two booklets: one for children, and one for parents. The books provide insights into what to expect in kindergarten.

(d) **Accessibility Plan Update**

Amy Dearden reported on the progress since the passage of the *Accessibility Act* in September. The Accessibility Advisory Group commenced its efforts in the fall by launching a baseline survey and the Feedback Tool as mandated by the BC Accessibility Act. While the survey provided one-time data, the Feedback Tool remains an ongoing resource available on the district website, promoted through school communities. Analysis of feedback highlighted key themes, leading to



recommendations for addressing barriers. Notably, the group recommended a broader environmental scan on accessibility across the district, with plans to collaborate with [BC CAISE](#) and [Untapped Accessibility](#). Membership for the advisory group is open annually, with applications for the upcoming year opening in conjunction with National Accessibility Week and adhering to *Act* requirements for diverse representation.

Boe Beardsmore reported that only a few individuals have submitted barriers into the feedback tool and emphasized the direct link between improvements and the barriers identified through the feedback tool. Without utilizing the tool, the committee cannot effectively assess issues or implement necessary changes. Barriers needing urgent attention are promptly discussed with Principals and Vice Principals, and immediate resolutions are implemented. Among the reported barriers is the need for universal washrooms, a long-term project slated for completion at GISS and Pender over the upcoming summer. Fulford and Salt Spring elementary schools are the next schools where universal washrooms are being considered. Jill Jensen noted that the province is considering efforts to improve access to special services for underserved small and rural communities.

There was discussion regarding the benefit of having a document report to accompany the update to improve transparency and awareness of existing barriers. This item will be brought to the Education Committee for further discussion.

(e) **Anti-racism Annual Review of Incidents**

This year, Cheryl Ruff's role as Equity and Anti-Racism Coordinator focused on working with schools to promote awareness and create safe spaces, reinforcing goals from previous years and clarifying roles and responsibilities. Shannon Johnston, the Principal of Indigenous Education, will continue this work starting in September. Discussions over the past year have centered on establishing a district repository of resources, now available to all staff via SharePoint.

[Safer Schools Together](#) mandates the reporting of any racist incidents, detailing the actions taken and support provided. From September to date, four such incidents have been reported. Efforts are underway to make this work visible while respecting privacy and confidentiality, including the development of an infographic. The process for reporting and responding to incidents of racism is outlined in the district Antiracism Policy 2.30 Section 3 Reporting and Addressing Incidents of Interpersonal Racism.

(f) **McCreary Report**

The BC Adolescent Health Survey (BC AHS) is a province-wide survey administered to youth in Grade 7 to 12 every five years since 1992. The survey covers a wide range of youth health topics, including education; family; friends; extracurricular activities; physical, mental, and sexual health; and substance use. SD64 has actively engaged in six of the seven surveys, achieving an 80% participation rate. Administered by a public health nurse, the survey includes a consent procedure



and involves a student committee in revising questions. Contrary to assumptions, mental health challenges were prevalent before the pandemic. Notably, SD64 stands out as the sole district in the province with reduced student absences, indicating the efficacy of ongoing attendance initiatives. The research underscores a direct link between student achievement and attendance, affirming the significance of these efforts.

(g) **Preventing Disruptive/Aggressive Behavior**

The proposed legislation will help protect students and staff by giving the Province the authority to prohibit behaviour that impedes access to school grounds, disrupts school programs and activities, or causes concern for physical or mental safety of students and staff. The new law will provide law enforcement the authority to arrest or issue tickets to anyone found impeding access, disrupting educational activities, or attempting to intimidate an individual within 20 metres (66 feet) of school grounds.

(h) **Personal Devices – Updated School Codes of Conduct**

The Ministry of Education and Child Care has revised the Provincial Standard for Codes of Conduct Order to restrict the use of personal digital devices during instructional time. By the end of June, all SD64 school codes of conduct will be revised to incorporate this new requirement.

(i) **AP A1 Development of Administrative Practices**

Jill Jensen presented the newly published Administrative Practice AP A1 Developing Administrative Practices. This AP is available on the district website.

(j) **Saturna Ecological Education Centre (SEEC) Field Trip – Calvert Island, BC (attachment)**

Moved and seconded that the Board of Education approves the SEEC/PIESS's request for ten students in grades 9 to 12 to travel to Calvert Island, BC, to connect with the Hakai Research Institute from June 2 to June 7, 2024, and participate in beach and lab-based activities with researchers.

CARRIED 52/24

(k) **Gulf Islands Secondary School Field Trip – St. Catherines, Ontario (attachment)**

Moved and seconded that the Board of Education approves GISS's request for seven students in grades 10 to 12 to travel to St. Catherines, ON, to attend the Canadian Secondary School Rowing Regatta (CSSRA) from May 27 to June 3, 2024.

CARRIED 53/24

10. SECRETARY TREASURER'S REPORT

(a) **Monthly Financial Report**

The monthly operating expense report indicates that expenses are currently within 2.0% of the 2023/2024 amended annual budget.



(b) **2024/2025 Annual Budget Spending Plan**

Moved to the in-person Committee of the Whole meeting on May 22, 2024.

(c) **Transportation & Registration Update**

Transportation registration for the 2024/2025 school year is now open until May 31, 2024.

Registrations received after May 31 will be accepted on a courtesy rider basis. There are two proposed changes to our Salt Spring Island bus transportation service for 2024/2025, the addition of Mount Erskin on Bus route 6 and Bishops Walk on Bus route 3.

11. COMMITTEE REPORTS

(a) **Committee of the Whole** – no report

(b) **Education Committee** – no report

(c) **Finance, Audit, and Facilities Committee** – 2024 04 10 Summary received. Trustee Lucas. Budget discussion moved to the in-person Committee of the Whole meeting on May 22, 2024.

(d) **Policy Committee** – 2024 04 24 Summary received.

i. Policy 1.40 Board Committees

Moved and seconded that The Board of Education adopts Policy 1.40 Board Committees.

CARRIED 54/24

Moved and seconded that The Board of Education repeals Policy and Procedure 120 Board Committees.

CARRIED 55/24

ii. Policy 1.41 Board Liaison and Representation

In response to feedback received from DPAC, the draft policy was amended to include intentional reference to DPAC as a parent group under “the purpose of trustee liaison assignments” section.

Moved and seconded that The Board of Education adopts Policy 1.41 Board Liaison and Representation.

CARRIED 56/24

iii. Policy 1.20 Board Authority, Role, and Responsibilities

Moved and seconded that The Board of Education adopts Policy 1.20 Board Authority, Role, and Responsibilities.

CARRIED 57/24

iv. Policy 1.21 Role of the Chairperson and Vice-Chairperson



Moved and seconded that The Board of Education adopts Policy 1.21 Role of the Chairperson and Vice-Chairperson.

CARRIED 58/24

Moved and seconded that The Board of Education repeals Policy and Procedure 105 Governance and Administration.

CARRIED 59/24

v. Policy 1.22 Trustee Remuneration

Moved and seconded that The Board of Education adopts Policy 1.22 Trustee Remuneration.

CARRIED 60/24

Moved and seconded that The Board of Education repeal Policy 6550 Trustee Remuneration and Expenses.

CARRIED 61/24

vi. Policy 2.30 Anti-racism

It was noted that the policy refers to an annual survey under section 4.2.

Moved and seconded that The Board of Education combine Policy and Procedure 217 Anti-Racism into a single policy, and approve renumbering and amendments to be Policy 2.30 Anti-racism.

CARRIED 62/24

vii. Policy 2.70 Use of Board Property for Child Care

Moved and seconded that The Board of Education combine Policy and Procedure 6950 Child Care and approve renumbering and amendments to be Policy 2.70 Use of Board Property for Child Care.

CARRIED 63/24

viii. Policy 2.80 Freedom of Information and Protection of Privacy Act Designation of Head

Moved and seconded that The Board of Education rename, renumber, and amend Policy 130 Access to Information to Policy 2.80 Freedom of Information and Protection of Privacy Act Designation of Head.

CARRIED 64/24

ix. 220 Information Systems: Acceptable Use and Protection of Privacy (Policy, Procedure, and Forms 220-1, and 220-2



Moved and seconded that The Board of Education repeal Policy and Procedure 220 Acceptable Use and Protection of Privacy, and Forms 220-1 and 220-2.

CARRIED 65/24

x. Draft Policy 2.40 Addressing Concerns and Complaints

Notice of Motion to adopt and circulate Policy 2.40 Addressing Concerns and Complaints. Once adopted, Policy and Procedure 133 Addressing Concerns and Appeals Form 133-1 will be repealed.

xi. Draft Policy 2.60 Volunteers

Notice of Motion to adopt and circulate Policy 2.60 Volunteers. Once adopted, Policy and Procedure 140 Relationships will be repealed.

Lori Deacon and Adrian Pendergast left the meeting at 3:34 pm.

12. TRUSTEES' REPORTS

Chair Boulter passed.

Trustee Katrensky reported that Saturna School's literacy initiative has been successful, with students demonstrating notable growth. Next year, teachers will focus on numeracy as a school-wide goal. The community has identified a music teacher locally. Additionally, there will be a change in the Strong Start coordinator position, which will be posted. The new Vice Principal, Ben Desrosiers, has been warmly welcomed by the community and has made a positive impression.

Trustee Lucas shared upcoming events, including a sexual health session for children and parents led by Careen Underwood on May 15-16. There will also be a focus on health and wellness, aiming for a deeper understanding of vaping and substance use. Professional Development sessions will address public health needs, nutrition, and body image. In April, students from grades 6/7 and K/1 visited the W̱SÁNEĆ village site near the Pender bridge. Pender teachers have been fostering students' deeper connection with local native plants.

Trustee Luporini discussed April's question with Adrian Pendergast, focusing on integrating Indigenous perspectives. Additionally, discussions centered on Mayne Island's efforts toward creating an age-friendly future.

Trustee Macdonald passed.

Trustee Pingle passed.

13. OTHER BUSINESS

14. QUESTION PERIOD



15. NEXT MEETING DATES

- (a) Regular Board Meeting – June 12, 2024, at the School Board Office.
- (b) Policy Committee Meeting – May 22, 2024, at the School Board Office.
- (c) Committee of the Whole – May 22, 2024, at the School Board Office.

16. ADJOURNMENT

Moved to adjourn at 3:44 p.m.

CARRIED 66/24

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 In-Camera Meeting held
at the Saturna Island School

2024 05 08

Present:	Tisha Boulter	Board Chair
	Chaya Katrensky	Vice-Chair
	Gregory Lucas	Trustee
	Deborah Luporini	Trustee
	Nancy Macdonald	Trustee
	Rob Pingle	Trustee
	Jill Jensen	Superintendent of Schools
	Jesse Guy	Secretary-Treasurer
	Boe Beardsmore	Associate Superintendent
	Lyall Ruehlen	Director of Instruction
	Lori Deacon	Director of Corporate Services
Anna Szul	Executive Assistant	
Regrets:	Jeannine Georgeson	Trustee

The meeting was called to order at 9:00 a.m.

Addition: Welcome Back BBQ – Dates & Location (8b)

The agenda for the Regular Board meeting, In-Camera session held 2024 05 08 was adopted as amended.

The minutes of the Regular Board meeting, In-Camera session held 2024 04 10, were approved as presented.

Items:

1. Partner Liaison Engagement Update
2. BCPSEA Satisfaction Survey 2024 (moved out of in-camera)
3. Welcome Back BBQ – Dates & Location (moved to email discussion)

The meeting adjourned at 9:50 a.m.



June 6, 2024

Ref: 299735

Dear Board Chairs and Superintendents:

I want to bring your attention to an area that I and the team at the Ministry of Education and Child Care are aware of in schools and in community over the last year. There are several incidents that have raised concerns about anti-Semitism in BC classrooms and schools that I am compelled to raise with you, the leaders of our K-12 education system.

I know the commitment to ensuring all students have access to safe, inclusive, and quality learning environments that support them to achieve their best, is a commitment shared across the education sector. This is my top priority as Minister.

As Board Chairs and Superintendents, you know that the responsibility for providing appropriate and relevant learning opportunities for students is a district responsibility. I know and respect that districts value having this autonomy at the local level to deliver education to the many diverse communities across British Columbia. This approach has ensured we can continue to provide students with a world-class education.

How students receive their education can differ between districts, schools, and even between classrooms. Where it aligns with learning standards of the curriculum, individual educators may decide to teach about current events or human rights topics from all around the world in their classrooms. Classrooms should be a space where students learn about complex subjects, but it must be done in a way that does not cause harm to students.

This teaching must be trauma-informed and age-appropriate. Students in British Columbia come from a diverse range of cultural, religious, and ideological backgrounds, and my expectation is that teachers will work to ensure that all students feel welcomed, supported, and safe in the classroom so that their curiosity can thrive.

Erase includes resources for teachers to support trauma-informed practices in the classroom. The Ministry of Education and Child Care has developed training for teachers on trauma-informed and compassionate practices through a [Trauma-Informed Practice](#) webpage.

It is also important for teachers to use significant professional judgement and expertise when determining what topics and issues to address, in which grades, and to ensure topics are taught in a careful, respectful, and age-appropriate manner.

.../2

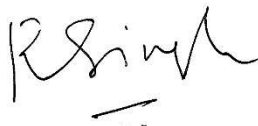
In addition, boards of education are responsible for determining how learning resources are chosen for use in schools, and boards must also have policies and procedures for choosing learning resources. I encourage you to have conversations in your district about ensuring that your teachers are following local learning resources policies and are choosing culturally responsive, age-appropriate resources to support the learning in their classrooms.

When issues or concerns in classrooms arise, my expectation is that school districts, as the direct employers of teachers, take them seriously and take prompt action. As a regulated profession, teachers must abide by their [Professional Standards for BC Educators](#), which, among other things, require them to treat all students equitably and with respect, understand the subjects they teach and implement effective instructional practices. Under section 16 of the [School Act](#), superintendents are required to report any conduct by a teacher that causes significant emotional harm to a student to the Commissioner for [Teacher Regulation](#). Superintendents are also required to report any conduct by a teacher they consider to be in breach of the Standards to the Commissioner if it is in the public interest to do so.

The Ministry of Education and Child Care has connected with a number of school districts where concerns were raised and understand that swift actions were taken to investigate and address incidents that were brought forward. I commend this responsiveness and expect that all school districts will work effectively with educators to review classroom environments, teaching lessons, and materials, where needed, to ensure we are best meeting the learning needs of every student in the classroom.

Please continue to keep Jennifer McCrea, Assistant Deputy Minister, System Liaison and Supports Division (Jennifer.McCrea@gov.bc.ca) apprised if incidents of concern arise. Thank you for all your work to keep students safe and learning.

Sincerely,

A handwritten signature in black ink, appearing to read 'R Singh', with a horizontal line underneath.

Rachna Singh
Minister



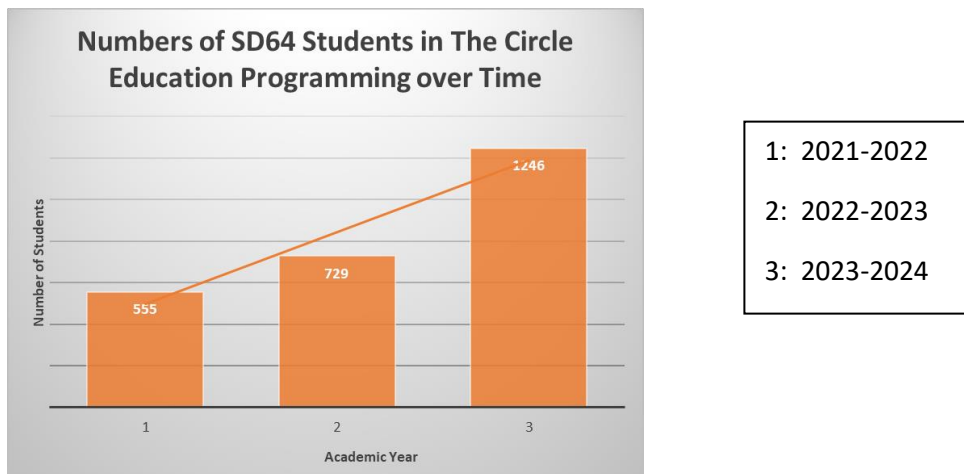
The Circle Education At A Glance

Students need support on their social-emotional skills and understandings. It does not happen enough in schools. Thoughtful support in this area is beneficial for the students. Having The Circle Education work in our school benefits all students as it helps everyone support each other and to work together while being sensitive to each other's needs. ~ Matt Sedman, SD64 Teacher

The Circle Education Mission

The Circle's preventative work fosters healthy relationships and addresses social problems to promote communities free of violence, bullying, discrimination, assault and abuse. It does so through educational programs aimed at youth and focused on the important social-emotional skills required for them to engage in healthy relationships with themselves and with others. The organization also strives to inspire and train others to deliver its programs so that the impact is far-reaching.

Figure I: Summary of Numbers of SD64 Students in The Circle Education Programming over Time.



'The material covered is essential for young students to be exposed to and to learn about. Students are learning to communicate better and realize that their emotions are 'normal' ~ Valeska San Martin, Teacher SD64

We try to integrate social thinking in the classroom as much as possible, but the circle format and facilitator take it to another level. In concentrated sessions, students get comfortable with emotional vocabulary and being honest with themselves. It is an enormous benefit to the school. ~ Brice Woollcombe, Teacher SD64

Table I: Breakdown of Student Numbers, 2023-2024

School	Programs	Number of Classrooms	Total Number of Students
Salt Spring Elementary	Empathy Project (3) Respect Project (3)	6	150
Fernwood Elementary	Empathy Project (1)	1	25
Fulford Elementary	Empathy Project (4) Respect Project (2)	6	150
Pender Island Elementary-Secondary	Trust Project (2) Respect Project (2)	4	100
Mayne Island School	Empathy Project (1) Respect Project (1)	2	40
Saturna Ecological Education Centre	Trust Project (1)	1	6
Galiano Island Community School	Empathy Project (2) Respect Project (1)	3	50
Gulf Islands Secondary School	Fall Consent Workshops	Every grade, all students	675
TOTAL In-School			1196
TOTAL Pass-It-On			50
TOTAL Students in SD64			1246

'It was amazing. Vocabulary used in these lessons was used throughout the year. There was growth in understanding empathy, flexible thinking and perspective taking.' ~ Sarah Bowles, Teacher SD64

What has Changed with our In-School Programming over the Past Couple of Years?

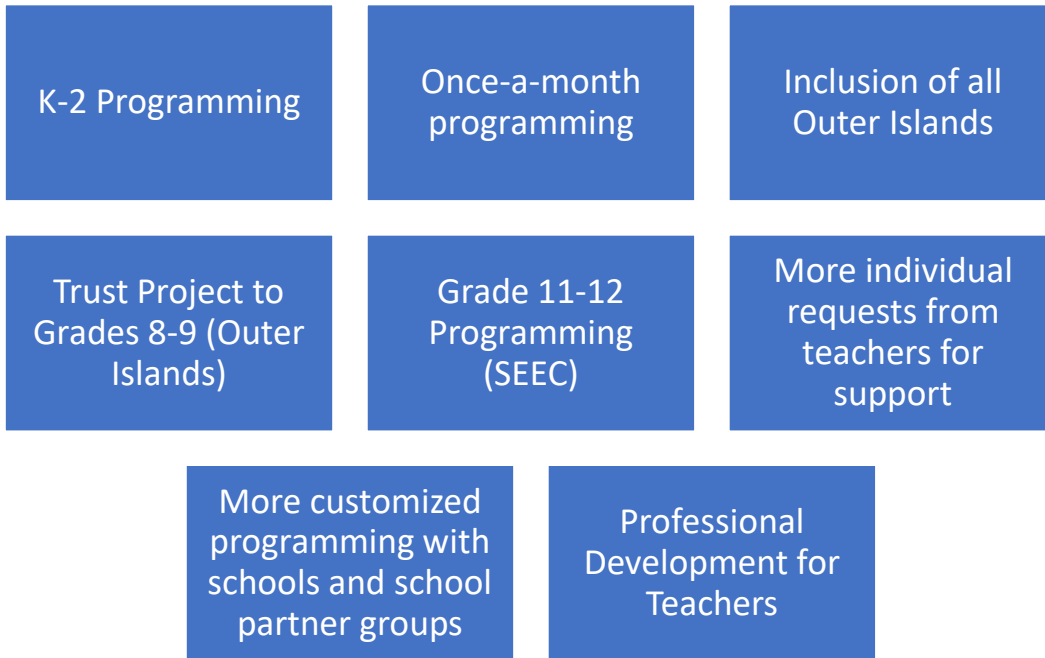
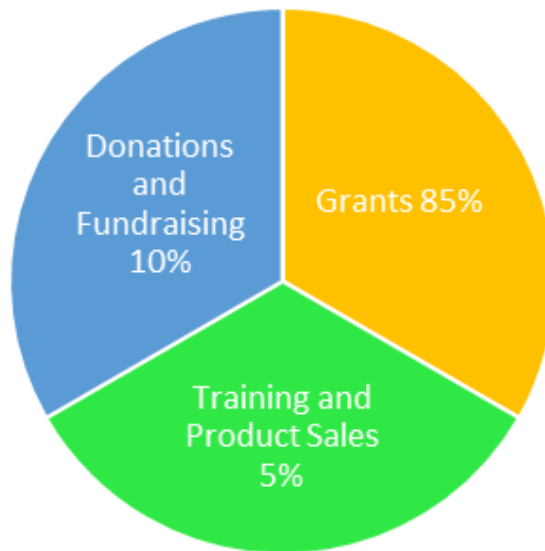


FIGURE I: Breakdown of The Circle Education Revenue Sources



I've had The Circle Education program in my class every year for the last several years and it has become an essential part of building classroom community and helping students understand themselves and their thoughts/emotions.' ~ Geoffrey Fast, Teacher SD6

TABLE I: Summary of 2023-2024 Offerings

Program	2023-2024 Current Offering	Paid by	Cost
The Empathy Project* Grades K-4 In-School Programming	10 sessions x1 hour/week once a week (shorter depending on grade level)	Grant funding (federal/provincial/private), fundraising, donations, fee for service. Currently No Cost to SD#64	\$26,682
The Respect Project* Grades 5-7 In-School Programming	10 sessions x 1.5 hours/week	Grant funding (federal/provincial/private), fundraising, donations, fee for service. Currently No Cost to SD#64	\$61,444
The Trust Project* Grades 8-9 In-School Programming *Currently only Saturna and Pender	10 sessions x 1.5 hours/week	Grant funding (federal/provincial/private), fundraising, donations, fee for service. Currently No Cost to SD#64	*This was ad hoc programming over 2023-2024. Cost assumed under The Respect Project Budget
Pass It On Girls Afterschool programming Female-identifying students with grade 8 buddies and senior mentors (grades 10-12)	32 sessions x 2.5 hours/week	Grant funding (federal/provincial/private), fundraising, donations, fee for service.	\$73,000
Pass It On Boys Afterschool programming male-identifying students (grades 8-12)	32 sessions x 2.5 hours/week	Grant funding (federal/provincial/private), fundraising, donations, fee for service.	\$57,000
GISS Consent Workshops	4 x 1-hour whole grade workshops (grades 8-12)	Paid by GISS	\$2000

*Due to demand, as of this academic year, teachers applied for these programs and paid a \$50 registration fee.

The Circle Education adds another layer and voice to social-emotional education. It provides a safe space for students to share their thoughts and ideas with someone other than their teacher. It adds depth to our health education ~ Kadek Okuda, SD64 Teacher



REGULAR BOARD MEETINGS

Typically held on the 2nd Wednesday of the month (3rd Wednesday in January). No Board meetings are scheduled for the months of October, December, and March. Public meetings are open to the public for observation, with a question period at the end of the meeting.

September 11, 2024	School Board Office	Salt Spring Island
November 13, 2024	School Board Office	Salt Spring Island
January 15, 2025	School Board Office	Salt Spring Island
February 12, 2025	School Board Office	Salt Spring Island
April 9, 2025	School Board Office	Salt Spring Island
May 14, 2025	School Board Office	Salt Spring Island
June 11, 2025	School Board Office	Salt Spring Island

COMMITTEE MEETINGS

4th Wednesday of the month, except for December, March and June. Four committee meetings per year will be held in person on the outer islands; the rest will be held online. Committee meetings are subject to change. The public is welcome to observe but not participate.

September 25, 2024	Saturna Island Elementary & SEEC
October 30, 2024	Galiano Island School
November 27, 2024	Online
January 29, 2025	Online
February 26, 2025	Online
April 23, 2025	Pender Islands Elementary & Secondary School
May 28, 2025	Mayne Island Elementary

POLICY COMMITTEE

PURPOSE

The Policy Committee's role is to identify the need for new policies, consider new policy and the need for revisions and amendments to existing policy, enhancing the effectiveness of Board governance.

NATURE OF COMMITTEE	Standing Committee of the Board
MEMBERSHIP	School District No. 64 trustees (3) Board Chairperson (ex officio) Superintendent and/or designate (non-voting) Secretary Treasurer and/or designate (non-voting)
CHAIRPERSON	A trustee will serve as Chair
PARTNER AND REPRESENTATIVE GROUPS	Comments and input from a representative from: <ul style="list-style-type: none"> • Canadian Union of Public Employees Local 788 (CUPE) • District Parent Advisory Council (DPAC) • Gulf Islands Principal and Vice-Principal Association (GIPVPA) • Gulf Islands Teachers' Association (GITA) • Indigenous Education Advisory Council
APPOINTMENT	<ul style="list-style-type: none"> • Trustees are appointed by the Chairperson of the Board • Representatives are identified by the organization they are representing
BUDGET	None
SECRETARIAT	Executive Assistant to the Board
MEETINGS	Meetings will be scheduled a minimum of two times per year, or as needed due to workload. Agendas with supporting materials will be circulated to the committee and partner/representative groups, five days in advance of each meeting.
QUORUM	Two trustees designated as members of the committee

DELIVERABLES

The Policy Committee supports Board governance with:

- ongoing review of Board bylaws and policies;
- development of new bylaws and policies;
- revision of existing bylaws and policies;
- identifying repeal of redundant bylaws and policies;
- ensuring that all bylaws and policies are written in a consistent format and style;
- ensuring that there is no duplication or redundancy within bylaws, policies or with legislation;
- providing research assistance on bylaws and policy issues, as needed; and
- identifying where minor housekeeping amendments would be beneficial to existing policy.

REPORTING MECHANISM

High-level minutes of all meetings will be provided to the Board. The committee may make recommendations to the Board.



MAYNE ISLAND SCHOOL FACILITY BOOKING FORM

APPLICATION TO SERVE ALCOHOL AT A COMMUNITY EVENT ON SCHOOL DISTRICT #64 PROPERTY

Date: May 7, 2024

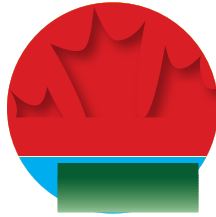
To whom it may concern:

On Nov 16, 2024 (date) the MAYNE ISLANDIANS (organization) will be hosting a DINNER/DANCE (type of event) in the gym at the Mayne Island School. We respectfully request your permission to provide a bar at this event. The appropriate licenses and insurance policies will be in place and copies of both, the liquor license and insurance certificate will be provided to Mayne Island School prior to the event. The bar will be run by experienced community members with serve it right certification throughout the evening.

If you require further information, please contact BRIAN DEARDEN (name) at 250-539-0715 (phone number) and/or bdearden@shaw.ca (email address) regarding this matter. As we are in the planning stage, we would appreciate a timely response to this request.

Respectfully yours,

Handwritten signature of Brian Dearden.



School District #64
The Gulf Islands International Program
Proposed Fees for 2025-2026
All in Canadian Dollars

Application Fee \$400.00
Homestay Placement/ Monitoring Fee \$500 per semester
Returning Student Fee \$150
Full year tuition \$15,000
Semester tuition \$7,625
Homestay \$1,250 per month*
Medical - \$125 per month
School Fee – Full Year \$850.00**
School Fee – Semester \$600.00**

*Additional Fee of \$200 per month for students requiring a special diet such as gluten free, celiac, vegetarian, or vegan. Additional daily fee of \$50 for days prior to September 1st and after June 30th.

**Includes custodial fee, airport pickup and delivery fees, school fees, athletic fees, academic monitoring, and in school program/school activities.

***Validation Fee of \$200 if required

Total for Full Year: \$31,000 CAD for new students \$30,750 CAD for returning students.

Total for One Semester: \$ 16,000CAD.

Payment Due Dates

Application Fees are due before the Letter of Acceptance and Custodial Declaration will be issued.

Full year and first semester program fees are due May 31, 2025

Second semester fees are due by November 30th, 2025.

Specialty Programs and Additional Costs

Eco-Education Adventure Program - \$450.00 for the 5-day program *

GISPA – The Gulf Island School of Performing Arts - \$1500 for the year *

*Subject to increase

Refund Procedures

The Board of Education of School District 64, Gulf Islands (“School District” or “we”, “us “or “our”) is pleased to offer international students an opportunity to attend and participate in educational studies in British Columbia. This document explains our procedures for refunding fees when a student seeks to withdraw or is dismissed from our program.

Making a Request for Refund

Refund requests must be made in writing and addressed to the District Principal of the Gulf Islands International Program. Refund requests should include any relevant documentation supporting the basis for the request. We may request additional documentation to assess your request as needed.

Non- Refundable Fees

Refunds are not available for administrative fees that are paid to the School District for receiving and processing a student’s application or enrollment, for homestay placement or for school class placement and orientation.

These non-refundable fees include:

Application Fee \$400

Homestay Placement/Monitoring Fee \$500 per semester

School Fee \$600 for semester \$850.00 for full year

If the School District has collected any amount of money from a student and paid to a third party, such as medical, then any available refunds will depend on the policies of the third party.

When Refunds are Not Available

We reserve the right to refuse any request for a refund, regardless of the reason for the request, if it is received less than 14 days prior to the commencement of the educational program.

Refunds shall not be issued with respect to Students who:

Are dismissed from the Educational Program or required to withdraw due to their own inappropriate behaviour, such as where the student fails to comply with the School District’s Code of Conduct or any applicable laws or the rules, policies or procedures of the School District or its homestay program; or

Are removed from the Program because information provided in their application for enrollment is determined by the School District to be false or misleading including undisclosed illness, medical or mental health conditions or undisclosed educational needs.

When Refunds will be considered:

- A full refund, less application fee of \$400, the homestay and the Program fee of \$600 if the student's application for a Study Permit is rejected by Canadian Immigration. A copy of the letter of rejection must be included with the request for a refund.
- A full refund, less application fee of \$400 and the Program fee of \$600, if a student is unable to travel due to travel restrictions, such as border closures due to pandemics or natural disasters. (Example would be COVID-19).
- 45% of tuition, if the student withdraws prior to the commencement of the Start Date as posted in Section 16 of the Letter of Acceptance.
- Zero refund of the tuition fee, if the student withdraws at any time between the commencement of studies (defined as the first day of classes) and the end of the first calendar month of the program.
- Homestay payments that have not been given to your homestay with a minimum notice of 14 days.



Briefing Note

Title: Approval of Annual School Fees
Date: June 12, 2024
From: Superintendent of Schools/CEO
Audience: Public

Purpose

To clarify the process for approval of annual school fees.

Recommendation

With the delegated authority of the Board, the Superintendent will receive and approve school fees in advance of the June Board meeting each year. The Superintendent will bring a report of approved school fees to the June meeting for public information and ensure the approved fee schedule is posted to the district website.

Background

At the Public meeting of the Board on May 8, 2024, during a discussion regarding graduation fees, there was debate as to whether or not the Board was required to formally approve the fee schedule charged by schools each year. It has been past practice that, once received by the Superintendent, school fees for the upcoming school year have been brought to the Board for approval at the June meeting in public.

Although the Board must provide, free of charge, resource materials necessary for B.C. resident students (ordinarily resident) to participate in their educational program, the *School Act* provides Boards the authority to collect fees for other goods and services. In doing such, the Act requires that the Board:

"publish a schedule of the fees to be charged and deposits required and must make the schedule available to students and to children registered under section 13 and to the parents of those students and children before the beginning of the school year." (Section 82.6)

Currently, the Board has policy language that states:

- Procedure 6750 School Fees, Section 1.c: *"School fees will be submitted to the Superintendent or designate two weeks prior to the last regular Board meeting in the month of June."*



- Policy 1.20: Board Authority and Role: "*The Board delegates responsibility for administration of its policies and the day-to-day operations of the District to the Superintendent as Chief Executive Officer.*"

In the absence of specific direction from the *School Act*, this policy language empowers the Superintendent of Schools to approve school fees on behalf of the Board of Education.

Attachments/Links

- [Policy 1.20 Board Authority and Role](#)
- [Procedure 6750 School Fees](#)
- [School Act, Section 82, 83](#)

SCHOOL FEES – 2024/2025
(as per Board Policy No. 6750)

Elementary and Southern Gulf Islands Schools	<ul style="list-style-type: none"> • Optional school supplies package (including cost of student planner) • Musical instrument rental 	<p>Up to \$36</p> <p>External</p>
Saturna Ecological Education Centre (SEEC)	<ul style="list-style-type: none"> • Experiential learning supplies, camping necessities (fuel, tarps, water etc.), takeaways 	\$300
Gulf Islands Secondary School	<ul style="list-style-type: none"> • Musical instruments for personal use (rent or provide own) • Gulf Islands School of Performing Arts (GISPA) (Academy) • Student athletic fee • Graduation Ceremony Fee • Shop Supplies Fee 	<p>External</p> <p>\$1500</p> <p>\$25</p> <p>\$60</p> <p>\$30</p>

All schools include the following Note to Students and Parents/Guardians:

“If the above fees shall cause financial hardship, we will accept payment by installments (one or more post-dated cheque[s]). For cases of serious need, we can make other arrangements. All schools in School District No. 64 (Gulf Islands) have a School Fees Waiver Policy. In the event of an inability to pay, please contact (School contact) at (School telephone #). All requests will remain CONFIDENTIAL.”

Contact information for individual schools at: <http://sd64.bc.ca/all-schools/>.

NOTES:

1. No other fees will be charged, unless for optional materials that are not required for participation in an activity in which students would normally participate.
2. Field trips will be evaluated on an individual basis to determine their eligibility or ineligibility for fees.

Approved:



Briefing Note

Title: New APs: Volunteers in Schools, Volunteer Drivers, and Flying of Flags
Date: June 12, 2024
From: Superintendent of Schools/CEO
Audience: Public

Purpose

The purpose of this briefing note is to share two newly published Administrative Practices (APs) related to Policy 2.40 Volunteers, and one new AP for the flying of flags specific to community/organization/awareness (COA) flags. These APs has been published to the [District website](#) and can be found on the homepage menu, under District < Administrative Practices < A. "Administration and School Operations"

Recommendation

For information only

Background

Volunteers (AP A6 and AP A8): With the adoption of new Policy 2.60 Volunteers, Administrative Practices were developed to offer guidance and process that ensure appropriate safeguards are in place respecting the selection, role, and supervision of school/program volunteers and volunteer drivers. These APs provide direction to those wanting to be a school volunteer (AP A6) or volunteer driver (AP A8) and outline the respective responsibilities and expectations of school administration and staff, and the parents/guardians and community members who offer their time, energy, and expertise in support of students.

Flying of Flags (AP A10): In response to parent advocacy, processes have been developed to ensure schools who wish to fly a COA flag on a dedicated pole can do so. This AP provides guidance to schools on excepted flag protocols and the approval processes for COA flags that celebrate, recognize, or raise awareness of an organization or initiative valued by schools and their communities.

Attachments/Links

- [AP A6 Volunteers in Schools](#)
- [AP A8 Volunteer Drivers](#)
- [AP A10 Flying of Flags](#)

Staff Report to the Board of Education School District 64 Gulf Islands

Subject: Strategic Plan Feedback
Date: June 7, 2024
From: Jill Jensen, Superintendent

Background:

The strategic plan feedback form has been open since May 22, 2024, and has collected 27 responses as of Friday, June 7, 2024. It will remain open until June 23, 2024.

Data:

In answer to the question, “Which of these outcomes or actions do you see as priorities?” *Relationships and Belonging* and *An Ethic of Learning* are tied with **ten** votes each. *Truths, Reparation, and Restoration* and *Integrity and Responsibility* are also tied with **five** votes each.

The word cloud generated by the text from the answers to question 1. *Which of these outcomes or actions do you see as priorities? Please tell us why.*

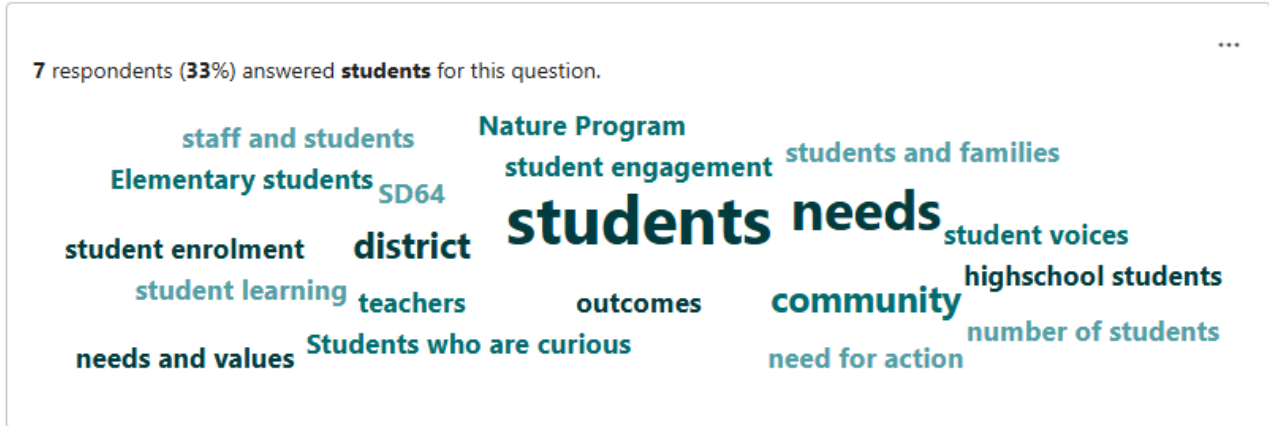


In response to question 2. *Is there anything you feel is missing?* Some of the notable responses include:

- Sense of CREATIVITY fostered in students as a foundation for learning,
- Accountability
- Climate Action
- Diversity, Equity & Inclusion, Anti-racism, accessibility
- Ensure active listening skills
- Effective communication from the district
- Early learning
- Physical and mental health
- Technology and AI
- Operationalization (HOW)



The word cloud generated by the text from the answers to question 2. *Is there anything you feel is missing?*



Link:

[Strategic Direction Feedback \(sd64.bc.ca\)](https://sd64.bc.ca)

Annual Budget

School District No. 64 (Gulf Islands)

June 30, 2025

School District No. 64 (Gulf Islands)

June 30, 2025

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 64 (GULF ISLANDS) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 64 (Gulf Islands) Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$31,072,692 for the 2024/2025 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE 8th DAY OF MAY, 2024;

READ A SECOND TIME THE 12th DAY OF JUNE, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 12th DAY OF JUNE, 2024;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 64 (Gulf Islands) Annual Budget Bylaw 2024/2025, adopted by the Board the 12th DAY OF JUNE, 2024.

Secretary Treasurer

School District No. 64 (Gulf Islands)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	1,445,000	1,512,625
Adult		0,500
Total Ministry Operating Grant Funded FTE's	1,445,000	1,513,125
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	26,765,637	26,700,630
Tuition	490,000	557,200
Other Revenue	1,417,821	1,352,241
Rentals and Leases	95,000	60,000
Investment Income	280,500	198,500
Amortization of Deferred Capital Revenue	1,200,000	1,062,741
Total Revenue	30,248,958	29,931,312
Expenses		
Instruction	21,936,443	22,118,882
District Administration	1,628,870	1,847,811
Operations and Maintenance	4,898,079	4,823,314
Transportation and Housing	2,059,300	1,909,644
Total Expense	30,522,692	30,699,651
Net Revenue (Expense)	(273,734)	(768,339)
Budgeted Allocation (Retirement) of Surplus (Deficit)	823,734	1,383,635
Budgeted Surplus (Deficit), for the year	550,000	615,296
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	550,000	615,296
Budgeted Surplus (Deficit), for the year	550,000	615,296

School District No. 64 (Gulf Islands)

Annual Budget - Revenue and Expense

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	24,716,296	25,055,266
Special Purpose Funds - Total Expense	4,306,396	4,152,112
Special Purpose Funds - Tangible Capital Assets Purchased		94,828
Capital Fund - Total Expense	1,500,000	1,492,273
Capital Fund - Tangible Capital Assets Purchased from Local Capital	550,000	
Total Budget Bylaw Amount	<u>31,072,692</u>	<u>30,794,479</u>

Approved by the Board

Signature of the Chairman of the Board	DRAFT	Date
Signature of the Superintendent	DRAFT	Date
Signature of the Secretary/Treasurer	DRAFT	Date

School District No. 64 (Gulf Islands)
 Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2025

	2025 Annual Budget \$	2024 Amended Annual Budget \$
Surplus (Deficit) for the year	<u>(273,734)</u>	<u>(768,339)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds		(94,828)
From Local Capital	(550,000)	
Total Acquisition of Tangible Capital Assets	<u>(550,000)</u>	<u>(94,828)</u>
Amortization of Tangible Capital Assets	1,200,000	1,492,273
Total Effect of change in Tangible Capital Assets	<u>650,000</u>	<u>1,397,445</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>376,266</u></u>	<u><u>629,106</u></u>

School District No. 64 (Gulf Islands)

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	22,930,741	23,114,590
Tuition	490,000	557,200
Other Revenue	651,821	709,841
Rentals and Leases	95,000	60,000
Investment Income	275,000	180,000
Total Revenue	24,442,562	24,621,631
Expenses		
Instruction	17,733,696	17,975,591
District Administration	1,628,870	1,847,811
Operations and Maintenance	3,394,430	3,456,422
Transportation and Housing	1,959,300	1,775,442
Total Expense	24,716,296	25,055,266
Net Revenue (Expense)	(273,734)	(433,635)
Budgeted Prior Year Surplus Appropriation	823,734	1,383,635
Net Transfers (to) from other funds		
Local Capital	(550,000)	(950,000)
Total Net Transfers	(550,000)	(950,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 64 (Gulf Islands)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	22,492,579	22,324,723
Other Ministry of Education and Child Care Grants		
Pay Equity	102,398	102,398
Student Transportation Fund	328,264	328,264
FSA Scorer Grant	7,500	7,500
Labour Settlement Funding		351,705
Total Provincial Grants - Ministry of Education and Child Care	22,930,741	23,114,590
Tuition		
International and Out of Province Students	490,000	557,200
Total Tuition	490,000	557,200
Other Revenues		
Other School District/Education Authorities	10,000	10,000
Miscellaneous		
Miscellaneous	163,321	188,321
GISPA Registration	27,000	18,000
Homestay Fees	367,500	398,000
Medical Fees & Other Int. Ed. Revenue	84,000	95,520
Total Other Revenue	651,821	709,841
Rentals and Leases	95,000	60,000
Investment Income	275,000	180,000
Total Operating Revenue	24,442,562	24,621,631

School District No. 64 (Gulf Islands)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Salaries		
Teachers	7,541,037	7,914,877
Principals and Vice Principals	2,147,735	2,159,900
Educational Assistants	1,650,953	1,460,560
Support Staff	2,347,494	2,165,875
Other Professionals	1,861,727	2,011,330
Substitutes	745,475	727,775
Total Salaries	16,294,421	16,440,317
Employee Benefits	3,840,468	3,871,188
Total Salaries and Benefits	20,134,889	20,311,505
Services and Supplies		
Services	1,526,666	1,777,020
Student Transportation	1,126,600	1,091,600
Professional Development and Travel	496,844	479,759
Rentals and Leases	3,000	3,000
Dues and Fees	39,850	39,800
Insurance	62,281	62,281
Supplies	776,166	730,301
Utilities	550,000	560,000
Total Services and Supplies	4,581,407	4,743,761
Total Operating Expense	24,716,296	25,055,266

School District No. 64 (Gulf Islands)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	5,728,910	798,297	136,116	95,497	23,258	561,375	7,343,453
1.03 Career Programs	137,455	11,625	87,387		61,947	2,500	300,914
1.07 Library Services	203,119			38,131		1,500	242,750
1.08 Counselling	257,728						257,728
1.10 Inclusive Education	1,012,551		1,390,644	24,073	226,296	52,000	2,705,564
1.30 English Language Learning	29,455						29,455
1.31 Indigenous Education		104,383	36,806			3,500	144,689
1.41 School Administration		1,198,555		379,506		13,300	1,591,361
1.62 International and Out of Province Students	171,819	34,875			162,662	1,500	370,856
Total Function 1	7,541,037	2,147,735	1,650,953	537,207	474,163	635,675	12,986,770
4 District Administration							
4.11 Educational Administration					417,668		417,668
4.40 School District Governance					126,177		126,177
4.41 Business Administration				73,310	400,443	1,500	475,253
Total Function 4	-	-	-	73,310	944,288	1,500	1,019,098
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				81,051	361,756	3,500	446,307
5.50 Maintenance Operations				1,123,767		87,000	1,210,767
5.52 Maintenance of Grounds				154,859		2,000	156,859
5.56 Utilities							-
Total Function 5	-	-	-	1,359,677	361,756	92,500	1,813,933
7 Transportation and Housing							
7.41 Transportation and Housing Administration				20,424	81,520	800	102,744
7.70 Student Transportation				356,876		15,000	371,876
7.73 Housing							-
Total Function 7	-	-	-	377,300	81,520	15,800	474,620
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	7,541,037	2,147,735	1,650,953	2,347,494	1,861,727	745,475	16,294,421

School District No. 64 (Gulf Islands)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	7,343,453	1,793,484	9,136,937	603,741	9,740,678	10,075,030
1.03 Career Programs	300,914	69,313	370,227	40,412	410,639	453,174
1.07 Library Services	242,750	54,737	297,487	62,228	359,715	348,559
1.08 Counselling	257,728	57,272	315,000		315,000	213,204
1.10 Inclusive Education	2,705,564	630,737	3,336,301	139,551	3,475,852	3,266,068
1.30 English Language Learning	29,455	6,545	36,000		36,000	154,284
1.31 Indigenous Education	144,689	32,166	176,855	133,000	309,855	297,815
1.41 School Administration	1,591,361	364,909	1,956,270	186,900	2,143,170	2,127,208
1.62 International and Out of Province Students	370,856	83,615	454,471	488,316	942,787	1,040,249
Total Function 1	12,986,770	3,092,778	16,079,548	1,654,148	17,733,696	17,975,591
4 District Administration						
4.11 Educational Administration	417,668	91,864	509,532	51,093	560,625	848,640
4.40 School District Governance	126,177	7,949	134,126	51,000	185,126	208,220
4.41 Business Administration	475,253	110,429	585,682	297,437	883,119	790,951
Total Function 4	1,019,098	210,242	1,229,340	399,530	1,628,870	1,847,811
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	446,307	102,467	548,774	125,042	673,816	648,323
5.50 Maintenance Operations	1,210,767	283,442	1,494,209	445,081	1,939,290	1,996,667
5.52 Maintenance of Grounds	156,859	38,465	195,324	36,000	231,324	231,731
5.56 Utilities	-	-	-	550,000	550,000	579,701
Total Function 5	1,813,933	424,374	2,238,307	1,156,123	3,394,430	3,456,422
7 Transportation and Housing						
7.41 Transportation and Housing Administration	102,744	23,855	126,599	1,520	128,119	125,814
7.70 Student Transportation	371,876	89,219	461,095	1,348,086	1,809,181	1,631,628
7.73 Housing	-	-	-	22,000	22,000	18,000
Total Function 7	474,620	113,074	587,694	1,371,606	1,959,300	1,775,442
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	16,294,421	3,840,468	20,134,889	4,581,407	24,716,296	25,055,266

School District No. 64 (Gulf Islands)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2025

Schedule 3

	2025	2024 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	3,534,896	3,586,040
Other Revenue	766,000	642,400
Investment Income	5,500	18,500
Total Revenue	4,306,396	4,246,940
Expenses		
Instruction	4,202,747	4,143,291
Operations and Maintenance	103,649	8,821
Total Expense	4,306,396	4,152,112
Net Revenue (Expense)	-	94,828
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased		(94,828)
Total Net Transfers	-	(94,828)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 64 (Gulf Islands)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$		\$	\$	\$	\$
Deferred Revenue, beginning of year			250,000						
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	103,649	79,855		128,700	19,600	70,000	161,095	362,233	1,853,364
Other			500,000						
Investment Income			500						
	103,649	79,855	500,500	128,700	19,600	70,000	161,095	362,233	1,853,364
Less: Allocated to Revenue	103,649	79,855	500,500	128,700	19,600	70,000	161,095	362,233	1,853,364
Deferred Revenue, end of year	-	-	250,000	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	103,649	79,855		128,700	19,600	70,000	161,095	362,233	1,853,364
Other Revenue			500,000						
Investment Income			500						
	103,649	79,855	500,500	128,700	19,600	70,000	161,095	362,233	1,853,364
Expenses									
Salaries									
Teachers						15,000			1,450,000
Principals and Vice Principals									
Educational Assistants		61,000		100,000	12,000		70,000	80,000	
Support Staff								50,000	
Other Professionals								48,000	
Substitutes						15,000		78,000	
	-	61,000	-	100,000	12,000	30,000	70,000	256,000	1,450,000
Employee Benefits		18,855		20,000	2,500	6,000	17,000	53,000	403,364
Services and Supplies	103,649		500,500	8,700	5,100	34,000	74,095	53,233	
	103,649	79,855	500,500	128,700	19,600	70,000	161,095	362,233	1,853,364
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 64 (Gulf Islands)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Mental Health in Schools	Seamless Day Kindergarten	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund	ACE IT	CES Apprenticeships	Education Trust
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year							1,000	20,000	1,000,000
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	57,000	55,400	100,000	19,000	175,000	350,000			
Other									250,000
Investment Income									5,000
	57,000	55,400	100,000	19,000	175,000	350,000	-	-	255,000
Less: Allocated to Revenue	57,000	55,400	100,000	19,000	175,000	350,000	1,000	15,000	255,000
Deferred Revenue, end of year	-	-	-	-	-	-	-	5,000	1,000,000
Revenues									
Provincial Grants - Ministry of Education and Child Care	57,000	55,400	100,000	19,000	175,000	350,000			
Other Revenue							1,000	15,000	250,000
Investment Income									5,000
	57,000	55,400	100,000	19,000	175,000	350,000	1,000	15,000	255,000
Expenses									
Salaries									
Teachers					43,000				
Principals and Vice Principals					100,000	75,000			
Educational Assistants		44,000		11,000					
Support Staff									
Other Professionals									
Substitutes									
	-	44,000	-	11,000	143,000	75,000	-	-	-
Employee Benefits		11,000		2,000	32,000	19,000			
Services and Supplies	57,000	400	100,000	6,000		256,000	1,000	15,000	255,000
	57,000	55,400	100,000	19,000	175,000	350,000	1,000	15,000	255,000
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 64 (Gulf Islands)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	<u>TOTAL</u>
	\$
Deferred Revenue, beginning of year	1,271,000
Add: Restricted Grants	
Provincial Grants - Ministry of Education and Child Care	3,534,896
Other	750,000
Investment Income	<u>5,500</u>
	4,290,396
Less: Allocated to Revenue	<u>4,306,396</u>
Deferred Revenue, end of year	<u><u>1,255,000</u></u>
Revenues	
Provincial Grants - Ministry of Education and Child Care	3,534,896
Other Revenue	766,000
Investment Income	<u>5,500</u>
	4,306,396
Expenses	
Salaries	
Teachers	1,508,000
Principals and Vice Principals	175,000
Educational Assistants	378,000
Support Staff	50,000
Other Professionals	48,000
Substitutes	<u>93,000</u>
	2,252,000
Employee Benefits	584,719
Services and Supplies	<u>1,469,677</u>
	4,306,396
Net Revenue (Expense)	<u><u>-</u></u>

School District No. 64 (Gulf Islands)

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2025

	2025 Annual Budget			2024 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	300,000		300,000	
Amortization of Deferred Capital Revenue	1,200,000		1,200,000	1,062,741
Total Revenue	1,500,000	-	1,500,000	1,062,741
Expenses				
Operations and Maintenance	300,000		300,000	
Amortization of Tangible Capital Assets				
Operations and Maintenance	1,100,000		1,100,000	1,358,071
Transportation and Housing	100,000		100,000	134,202
Total Expense	1,500,000	-	1,500,000	1,492,273
Net Revenue (Expense)	-	-	-	(429,532)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased			-	94,828
Local Capital		550,000	550,000	950,000
Total Net Transfers	-	550,000	550,000	1,044,828
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	550,000	(550,000)	-	
Total Other Adjustments to Fund Balances	550,000	(550,000)	-	
Budgeted Surplus (Deficit), for the year	550,000	-	550,000	615,296

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 64 (GULF ISLANDS) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 64 (Gulf Islands) Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$31,072,692 for the 2024/2025 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE 8th DAY OF MAY, 2024;

READ A SECOND TIME THE 12th DAY OF JUNE, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 12th DAY OF JUNE, 2024;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 64 (Gulf Islands) Annual Budget Bylaw 2024/2025, adopted by the Board the 12th DAY OF JUNE, 2024.

Secretary Treasurer

School District: 64 (Gulf Islands)

Capital Plan Year: 2025/26

Date:

03-Jun-24

Priority	School	School Name			Year One	Year Two	Year Three	Year Four	Year Five
	Facility #	Name	Program	Project Type	2025	2026	2027	2028	2029
1	64006	Galiano Community School	Seismic Mitigation Program (SMP)	Seismic Upgrade	\$1,399,658				
2	64002	Salt Spring Elementary	Seismic Mitigation Program (SMP)	Seismic Upgrade		\$4,904,400			
3	64007	Fernwood Elementary	Seismic Mitigation Program (SMP)	Seismic Upgrade			\$2,952,750		
4	64003	Mayne Island School	Seismic Mitigation Program (SMP)	Seismic Upgrade				\$4,065,261	
Annual Total					\$1,399,658	\$4,904,400	\$2,952,750	\$4,065,261	\$0

School District No. 64 (Gulf Islands) 2023 PSO Climate Change Accountability Report

Title: 2023 PSO Climate Change Accountability Report

Organization: School

PART 1. Legislative Reporting Requirements

Declaration statement: This PSO Climate Change Accountability Report for the period January 1, 2023 to December 31, 2023 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2023 to minimize our GHG emissions, and our plans to continue reducing emissions in 2024 and beyond.

Emission Reductions: Actions & Plans

School District No. 64 continues to work to reduce emissions through several initiatives. These are through increasing energy efficiency of buildings, replacing fossil fuel burning fleet vehicles with zero emissions vehicles, and reducing paper consumption through tighter control of copiers and printers.

A. Stationary Sources (e.g. buildings, power generation)

SD64 has been systematically retrofitting schools with upgraded HVAC systems using heat pumps and other technologies to lower carbon emissions. In 2023, Salt Spring Elementary received a partial HVAC upgrade with heat pumps, thus reducing the need to supplement heating with propane boilers and electric baseboard heat. In 2024, SD64 will be upgrading the remaining HVAC equipment at Salt Spring Elementary, with part of this upgrade to capture the significant heat generated by the District's datacentre and use that to help heat the school during the heating season.

In addition, SD64 has been upgrading the building control systems across the district to allow for greater control over building systems and to ensure that these systems are not active when buildings are not occupied.

SD64 has been working on converting the lighting systems in our buildings to LED from older, less efficient lighting. In the last year, SD64 has converted the School Board Office, the Operations Maintenance building, Fulford Community Elementary and the Saturna Island School to LED lighting.

SD 64 is revising its Long-Term Facilities Plan and Capital Plans to better align with the strategic direction of the district. A key element of the strategic direction is sustainability. Elements of this plan will continue to focus on energy efficiency when upgrading buildings, education of staff and students on energy saving techniques that they can apply in their daily routines, larger focus on passive building retrofits, improved preventative maintenance of existing assets, and other simple, pragmatic techniques for reducing energy consumption.

B. Mobile Sources (e.g. fleet vehicles, off-road/portable equipment)

SD 64 is working to converting our fossil fuel fleet to zero emissions vehicles. In the 2022/23 school year, we retired and replaced with electric buses two full sized diesel school buses and purchased a Chevy Bolt to enhance our white fleet. In the 2023/24 school year, we retired an additional full sized diesel bus and replaced one of our white fleet's maintenance vans with a Ford Transit EV van. To date, SD64 is operating five electric vehicles.

In the spring of 2024, we ordered a Type A2 (28 passenger) EV School Bus for a new bus route on Mayne Island and expect delivery in early 2025. SD64 plans to continue replacing diesel buses as they reach end-of-life with EV buses. The next planned replacement is for an aging Type D (84 passenger) bus in the 2025/26 school year.

In early 2024, SD64 commissioned a study to help guide the District in further electrification of the rest of the white fleet. Future plans to support fleet electrification include upgrading the electrical system at the Operations Maintenance building on Salt Spring Island. This will ensure that the infrastructure is in place for the electrification of the fleet over the next 10 years.

C. Paper Consumption

The implementation of printer management software in School District 64 has had a positive impact on paper waste reduction. By monitoring paper usage and encouraging alternative media options, such as projectors, TVs, or digital distribution, the district is working to minimize unnecessary printing. Additionally, the requirement for staff to be physically present when print jobs are completed has reduced abandoned prints that would otherwise contribute to paper waste. Overall, this proactive approach has helped conserve resources and promote environmental sustainability.

To reduce emissions from paper use, District 64 will implement the following strategies:

Educating Staff: The district will actively educate staff members on how to avoid unnecessary printing. By promoting digital alternatives and encouraging responsible paper use.

Monthly Reporting: District IT track printing and copying totals and will report them to principals monthly. This data helps identify trends, areas for improvement, and opportunities to further reduce paper usage and reduce costs.

2023 GHG Emissions and Offsets Summary Table

School District No 64 (Gulf Islands) 2023 GHG Emissions and Offsets Summary	
GHG emissions for the period January 1 - December 31, 2023	
Total BioCO ₂	5.96
Total Emissions (tCO ₂ e)	260
Total Offsets (tCO ₂ e)	152
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	0
Grand Total Offsets for the 2023 Reporting Year	
Grand Total Offsets to be Retired for 2023 Reporting Year (tCO ₂ e)	152
Offset Investment (\$)	\$3800

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and the Carbon Neutral Government Regulation, School District No. 64 (Gulf Islands) (**the Organization**) is responsible for arranging for the retirement of the offsets obligation reported above for the 2023 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (**the Ministry**) ensuring that these offsets are retired on the Organization’s behalf, the Organization will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

Executive Sign-off:



May 30, 2024

Signature

Date

Jesse Guy

Secretary Treasurer / CFO

Name (please print)

Title





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

In attendance:

Committee: Tisha Boulter (chair), Chaya Katrensky (vice chair), Jeannine Georgeson (trustee), Greg Lucas (trustee), Deborah Luporini (trustee), Nancy Macdonald (trustee), Rob Pingle (trustee)

Staff: Jill Jensen (superintendent), Jesse Guy (secretary treasurer), Lyall Ruehlen (director of instruction), Lori Deacon (director of corporate services), Anna Szul (executive assistant)

Guests: Angela Thomas (CUPE)

Regrets: Ian Mitchell (GITA), Adrian Pendergast (GIPVP)

Called to order: 11:06 am by Chair Boulter

1. Adoption of Agenda

Adopted by consensus as presented.

2. Approval of Summary

Adoption by consensus of the February 14, 2024 Summary.

3. Business Arising

a. Board Meeting Setup

There was a discussion about the new proposed meeting setup, which highlights the importance of the Board conducting its business in public. This setup may or may not be used during committee meetings.

b. Terms of Reference

The draft terms of reference for the Committee of the Whole were presented.

ACTION: The Committee recommends bringing the Committee of the Whole Terms of Reference to the June board reading as amended.

c. Communications

Jill Jensen presents the Guide to Families about Communicating Concerns.

ACTION: The process will be posted on the district and school websites.

d. International Program Student Fees and Annual Expenses

Jesse Guy speaks to the International Program 162 Calculations for this current 2023/2024 school year and projections for the 2024/2025 and 2025/2026 school years.



ACTION: Jesse Guy will work with the International Program Coordinator to rework the proposed fee schedule for 2025-2026 to include a homestay fee that will be retained by the district to cover part of the costs of the homestay coordinator.

ACTION: Conversation around this program will continue at the September Education Committee meeting.

1:45 pm The Chair called a break.

1:50 pm The meeting was resumed.

e. 2024/2025 Draft Annual Budget

Jesse Guy gave a detailed walk-through of the District Draft Budget 2024/2025 Discussion Slide Deck.

ACTION: The 2024/2025 Draft Annual Budget will be brought to the June 12 Public Board meeting.

ACTION: French Immersion and language programs will be brought to the Education Committee meeting in June.

f. 2024/2025 Board Meeting Schedule

There was an in-depth discussion about the details of the board and committee meetings. It was decided that the 2024/2025 public board meetings will be held in person during the day at the school board office, with online access available for Trustees, Partners, and the public. The October public board meeting has been canceled. The Board will visit each of the outer islands for a committee meeting day, while the rest of the committee meetings will be held online. The December and March committee meetings will be scheduled only if needed.

g. Strategic Plan

Jill Jensen shared some of the student feedback received through the engagement sessions over the last two months. Thus far, 208 students have been engaged in 11 sessions.

ACTION: Staff will summarize all the engagements with the students and share them with the board.

Jill Jensen presented the draft strategic direction and the proposed feedback form.

ACTION: Staff will publish and promote the strategic direction feedback form.

4. New Business

5. Other Business

6. Next Meeting: September 25, 2024 (Tentative)

7. Adjournment: 4:01



Summary Finance, Audit, and Facilities Committee – SD 64 (Gulf Islands)

In attendance

Committee: Greg Lucas (committee chair), Rob Pingle, Tisha Boulter (board chair, ex-officio)

Trustees: Deborah Luporini, Chaya Katrinsky, Nancy Macdonald

Staff: Jill Jensen (superintendent of schools), Jesse Guy (secretary treasurer), Boe Beardsmore (associate superintendent), Lyall Ruehlen (director of instruction), Lori Deacon (director of corporate services), Anna Szul (executive assistant)

Guests: Amy Dearden, Adrian Pendergast (GIVPA), Clare Hoffman (DPAC)

Regrets: Jeannine Georgeson (committee member, trustee), Ian Mitchell (GITA), Angela Thomas (CUPE)

The meeting was called to order at 10:54 p.m. by Committee Chair Lucas. Chair Lucas acknowledged that this meeting is held on the territories of the Hul'qumi'num, and SENĆOŦEN speaking peoples – huy tseep q'u.

1. Adoption of Agenda

Additions to New Business: Welcome Back BBQ (3a) and GISS Student Graduation Fee \$60 (3b).

Adoption of agenda as amended by consensus.

2. Approval of Summary

Remove the last sentence in 4(b) GISS Playing Fields: “The matter was deferred until Secretary Treasurer Jesse Guy’s return from leave.” As the Action “The Board instructs staff to update the long-range facilities plans.” Will provide the guidance required to make decisions on this item.

Adoption of the April 10, 2024 FAF summary amended by consensus.

3. Business Arising

a. Draft 2024-25 School District 64 Annual Budget Discussion

Jesse Guy presented the draft 2024/2025 Annual Budget. Special service funds parallel a tightening operating budget due to inflation and general cost of living increases. Labor settlement funding over the last two years has reduced the total amount of Funding Protection the district is receiving through the Operating Grant.

Trustees, with responses from staff, discussed the one-time spending items presented. Transportation Manifest Initiative (Traversa), with an allocation of \$58,000 for the inaugural year, covering \$30,000 for devices and an \$18,000 annual expenditure. Concerns were raised regarding the system's viability without active student usage.



Local capital investments encompassed various initiatives, including purchasing a mini coach, district-wide white fleet upgrades, Galiano renovation efforts, and technology and student device renewals. A \$95,000 contingency fund was earmarked for expenses not covered by AFG.

Trustee Pingle inquired about the status of universal bathroom updates at GISS and Pender, noting pending bids and the need for completion.

Trustees discussed the potential expenditure of 25% of the accumulated surplus and considered items categorized as short-term one-time investments that should be prioritized as ongoing expenses within the operating budget (e.g., EPIC—School Plans).

Boe Beardsmore clarified the purpose of EPIC School plans, emphasizing their role in building capacity in our schools annually while gradually reducing funding until their integration becomes standard practice.

Action: The budget discussion will continue at the May 22, 2024, Committee of the Whole before being publicly presented for approval at the June 12, 2024, Board meeting.

4. New Business

a. *Welcome Back BBQ*

Action: This item will be discussed at the May 22, 2024, Committee of the Whole meeting.

b. *GISS Graduation Fee \$60*

Action: This item will be brought to the public agenda in the afternoon.

5. Next Meeting: TBD

6. Adjournment: 12:00 p.m.



Summary Policy Committee – SD 64 (Gulf Islands)

In attendance

Committee: Deborah Luporini (committee chair), Rob Pingle, Chaya Katrensky, Tisha Boulter (board chair, ex-officio)

Trustees: Jeannine Georgeson, Nancy Macdonald, Greg Lucas

Staff: Jill Jensen (superintendent), Jesse Guy (secretary treasurer), Lori Deacon (director of corporate services), Anna Szul (executive assistant)

Guests: Anne Cooper (AZ Cooper Consulting)

Regrets: Boe Beardsmore (assistant superintendent), Lyall Ruehlen (director of instruction), Adrian Pendergast (GIPVP), Ian Mitchell (GITA)

The meeting was called to order at 9:00 a.m. by Committee Chair Luporini. Chair Luporini acknowledged that this meeting is held on the traditional territories of the Coast Salish peoples. – huy tseep q'u.

1. Adoption of Agenda

Adoption of agenda as presented by consensus.

2. Approval of Summary

Adoption by consensus of April 24, 2024 Summary.

3. Business Arising

4. New Business

a. Anne Cooper Completion of Section 2.0

b. Draft Policies for Discussion

i. 2.10 Inclusive and Respectful Environments

There was a discussion about the value of the detail in this draft and that the policy should look at Inclusive and Respectful Environments from a high-level perspective, acknowledging that details are listed in District and School Codes of Conduct and respective collective agreements.

ACTION: Anne Cooper will take this draft back for further editing and summarizing and present it to the committee at the next meeting.

ii. 2.20 Diversity

There was a discussion about the policy's specific content being moved to other policies and Administrative Practices while including more robust language developed by the province, listed in "[Supporting Diverse Sexual Orientations, Gender Identities and Expression](#)," and available on [SOGI123](#).



ACTION: Anne Cooper will take this draft back for further editing and summarizing and present it to the committee at the next meeting.

c. Clarification of Policy 2.80 Freedom of Information and Protection of Privacy Act Designation of Head

Recently revised policy 2.80 Freedom of Information and Protection of Privacy Act Designation of Head designates the Superintendent as "head" in accordance with Section 77 of the *Freedom of Information and Protection of Privacy Act*. As provided for within the *Act*, the head has designated the Director of Corporate Services to serve as the District's privacy officer. The Privacy Management Program and its related Administrative Practices are now all consistent with this approach.

d. Policies/Procedures To Be Repealed Outright:

- i. *131 Personal Information and Privacy*
- ii. *131 Personal Information and Privacy Procedure*

There is a robust amount of information contained within the District's Privacy Management Program and associated Administrative Practices. This information can be found on the School District No. 64 website under District > Privacy and Information > Privacy. ([link](#))

ACTION: The committee recommends that the Board repeal Policy 131 Personal Information and Privacy and Procedure 131 Personal Information and Privacy.

iii. 130 Access to Information Procedure

There was a discussion about the importance of making FOIPPA request fees transparent and clearly stated on the website.

ACTION: The committee recommends that the Board repeal Policy Procedure 130 *Access to Information*.

e. Section 2.0 Priority Documentation for Discussion

i. FOIPPA Information

AP C2 Freedom of Information Requests has been published, and information is available on the District website under District > Privacy and Information > Information Requests ([link](#)) outlining all information required to submit an FOI Request.

ii. Policy and Procedure 510 Selection and Challenge of Learning Resources

AP LI Inquiries into the Suitability of a Learning Resource have been developed. The Board has delegated the authority of the Superintendent in Policy 1.20 Board Authority, Role, and Responsibilities.

ACTION: The committee recommends the repeal of Policy and Procedure 510 Selection and Challenge of Learning Resources in favour of an Administrative Practice. Once repealed, staff will publish AP LI Inquiries into the Suitability of a Learning Resource on the district website.



5. **New Business**
6. **Other Business**
7. **Next Meeting:** TBD
8. **Adjournment:** 11:19 a.m.



Policy 2.40 Addressing Concerns and Complaints

The Board of Education welcomes comments, questions, concerns and complaints regarding the decisions made by the Board or its employees.

The Board believes that concerns and complaints should be dealt with in a manner that reflects mutual respect and at the point closest to where the concern first arises. Unresolved matters, where the decision significantly affects the education, health or safety of the student, may be appealed to the Board of Education utilizing the Board's Appeal Bylaw.

The Board also recognizes that concerns and complaints about employee decisions that do not significantly affect the education, health or safety of a student are within the final authority of the Superintendent.

The Board believes that staff should be protected from unnecessary, inappropriate, or malicious criticism. In the process of resolving a concern or complaint, hearsay and rumour will be discounted in favour of considering facts directly related to the matter.

The key principles for raising and addressing concerns or complaints include that:

- They are addressed as near the source as possible.
- They are made, and dealt with, in a courteous and constructive manner.
- Personnel against whom complaints are made have an opportunity to respond.
- They are handled in a timely, objective and fair manner.
- Persons who have brought forward concerns or complaints will be kept informed of the status of their inquiry in a timely manner.

This Policy is intended to articulate a fair, effective and transparent response for addressing concerns and complaints. The facts, issues and circumstances pertaining to concerns or complaints are unique to each and every case, therefore, this policy sets out processes for dealing with expressed concerns or complaints based on the principles of procedural fairness intended to support the parties to resolve matters in a positive manner.

Processes for Addressing Concerns or Complaints

1. No anonymous complaints shall be considered.



2. Persons receiving or hearing concerns or complaints should encourage the complainant to follow these processes.
3. Every effort should be made to resolve the matter at the earliest possible stage.
 - 3.1. Support staff are expected to take concerns to the staff member involved or to seek assistance from a Principal or supervisor.
 - 3.2. Teachers are expected to take concerns to the staff member involved consistent with the collective agreement and the BCTF Code of Ethics.
 - 3.3. Concerns regarding school level matters directed to District Office will be referred to the Principal who shall notify the appropriate staff member to address the concern.
 - 3.4. Concerns directed to a Parent Advisory Committee executive member shall be referred to the Principal.
 - 3.5. Concerns directed to a trustee shall be referred to the Superintendent.
4. Any individual expressing a concern or a complaint may choose to be accompanied to any meetings by an advocate of their choosing.
5. The District Parent Advisory Council (DPAC) or the local school Parent Advisory Council (PAC) may be contacted for: advice regarding a support person or, as a resource to your particular need.
6. The sequential steps to addressing a concern or complaint at the school level are:
 - Step One:*

Take the matter directly to the teacher or staff person. Discuss your concern regarding the action, policy, procedure or practice.
 - Step Two:*

Arrange a meeting between yourself, the staff person and the Principal or Vice-Principal if *Step One* does not sufficiently address your concerns. This meeting should focus on the issue.
 - Step Three:*

Arrange a meeting between yourself and the Principal or Vice-Principal if *Step Two* does not sufficiently address your concerns.
 - Step Four:*



Arrange a meeting between yourself and the Associate Superintendent or designate if *Step Three* does not sufficiently address your concerns.

Step Five:

If the matter is not resolved subsequent to following these steps, the matter may be appealed to the Board. The Board Section 11 Appeal Procedures Bylaw contains all the details regarding filing such an appeal.

7. To address a concern or complaint at the district level:

Step One:

Take the matter directly to the person involved. Discuss your concern regarding the action, policy, procedure or practice.

Step Two:

Arrange a meeting with the Associate Superintendent, Director of Instruction or Secretary Treasurer if *Step One* does not sufficiently address your concerns.

Step Three:

If the matter is not resolved subsequent to following these steps, the matter may be appealed to the Board. The Board Section 11 Appeal Procedures Bylaw contains all the details regarding filing such an appeal.



Policy 2.60 Volunteers

The Board of Education recognises the support offered to district schools through volunteers who provide time, expertise and energy, when and where appropriate.

The Board appreciates the valuable contributions made by volunteers, who enhance and augment the level of service to students and schools; however, the engagement of a volunteer will not result in the displacement of an employee.

The Board has an obligation to provide a school environment which is safe, secure and promotes equity and respect for all persons. The Superintendent will establish sufficient Administrative Practices to provide appropriate safeguards respecting the selection, role and supervision of volunteers.

The district, through its employees, shall maintain control of, and responsibility for, school programs and school-sponsored activities.

In all cases, volunteers are expected to conduct themselves professionally and adhere to the code of conduct outlined below.

As a volunteer I will:

- take direction, if provided, from staff as to my duties and responsibilities
- always respect the school code of conduct
- maintain confidentiality of all matters while volunteering
- protect the privacy of all individuals, including audio and visual materials
- not disclose, use, or disseminate student's personal information
- share with the Principal/Vice-Principal any concerns that I may have related to student welfare and/or safety
- not exchange telephone numbers, home addresses, e-mail addresses or any other of my personal information with students for any purpose without permission from the principal
not contact students and families outside of my volunteer duties without permission from the principal