



AGENDA

1. CALL MEETING TO ORDER AND TERRITORIAL ACKNOWLEDGEMENT

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 2025 05 14 ([attachment](#))

4. IN-CAMERA SUMMARY

- (a) Summary of In-Camera Meeting held 2025 05 14 ([attachment](#))

5. DELEGATIONS

6. CORRESPONDENCE

7. CHAIRPERSON'S REPORT

- (a) Meeting Broadcasting Update ([attachments](#)) **B D**
- (b) LCC Meeting **B**
- (c) Meeting with Minister Beare

8. SUPERINTENDENT'S REPORT

- (a) Superintendent's Update ([attachment](#)) **K B U D**
- (b) IEC update ([attachments](#)) **K B U D**
- (c) School Fees ([attachment](#)) **D**

9. SECRETARY TREASURER'S REPORT

- (a) Monthly Financial Report ([attachment](#)) **D**
- (b) Draft 2025/26 Annual Budget Bylaw ([link](#)) **D**

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 2025/2026 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.



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2. This bylaw may be cited as School District No. 64 (Gulf Islands) Annual Budget Bylaw for fiscal year 2025/2026.

3. The attached Statement 2 showing the estimated revenue and expense for the 2025/2026 fiscal year and the total budget bylaw amount of \$30,971,370 for the 2025/2026 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 2025/2026.

Motion: that the Annual Budget Bylaw for the fiscal year 2025/26 be read for the second time and passed.

Motion: that the Annual Budget Bylaw for the fiscal year 2025/26 be read for the third time, passed, and adopted.

(c) Draft Long-Range Facilities Plan 2024/25-2033/34 ([link](#)) **D**

(d) Draft 2026/2027 Five-Year Capital Plan – Major Submission ([attachment](#)) **D**

Motion: that the Board approves the 2026/2027 Five-Year Capital Plan, Major Submission.

(e) Carbon Neutral Report ([attachment](#)) **D**

10. COMMITTEE REPORTS

(a) Committee of the Whole – no report

(b) Education Committee – 2025 05 28 Summary ([attachment](#))

(c) Finance, Audit & Facilities Committee – no report

(d) Policy Committee – 2025 05 28 Summary and briefing note ([attachments](#))

i. 5.12 Annual Budget ([attachment](#))

Motion: that the Board approves amendments and renumbering of Policy 5.12 Annual Budget (replacing policy 605 Annual Budget)

Motion: that the Board repeals Policy 606 Budget Monitoring and Reporting.

ii. 5.20 Student Fees and Financial Hardship ([attachment](#))

Motion: that the Board adopts Policy 5.20 Student Fees and Financial Hardship.

Motion: that the Board repeals Policy 6700 Student Financial Assistance and Policy 6750 School Fees.



AGENDA

Motion: that payment of boarding assistance not exceed a budget of \$20,000 for the 2025/26 school year, and the practice be discontinued in the 2026/2027 school year.

iii. 5.30 Expense Reimbursement (**attachment**)

Motion: that the Board approves amendments, renumbering and renaming of Policy 5.30 Expense Reimbursement (replacing Policy and Procedure 6500 Travel Expenses).

iv. 5.40 Donations and Gifts (**attachment**)

Motion: that the Board approves amendments, renumbering, and renaming of Policy 5.40 Donations and Gifts (replacing Policy and Procedure 630 Education Trust Fund).

v. 5.60 School Closure (**attachment**)

Motion: that the Board approves amendments, renumbering and renaming of Policy 5.60 School Closure (replacing Policy and Procedure 635 Permanent School Closure).

vi. 1.22 Trustee Remuneration (**attachment**)

Motion: that the Board approves amendments to Policy 1.22 Trustee Remuneration.

vii. 2.90 Employee Conflict of Interest (**attachment**)

Notice of Motion: to adopt new policy 2.90 Employee Conflict of Interest. The policy will be circulated for feedback. Feedback and adoption will be considered by the Board at the September 10 meeting in public.

viii. Policies and Procedures to be Repealed in Favour of Administrative Practices

Motion: that the Board repeal the following policies and procedures in favour of Administrative Practices:

- *Procedure 410 Student Transportation*
- *Procedure 615 Disposal of Equipment*
- *Procedure 6200 Purchasing and Tendering*
- *Procedure 6300 Retention/Destruction of Records*
- *Policy 6450 and Procedure 6450 School-Generated Funds*
- *Policy 6850 and Procedures 6850 Public Use of School Facilities/Joint Use, and forms 6850-1, 6850-2, 6850-3, 6850-4, and 6850-5*
- *Policy 6900 and Procedure 6900 Outdoor Play Areas*
- *Policy 203 and Procedure 203 Property Control Procedure*
- *Procedure 6750 School Fees*

11. TRUSTEE REPORTS

12. OTHER BUSINESS



AGENDA

13. QUESTION PERIOD

14. NEXT MEETING DATES

- (a) Regular Board Meeting – Sept. 10, 2025
- (b) Policy and Committee of the Whole – Sept. 24, 2025

15. ADJOURNMENT



Present:	Chaya Katrensky	Chairperson
	Deborah Luporini	Vice Chairperson
	Gregory Lucas	Trustee
	Tisha Boulter	Trustee
	Nancy Macdonald	Trustee
	Rob Pingle	Trustee
	Jeannine Georgeson	Trustee
	Jill Jensen	Superintendent of Schools
	Jesse Guy	Secretary Treasurer
	Lori Deacon	Director of Corporate Services
	Boe Beardsmore	Associate Superintendent
	Lyall Ruehlen	Director of Instruction
	Shauna Klem	Executive Assistant
Guests:	Ian Mitchell	GITA President
	Angela Thomas	CUPE President
	Katherine Hazen	DPAC Representative
Absent:		GIPVPA Representative

1. CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Chair Chaya Katrensky. Trustee Nancy Macdonald spoke to the privilege and gratitude of 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 Katrensky 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

The agenda for the Regular Board Meeting, Public Session, held 2025 05 14 was adopted as presented by consensus.

3. APPROVAL OF MINUTES

Moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2025 04 09 be approved as presented.

CARRIED 38/25



4. **IN-CAMERA SUMMARIES**

Moved and seconded that the Summary of the Regular In-Camera Meeting for 2025 04 09 be approved as presented.

CARRIED 39/25

5. **DELEGATIONS**

6. **CORRESPONDENCE**

7. **CHAIRPERSON'S REPORT**

a. **BCSTA AGM K D B U**

Trustees and staff attended the BCSTA AGM in Vancouver. Chair Katrensky shared highlights of the meeting held April 24-26. District attendees found value in learning about the work happening in other provincial school districts.

b. **Draft 2025-2026 Board Meeting Schedule**

The 2025-2026 meeting schedule was presented. Regular Board meetings will take place at the school board office on Salt Spring Island and broadcasted for public viewing. Committee Day meetings will take place online. School visits are built into the schedule.

Moved and seconded that the 2025-2026 Board Meetings Schedule be approved as presented.

CARRIED 40/25

c. **Bill 15 Infrastructure Projects Act**

Chair Katrensky reported that the Provincial government has tabled an infrastructure projects act aimed at streamlining the approval process for construction of critical major capital projects, including schools.

8. **SUPERINTENDENT'S REPORT**

a. **Superintendents Report K D B U**

Superintendent Jensen appreciated witnessing the gifting of a map to Pender Islands Elementary Secondary School. Elders and members of the WSANEC nation travelled to S,DÁYES to participate in the celebration. Chief Eric Pelkey from the Tsawout First Nation presented the map.

The Feeding Futures update reveals that more than 180 students receive free lunches every day, while over 150 students benefit from daily breakfast and snack offerings.

The Inclusive Education update informed that due to significant improvements in learning outcomes for students with disabilities and diverse abilities, our district has been invited to share our practices with other districts as part of the Enhancing Student Learning Framework. The five-year completion rates for students in our District have shown significant increases.



A District team attended the Mental Health in Schools Conference on May 5 and 6. The conference focused on promoting mental health and well-being in B.C.'s K-12 education system, highlighting school-based mental-health and substance use education.

b. **IEC update** **K D**

A summary of the April 17 Indigenous Council Meeting, at Khowutzun Heritage Center, was presented. Trustee Georgeson attended the meeting and shared how meaningful it was to be in a room together with rights holders working towards change. The report indicated that rights holders were invited to join the Indigenous Education Council, with the intention to have an IEC in place for the start of the 2025-2026 school year. Terms of Reference will be created by the IEC using a template provided by the First Nations Education Steering Committee (FNESC). The next meeting will be held on May 23, 2025, at Khowutzun Heritage Centre with rights holders from Cowichan, Halalt, Lyackson, Malahat, Penelakut, Tsartlip, Tsawout and the WSANEC School Board asked to be present.

c. **Annual Anti-Racism Review** **K D B U**

Associate Superintendent Beardsmore prepared the annual review of District efforts to dismantle racism and exclusionary practice. Boe Beardsmore noted that there are several anonymous avenues available for reporting incidents of racism as outlined in Policy 2.30. From September 2025 to this date, six incidents have been reported. Superintendent Jensen provided information about on-going District staff professional development initiatives focused on anti-racism/anti-oppression.

Superintendent Jensen and Chair Katrensky acknowledged that racism does occur, and continued efforts are necessary to address it.

d. **Student Council Update** **K U**

Representatives of GISS Student Council were unable to attend.

9. **SECRETARY TREASURER'S REPORT**

a. **Monthly Financial Report** **D**

The monthly operating expense report reveals that expenses are within 0.43% of the amended budget.

b. **2025-2026 Annual Budget Bylaw Discussion** **D**

The draft 2025-26 Annual Budget is categorized as a status quo budget, except for reductions in revenue and expenses from the cessation of the International Program. Schools have been configured for teaching staff based on the projected class sizes. Inflation in the cost of materials and supplies, as well as three years of partially funded and unmatched labour settlement agreements are sources of budget pressure which led staff to consider six specific areas for potential reductions or inclusions and one time funding investment options. Secretary Treasurer Guy reviewed the four expense functions and their operating budgets, as well as revenue sources. An analysis of comparative districts and multi-year functions was explained.



Chair Katrensky recessed the meeting at 2:04 pm. The meeting resumed at 2:10 pm.

Trustees, with responses from staff, discussed AFG and capital funding, transportation, accumulated surplus, district owned land, and Function 1 spending goals.

c. Draft 2025/2026 Annual Budget Bylaw D

Secretary Treasurer Guy presented the draft 2025/2026 Annual Budget and the total budget bylaw amount of \$30,971,370 for the Board's consideration. Chair Katrensky relayed that British Columbia ranks as the second lowest province in education funding, and school districts across the province are facing significant challenges as a result.

Chair Katrensky read the 2025/2026 Annual Budget Bylaw, prepared in accordance with the *School Act*.

Moved and seconded that the 2025/2026 Annual Budget Bylaw be read a first time and passed.

CARRIED 41/25

d. Bus Transportation Registration Update

A change in the registration process resulted in early transportation registrations tripling, which has been beneficial for fall 2025 bus route planning on Saltspring Island.

10. COMMITTEE REPORTS

a. Committee of the Whole

The Board received the French Immersion and TASK program reports from Louise Doucet and Maggie Allison, the coordinators for these programs.

The Secretary Treasurer expressed appreciation for the years of dedicated service by Maggie Allison and Louise Doucet, who are retiring, and Trustees joined in extending their gratitude.

The Board received the 2025 04 23 Committee of the Whole Summary by consensus.

b. Education Committee – no report

c. Finance, Audit & Facilities Committee – no report

d. Policy Committee

The Board received the 2021 04 23 Policy Meeting Summary by consensus.

i. Policy 5.12 Annual Budget



Notice of Motion was presented to renumber and amend Policy 5.12 Annual Budget (replaces Policy 605). Once approved, the Board would repeal Policy 606 Budget Monitoring and Reporting. The draft policy will be circulated for feedback. Board will consider feedback and approval at the June 11, 2025, public meeting.

ii. *5.20 Student Fees and Financial Hardship*

Notice of Motion was presented to adopt Policy 5.20 Student Fees and Financial Hardship. Once adopted, the Board would repeal Policy 6700 Student Financial Assistance and 6750 School Fees. The draft policy will be circulated for feedback. The Board will consider feedback and adoption at the June 11, 2025, public meeting.

iii. *5.30 Reimbursement of Expenses*

Notice of Motion was presented to renumber and amend Policy 5.30 Expense Reimbursement (to replace Policy and Procedure 6500 Travel Expenses). The draft policy will be circulated for feedback. The Board will consider feedback and approval at the June 11, 2025, public meeting.

iv. *5.40 Donations and Gifts*

Notice of Motion was presented to renumber and amend Policy 5.40 Donations and Gifts (to replace current Policy and Procedure 630 Education Trust Fund). The draft policy will be circulated for feedback. The Board will consider feedback and approval at the June 11, 2025, public meeting.

v. *5.60 School Closure*

Notice of Motion was presented to renumber and amend Policy 5.60 School Closure (to replace current Policy and Procedure 635 Permanent School Closure). Once adopted, the Board would repeal procedure 635 Permanent School Closure. The draft policy will be circulated for feedback. The Board will consider feedback and approval at the June 11, 2025, public meeting.

vi. *5.61 Disposal of Land and Improvements*

Moved and seconded that the Board approves renumbering of and amendments to Policy 5.61 Disposal of Land and Improvements (to replace current Policy 616 Disposal of Land and Improvements).

CARRIED 42/25

vii. *Student Accommodation Allowance*

Trustees considered possible options and associated required actions regarding the operational practice of providing accommodation assistance. The Board has received



feedback from 4 parents. Staff recommended that decision-making be postponed to the June Board Meeting, when further feedback and adoption of draft policy 5.20 are considered.

11. TRUSTEE REPORTS

Trustee Boulter attended the Salt Spring Elementary School PAC meeting and learned about community donations that have been received for their inclusive playground construction project. GISS student council have presented the results of their surveys to students, staff and parents. A summary of the survey results will be passed along to the incoming Student Council so the work can continue. The GISS school dance was successful and well received by students.

Trustee Lucas informed the Board that Pender Islands students are looking forward to the May 21 track & field day. He attended the gift-giving ceremony for a map of S'Days which was a very meaningful ceremony. Pender Islands primary teacher Ms. Emily shared a presentation of year-round Outdoor Learning, which Trustee Lucas summarized for the Board.

Trustee Macdonald looks forward to the special year end activities at Fulford School. Fulford School set a goal for Social Emotional learning which has been a successful initiative.

Trustee Pingle attended the Fernwood School PAC meeting and learned about upcoming activities including track & field, a school dance, and field trips. Rob Pingle shared that his observation that school schedules are full and that it feels like a positive way to close out the school year.

Vice Chair Luporini reported the BCSTA approved its final operating budget for the 2025-2026 school year. Mayne Island teacher Jess Willow and Elder Johnny Aitken wrote a children's book titled Two Tricksters Find Friendship. Mayne Island school continues with their structured literacy launch. There are several student-initiated extra-curricular activities at Mayne Island school which include tennis, baseball, crochet, and yoga. Upcoming events include a field trip to Science World, the year-end school play and June 9 Activity Day on Galiano.

Trustee Georgeson learned, at the Galiano Community Elementary School PAC meeting, that Galiano school students enjoyed a trip to Science World and Granville Island. On this trip, older students went rock-climbing. Galiano school will host students from Mayne Island and Penelakut on June 9. Funfest, on Galiano Island, will be held on June 23.

Chair Katrensky felt privileged to be able to volunteer to support school swimming lessons and especially enjoyed witnessing the interaction between older and younger students

12. OTHER BUSINESS



13. QUESTION PERIOD

The chair received questions from delegates and the public.

14. NEXT MEETING DATES

- a. Regular Board Meeting – June 11, 2025
- b. Policy Committee and Education Committee of the Whole – May 28, 2025, at Mayne Island Elementary

15. ADJOURNMENT

Moved to adjourn at 3:37 p.m.

CARRIED 43/25

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 School Board Office

2025 05 14

Present:	Chaya Katrensky	Chair
	Deborah Luporini	Vice-Chair
	Tisha Boulter	Trustee
	Jeannine Georgeson	Trustee
	Gregory Lucas	Trustee
	Nancy Macdonald	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
	Shauna Klem	Executive Assistant
Absent:	Rob Pingle	Trustee

The meeting was called to order at 10:44 a.m.

The agenda for the Regular Board meeting, In-Camera session held 2025 05 14 was adopted by consensus.

The minutes of the Regular Board meeting, In-Camera session held 2025 04 09 were approved as presented.

Items:

1. Staffing Update
2. Mahon Hall
3. Hoadley

The meeting adjourned at 11:17 a.m.



Briefing Note

Title: Board and Committee Meeting Broadcasts

Date: June 11, 2025

From: Information and Technology Manger

Audience: Public

Purpose

Our current methods for broadcasting board and committee meetings are ineffective. The District is dedicating significant time and resources but still failing to facilitate successful broadcast meetings. This brief outlines the main issues and some solutions.

Recommendations

Staff supports the following solutions:

1. Using broadcasting software to stream the Teams meetings directly to YouTube Live for public access.
2. Assigning a dedicated facilitator who is not a part of the meeting to manage the meeting.
3. Revising the presentation process to streamline operations.

Due to budget constraints, staff is not recommending the upgrade to presentation equipment (*Potential Costs: B*).

Issues

1. Difficulty Joining Teams Town Hall

The public faces challenges when attempting to join the Teams Town Hall meetings.

- **Technical Description:** When joining a town hall, Microsoft requires users to identify themselves with an email address. Some users encounter an error stating they do not have access to the meeting during this process. The cause of this issue is unknown. Microsoft support has been unable to provide a clear explanation. Upon investigating the matter, we determined that this error primarily affects users with a Microsoft account. This includes work emails linked to a Microsoft Tenant, personal emails associated with Bing or Xbox, and personal emails with an "@hotmail," "@live," or "@outlook" suffix. However, this issue does not affect all users.

Given sufficient time with the problematic device, it is likely that these users could be successfully connected, but it is impractical to attempt this during a meeting. It is likely the issue arises from Teams negotiating the connection to the meeting and encountering an authentication record from an identity linked to another tenant. This results in an error when the tenant is not a "@sd64.org" email.



- **Impact:** This issue leads to reduced public participation and engagement, as well as significant time troubleshooting by district staff.

2. **Camera and Media Management**

Managing cameras and media during the meeting is confusing, or impossible depending on the situation.

- **Technical Description:** Managing the room camera and sharing content in a hybrid environment presents several challenges due to the limitations of the current system, which is primarily designed for in-person meetings. When using a Bring Your Own Device (BYOD) setup, reliably sharing content and broadcasting it to the public becomes highly complex. This is because the existing infrastructure lacks integration between the room camera system and external devices. BYOD systems often require manual adjustments to ensure compatibility with the camera hardware, leading to inconsistencies in video feeds and difficulty in maintaining a clear, unbroken broadcast. Furthermore, the reliance on ad-hoc configurations means the system struggles to adapt to dynamic environments where participants are both physically present and joining remotely.
- **Impact:** This issue can lead to poor video quality and disruptions during the meeting.

3. **Monitoring Comments and Questions**

It is challenging to monitor comments and questions while actively participating in the meeting.

- **Technical Description:** Managing communication from other participants, the public, and ensuring remote participants are heard requires considerable focus. This is essential to address necessary questions and to maintain a broadcast free of technical chatter and unnecessary distractions.
- **Impact:** Important feedback and questions from the public may be missed.

4. **Starting, Muting, and Pausing the Meeting**

Participants find it stressful to start, mute, and pause the meeting.

- **Technical Description:** To ensure that unnecessary conversations are not broadcast, it is important to mute participants as needed. It is also essential to make sure the meeting starts broadcasting on time and ends when all matters are concluded. All participants should be assured that broadcasts occur only during scheduled times, allowing them to discuss unrelated topics freely when there is no obligation to be live.
- **Impact:** This can cause delays and interruptions, affecting the overall flow of the meeting.

Solutions

1. **Broadcast to Public Using YouTube**



- **Description:** Use broadcasting software to stream the Teams meetings directly to YouTube Live for public access.
 - **Benefits:** YouTube is widely accessible and user-friendly, reducing the barriers to joining the meeting. No Sign in is required. The public can join from most devices.
2. **Add a Facilitator to Manage the Meeting**
- **Description:** Assign a dedicated facilitator who is not a part of the meeting to manage the meeting.
 - **Benefits:** The facilitator can handle technical aspects, monitor comments and questions, and ensure the meeting runs smoothly.
3. **Change How Presenting Happens on the Day of the Meeting**
- **Description:** Revise the presentation process to streamline operations.
 - **Benefits:** This creates a standardized way to present content, that is easy to broadcast to the public, and to share with remote participants.

Potential Costs

A. **Facilitator** (*essential*)

- Dedicated computer (\$500-700)
- Human/time resource

B. **Upgraded Boardroom Presenting System** (*optional*)

A more purpose-built solution designed for seamless hybrid meeting facilitation would offer the technical cohesion necessary to manage room cameras and share content reliably while minimizing disruption.

- Makes starting a meeting easy. Sharing is integrated into the device.
- Elevates quality of production
 - \$21,000 Professionally Installed w/training

Attachments/Links

- Broadcasting Visual
- Meeting Room Upgrade Quote

Customer: SCHODIST

Date: 12-May-25

Prepared for:

Marc Wright
School District 64
112 Rainbow Road
Salt Spring Island, BC V8 K2K3

Prepared by:

Charles Lowry
#102 - 6649 Butler Crescent
Victoria, BC V8M 1Z7
Phone: (236) 464-0063

Qty.	Part Number	Description	Unit Price	Ext. Price
Gulf Islands SD64 - Meeting room upgrade				
	MTR			
1	MVC860-C5-000	Yealink Native Microsoft Teams Rooms System For Medium -To-Large Rooms	6.930.65	6.930.65
1	RCH40 E2	Yealink Room Cable Hub	235.98	235.98
	CEILING MICROPHONE			
1	CM20	Yealink SkySound CM20 Ceiling Microphone	1.276.06	1.276.06
	CEILING SPEAKER			
2	CS10	Yealink SkySound CS10 Ceiling Speaker	509.25	1.018.50
	WIRELESS PRESENTATION DONGLE			
1	WPP30	Yealink Wpp30 Wireless Sharing & Byod Pod, Including 2 -Year Hardware Warranty	442.44	442.44
	WIRED BYOD			
1	MVCBYODEXTENDER	Yealink Byod Extender For Teams / Zoom Rooms, For Use With Mvc / Zvc Kits Using	589.88	589.88
1	SF4-30-GRAY	Safcord® Carpet Cord Cover - Gray - 4" Wide	200.88	200.88
Gulf Islands SD64 - Meeting room upgrade			Subtotal	10,694.39
INSTALLATION				
4.2	INSTALL-1000	Installation Charge	1.000.00	4.200.00
2	CABLING-100	Cabling and Connectors	100.00	200.00
1	SUPPLY-100	Installation Supplies	100.00	100.00
1	TRUCK-50	Truck Charge	50.00	50.00
9	TRAVEL-115	Travel Charge	115.00	1.035.00
10	TRAVEL-100	Accomodation & Per Diem	100.00	1.000.00
1.5	SHIPCHARGE-100	Shipping Charges	100.00	150.00
INSTALLATION			Subtotal	6,735.00

Optional Cable Cubby

1	TBUS-5XL(B)	Kramer Tbus Enclosure - Black	150.15	150.15
1	T5F-13	Kramer Inner Frane Fir Oiwer & 3 Insert Slots	37.97	37.97
1	TS-1US	Kramer Tbus Power Socket - 1 Usa	37.97	37.97
1	W-H(B)	Kramer HDMI (F) - HDMI (F) Insert - Black	44.87	44.87
1	WU-AA(B)	Kramer Usb-A - Usb-A Insert - Black	33.66	33.66
1	W4545(B)	Kramer Double Rj-45 Pass Through -Black	50.92	50.92
1	C-AC/US	Kramer Tbus Ac Power Cord -6Ft Usa 110V Ac	6.05	6.05
1	INSTALL-600	Installation Charge	600.00	600.00
Optional Cable Cubby			Subtotal	961.59

SCOPE OF WORK

SUPPLY & INSTALL OF THE FOLLOWING :

- (1) YEALINK MTR WITH
 - (1) YEALINK MCORE MINI PC COMPUTE
 - (1) YEALINK TOUCH PANEL
 - (1) YEALINK UVC86 PTZ CAMERA
- (1) YEALINK CEILING MICROPHONE
- (2) YEALINK CEILING SPEAKER
- (1) YEALINK WIRELESS PRESENTATION DONGLE
- (1) YEALINK WIRED BYOD

NOTE: TO CONFIRM PTZ CAMERA LOCATION (ABOVE DISPLAY OR SIDE OF DISPLAY)

2 technicians - 2 days of installation

- EXCLUSIONS |
- POWER
 - CABLE PATHWAY TO TABLE
 - TEAMS LICENSE

- OPTION
- CABLE CUBBY PASSTHROUGH ON TABLE

Tariffs are being implemented that are impacting the pricing of products that are made in, or pass through, the USA. While we are working proactively with our vendor partners to identify impacted items and account for these costs in our quotes, there are situations where we may be made aware of the impact on certain products after quoting or placing orders with manufacturers.

We will be revising customer orders to include any additional direct price-impacts from tariffs as a separate line item. These costs associated with the products on your order will be passed through at our exact cost, with zero markup.

Due to the dynamic nature of the tariff situation, we are committed to providing transparent and timely updates as things evolve.

Net Amount	18,390.98
GST	919.55
PST BC	1,287.37
Total	20,597.90

Ask us about our leasing options!

Order Acceptance

May 15, 2025

Q0078258-0

Description	Cost
Q0078258-0	18,390.98
Net Amount	18,390.98
GST	919.55
PST BC	1,287.37
Total	\$20,597.90

Extended Coverage Plan Options		
5 Year Extended Coverage Plan	2,384.75	
GST	119.24	
PST BC	166.93	
Total (with 5 Year Coverage)	\$23,268.82	Initials
3 Year Extended Coverage Plan	1,930.51	
GST	96.53	
PST BC	135.14	
Total (with 3 Year Coverage)	\$22,760.08	Initial
Coverage Plan Declined	\$20,597.90	Initial

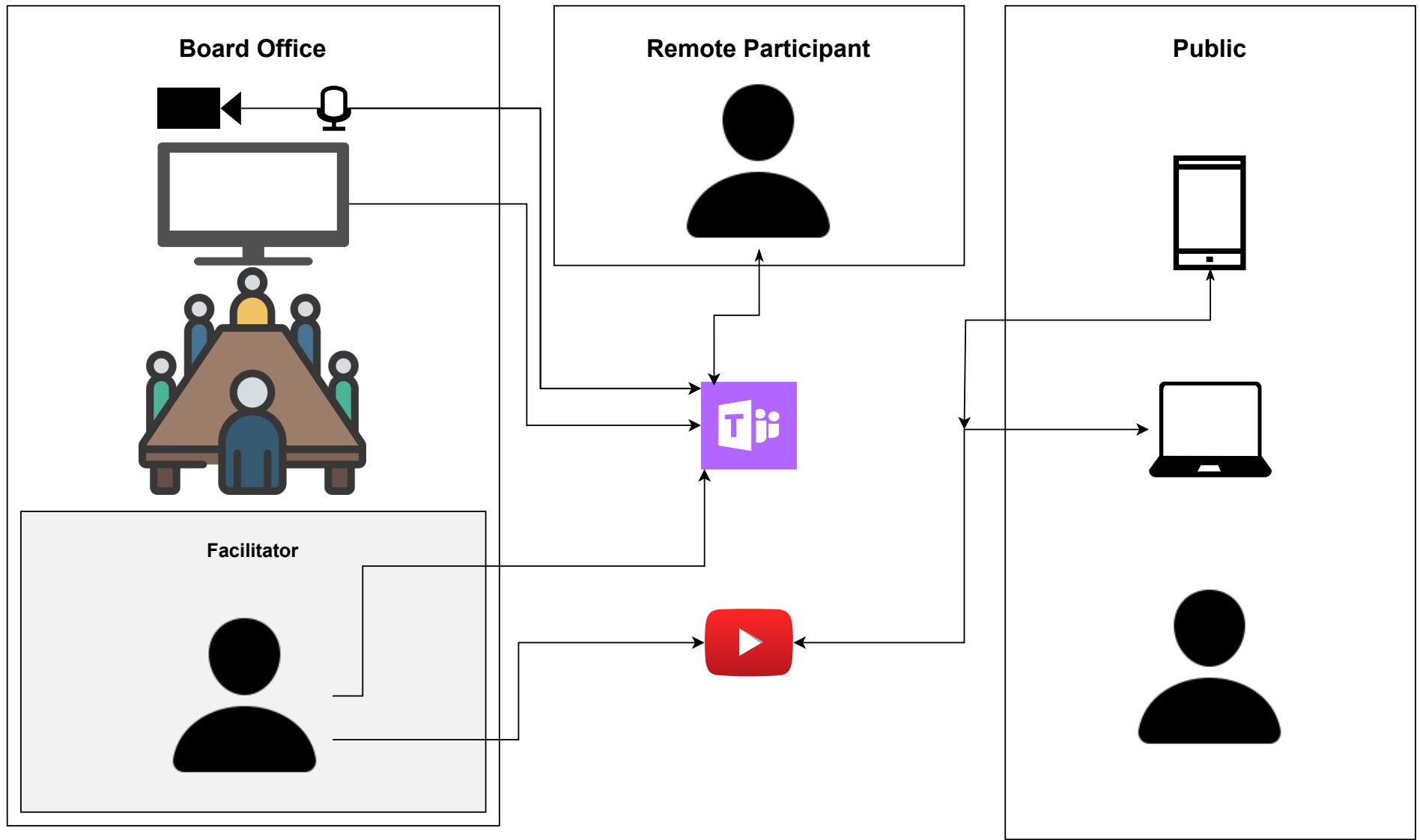
For more details on Evolution Extended Coverage Plan benefits, please see the previous page or visit www.evolutionav.ca/ecp.

Customer Signature

Printed Name

Date

Boardroom Broadcasting





Superintendent's Update

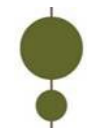
Title: Strategic Direction – District Update

Date: June 11, 2025

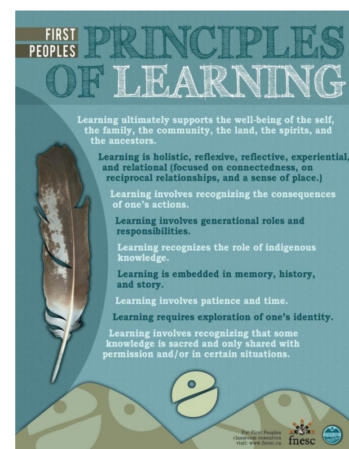
Place-based Learning



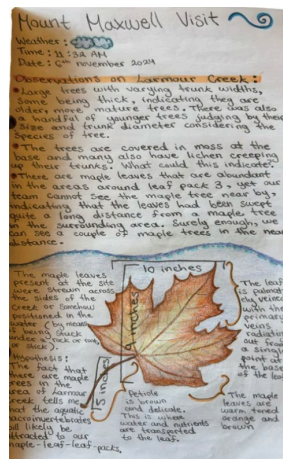
Place-based outdoor learning offers numerous advantages, including enhanced well-being, a deeper understanding and knowledge of the environment, and strengthened relationships with both the land and peers. It provides opportunities for integrated, cross-curricular, and authentic learning, as well as a broad scope for fostering curiosity, awe, and compassion. Our curriculum is designed to create an environment conducive to inquiry-based learning that connects to our sense of identity.



The First Peoples Principles of Learning are effectively integrated into education through experiential, reflexive, and reflective methodologies. These principles, along with Indigenous epistemologies, are sustained by personal, relational, and systemic understandings. Indigenous knowledge and practices encompass intricate and comprehensive insights into various systems, including social, governance, ecological, and scientific domains.



GISS Environmental Science was highlighted in the recent edition of [BC Teachers Federation Magazine](#). The teacher worked to create a course that allows students to practice science in the field and to collaborate with scientists from the CARL project.



The CARL project is an initiative involving a team of scientists, headed by Dr. Ruth Waldick, Scientist in Residence at Transition Salt Spring, dedicated to restoring the Mount Maxwell Watershed on Salt Spring Island. Historically a diverse ecosystem, the watershed has experienced significant ecological imbalance due to extensive logging activities. Currently, it predominantly consists of a homogenous canopy of coniferous trees of the same age, with an understory that lacks diversity and a diminished bird population. The CARL team is implementing innovative forest restoration practices aimed at diversifying the ecosystem, promoting water sequestration, and reducing wildfire risks in the context of climate change.

"The watershed restoration is a form of reciprocity, a chance for us to not only show gratitude for what our watershed offers the people and all beings within the ecosystem but also



for us to give back for all that we receive," said the teacher. She references Mi'kmaq Elder Albert Marshall's two-eyed seeing as an approach that guides her course. Two-eyed seeing is a holistic approach to science that combines the strengths of Indigenous ways of knowing and western knowledge systems.

This experience provides students with hands on learning, connection to place and an opportunity to positively contribute to the local environment.



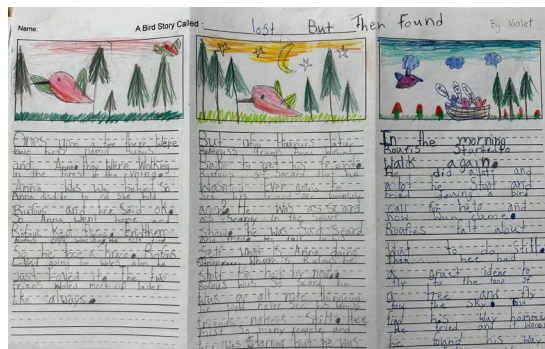
GISS Anatomy & Physiology

For their final project, students in the Anatomy & Physiology course are developing projects that illustrate their comprehension of the core concepts of the course and how Indigenous epistemologies enhance our understanding. Frequently, we isolate systems and ideas, thereby missing the interconnectedness of all things. To expand the students' knowledge, they participated in three days of experiential learning at Xwaaqw'um.

Students reported an increased awareness of the positive impact that being in nature had on their overall well-being. As they reflect on how ecosystems influence physiology and overall health, they gain a deeper appreciation of these connections.

Pender Kindergarten, Grade 1&2 Class

Since the start of the school year, this class has learned outside every Thursday. Initially, they stayed on school grounds to establish boundaries and foundational rules like respect and integrity. In October, they began walking to a nearby beach with a parent volunteer. Throughout fall, winter, and spring, they traveled to familiar locations, observing plant changes and deepening our learning. After Spring Break, they spent full days in the forest and at the beach. Students' knowledge, connections, and confidence grew throughout the year. Their care and awareness is impressive, along with their ability to produce quality work on the land. The land inspires their learning community and continues to enrich classroom discussions during the other three days of the week when they are not on the land.



This year, the class engaged with place-based learning extensively. Through Inverted Learning, the teacher was able to follow the children's interests and guide them deeper into related topics. They explored the interconnected aspects of life and history. Additionally, their learning complemented academic learning by informing their studies. It enhanced writing, reading interest and ability, and provided opportunities for numeracy discovery and application. Place and Nature-Based learning offer significant benefits.



SEEC (Saturna Ecological Education Centre)

Our commitment to integrity and responsibility includes minimizing the use of materials, recycling on the island, and reducing our ecological footprint. We aim to be leaders in environmental stewardship and sustainability.

Place-based learning is integral to our three pillars: environmental sciences, outdoor education, and community partnerships. These pillars guide us in providing student learning experiences that are immersive, academically rigorous, and relevant to both local and global issues.

Environmental sciences significantly contribute to fostering an appreciation for the natural world. By integrating both Western scientific methods and Indigenous knowledge systems, we aim to equip students with the skills, knowledge, and understanding necessary to address real-world challenges effectively.

Outdoor education encompasses various dimensions. We utilize the outdoor classroom to cultivate leadership skills, conduct scientific field

research, and engage with community partners in dynamic outdoor learning settings. This living classroom is aligned with the district's educational principles and values.

Community partnerships enhance student learning by providing immersive experiences that involve students in current research and enable them to apply theory to real-world contexts. Creating community partnerships improves student outcomes. Integrating Indigenous knowledge with Western knowledge serves as a method for delivering a more sociologically and ecologically balanced education.

Youth Apprenticeship Awards



Twelve apprentices from the 2024 GISS Grad Class were awarded \$1000 each for completing the Youth Work in Trades program, and working over 900 hours in their trade by December 31, 2024.



Congratulations to:

Chase Akerman

Ever Binkley

Donovan Grimmer

Tejas Grooms

Luke Kaye

Tim Marcotte

Emma McClean

Noah Labelle-Holding

Harlan Harris

Ona Nelson

Jackson MacRae

Roman Wellington

Many thanks to Shari Hambrook and Maggie Allison for their ongoing support, energy, and commitment to providing trades and apprenticeship opportunities for students.





Title: Indigenous Education Council Meeting Summary

Date: June 11, 2025

Indigenous Education Council Meeting Date: May 23, 2025

1. IEC Representation – Rightsholder Interest

A productive meeting was held on May 23 at the Quw'utsun' Cultural Centre.

Meeting attendees were invited to confirm or express their interest in joining the IEC. Rights holders invited to appoint two (2) members to the council are: Halalt, Lyackson, Malahat, Pauquachin, Penelakut, Quw'utsun, Tsarlip and Tsawout.

- Quw'utsun indicated that they will be appointing Roxanne Harris and Terri Allen.
- Penelakut indicated that they will be appointing Regina Charlie and Karen Edwards.
- Lyackson has appointed Frank Conibear.
- Halalt has confirmed Kasey Gladstone and Kristin Thomas.
- Malahat is not present but has indicated interest.
- The WSANEC school board has yet to determine appointees but have confirmed participation.

It is agreed that representatives would be confirmed within the next 2 months.

We briefly reviewed the Distinctions-based Approach and the role of Indigenous Education Councils.

2. Terms of Reference

The draft Terms of Reference were reviewed. There is agreement that only Rights Holders will be voting members as explained in the [distinctions-based approach primer](#).

We had a fulsome discussion about why this is important. The [Coast Salish Statement of Solidarity](#) affirms the discussion and determination of the rights holders who were present. At this time, there is no interest in inviting Metis representatives.

3. Ex-Officio Participants

There was further conversation about possible ex-officio meeting participants. It was suggested that the SD64 Superintendent, Secretary Treasurer, Principal of Indigenous Education and Trustee be involved. The meeting participants agreed that having youth representation is important, as is the voice of elders. The Gulf Island School District will provide secretariat



support. All other ex-officio participants would be included at the invitation of the committee as needed.

4. Next Meeting

It was decided that the intention for the next meeting would be to formalize the IEC, complete the Terms of Reference and appoint a Chair and Vice-Chair. The Gulf Islands School District will send out an updated draft Terms of Reference for review before the next meeting.

The next meeting will be held June 27, 2025 (via Teams).

SD 64

2025/26 proposed school fees

SCHOOL	25/26 SUPPLY FEE
FERNWOOD	\$30
FULFORD	\$30
SSE	\$30
MAYNE	\$25
PENDER	\$30
SATURNA	\$30
SEEC	\$300
GALIANO	\$25

GISS	\$65 GRAD CEREMONY
	\$35 SHOP SUPPLIES
	\$20 ART SUPPLIES
	\$1500 GISPA
	\$50 ATHLETIC FEE

approved 24/25 fees
\$36 maximum
\$36 maximum
\$36 maximum
\$36 maximum
\$36 maximum
\$36 maximum
\$300
\$36 maximum
\$60
\$30
n/a
\$1,500
\$25/sport

GISS NOTE

Grad fee up \$5 - reflects increased costs for event.

Shop fee up \$5 - reflects increased cost of materials used in take-home projects.

Art Supplies fee is a new fee and reflects the costs of materials for take-home projects.

Athletic fee is raised but it will be a one time fee rather than fee per sport.

Expenditures	Actual July	Actual August	Actual September	Actual October	Actual November	Actual December
Monthly						
Instruction	758,200	740,202	1,746,814	1,712,474	1,581,167	1,554,953
Administration	167,026	126,398	133,280	141,244	141,493	145,827
Operations	249,123	280,399	291,952	348,721	307,946	327,351
Transportation	32,680	55,512	220,642	186,248	179,291	194,633
Total	1,207,029	1,202,511	2,392,688	2,388,687	2,209,897	2,222,764

Expenditures	Actual January	Actual February	Actual March	Actual April	Actual May	Actual June
Monthly						
Instruction	1,572,671	1,654,491	1,614,324	1,587,514	1,554,682	
Administration	136,696	120,091	160,540	140,411	156,743	
Operations	318,167	320,778	285,098	304,093	307,633	
Transportation	211,900	180,580	174,097	167,128	158,890	
Total	2,239,434	2,275,940	2,234,059	2,199,146	2,177,948	-

Expenditures	Expenditures to Date	Amended Budget Sch 2	Portion of Budget Spent	Portion of Year Complete
Annual				
Instruction	16,077,492	18,080,635	89%	91%
Administration	1,569,749	1,735,096	90%	92%
Operations	3,341,261	3,510,914	95%	92%
Transportation	1,761,601	1,950,865	90%	90%
Total	22,750,103	25,277,510	90%	91%

Under budget

0.91%

DRAFT- Each monthly report may vary from the prior month(s) due to late invoices or timing items.

School District: 64 (Gulf Islands) Five Year Capital Plan - Major: 2026/27

Due: June 30, 2025

Current Date: 06-11-2025

Priority	School	School	Capital	Project Type	Year One	Year Two	Year Three	Year Four	Year Five	Total
	Facility #	Name	Program	Description	2026	2027	2028	2029	2030	2026-30
1	64003	Mayne	SMP	Seismic	\$4,943,235					\$4,943,235
	64004	Saturna	SMP	Seismic	\$847,332					\$847,332
2	64007	Fernwood	SMP	Seismic		\$5,776,225				\$5,776,225
3	64005	Galiano	SMP	Seismic			\$5,959,317			\$5,959,317
4	64002	SSE	SMP	Seismic				\$10,521,887		\$10,521,887
5	640009	Fulford	SMP	Seismic					\$8,809,884	\$8,809,884
Annual Total					\$5,790,567	\$5,776,225	\$5,959,317	\$10,521,887	\$8,809,884	\$36,857,880

Seismic Mitigation Program (SMP)

2024 Public Sector Organization Climate Change Accountability Report (PSO CCAR)

- Timelines, Instructions & Template -

This document provides guidance to provincial public sector organizations (PSOs) in preparing their 2024 Climate Change Accountability Report (PSO CCAR) in accordance with the [Climate Change Accountability Act \(CCAA\), section 8.1](#) and the [Carbon Neutral Government Regulation \(CNGR\)](#). The information provided by PSOs through this reporting process also supports continued work to advance climate leadership in B.C.'s public sector.

This guidance document includes three sections:

- 1) **Timelines** for the 2024 Reporting Year;
- 2) **Instructions** for completing the 2024 PSO CCAR; and
- 3) **Template** for the 2024 PSO CCAR.

Questions?

Please contact the Clean Government team at the Climate Action Secretariat (CAS) with any questions related to the PSO CCAR by emailing us at Carbon.Neutral@gov.bc.ca.

For Reference - CNG webpages

- [Carbon Neutral Government program](#) - CNG program timelines and requirements, including guidance and templates
- [Public sector organizations and climate action](#) - High-level summary of public sector climate action
- [Public sector Climate Change Accountability Reports](#) - Highlights from 2023 reporting year and link to all PSO CCARs from past years. This can be a useful resource to research other PSOs' efforts to help advance your sector-specific plans and actions.

1) Timelines For The 2024 Reporting Year

The following timelines are applicable to all PSOs under the Carbon Neutral Government (CNG) program, including **Small Emitters***.

Due Date	Description
April 30, 2025	<ul style="list-style-type: none"> ✓ PSOs must enter all of their 2024 consumption data in the Clean Government Reporting Tool (CGRT). ✓ PSOs must complete the Self-Certification Checklist questionnaire in CGRT. ✓ CGRT closes to data entry.
Mid-to-late May 2025	<ul style="list-style-type: none"> ✓ PSOs receive their 2024 offset invoice from CAS with the number of offsets required and amount to be paid.
May 31, 2025	<ul style="list-style-type: none"> ✓ PSOs must submit their signed PSO CCAR by email to: Carbon.Neutral@gov.bc.ca. ✓ PSOs complete and submit the Public Sector Climate Leadership Survey (PSCL Survey) through SimpleSurvey; link included with the reporting year instructions emailed in January 2025.
June 30, 2025	<ul style="list-style-type: none"> ✓ The Ministry of Energy and Climate Solutions must: <ul style="list-style-type: none"> ○ Post all PSO CCARs on the Carbon Neutral Government website; and ○ Retire sufficient carbon offsets on behalf of PSOs to achieve public sector carbon neutrality for the 2024 reporting year. ✓ PSOs must complete payment on their 2024 offset invoice and provide confirmation of payment by email to Carbon.Neutral@gov.bc.ca. ✓ PSOs are encouraged to post their PSO CCAR to their own website.

***Small Emitters:** PSOs that reported less than 600 tonnes carbon dioxide equivalent (CO₂e) during the 2023 reporting year received a confirmation email from Carbon.Neutral@gov.bc.ca on November 28, 2024, confirming their status as a Small Emitter for the 2024 reporting year. Small Emitters are required to follow the timelines and legislated reporting requirements as outlined above, but may complete simplified versions of the PSO CCAR template and PSCL Survey as follows:

- **PSO CCAR template:** Small Emitters must complete Part 1 Legislative Reporting Requirements and the Executive Signature section of the template; completion of other sections is encouraged, but not required.
- **PSCL Survey:** Small Emitters may skip the questions or sections in the survey identified as “Optional for Small Emitters,” as these questions are less material for Small Emitters.

2) Instructions For Completing the PSO CCAR

Context

The CCAA and CNGR require that all PSOs prepare and make public an annual Climate Change Accountability Report, documenting their organization's emissions and offsets, the actions they have taken to reduce emissions, and their plans to reduce future emissions.

The PSO CCAR template below sets out the required content to:

- 1) Achieve the legislated requirements; and
- 2) Support public sector climate leadership.

Report Format

The PSO CCAR should be written with a public audience in mind. PSOs have full ownership over the look and formatting of the PSO CCAR, as well as any additional information they wish to include. PSOs are encouraged to include a cover page, photos, graphics, etc. although this is optional. PSOs may use the Carbon Neutral logo ([available for download](#)) in their report. The PSO CCAR template provided below includes instructions and guidance highlighted in grey; please ensure to delete these instructions and guidance before finalizing your report.

Report Content - Minimum Report Requirements

The PSO CCAR must include the following minimum components as set out in the template:

- i. Title
- ii. Organization name
- iii. Legislative Reporting Requirements:
 - i. Declaration Statement
 - ii. Actions taken to minimize emissions
 - iii. Plans to continue reducing emissions
 - iv. Emissions and Offsets Summary Table
 - v. Retirement of Offsets Statement
- iv. Signature by a senior official such as CEO, COO or Superintendent

Report Submission - By May 31, 2025

PSOs are required to submit their signed PSO CCAR by email to Carbon.Neutral@gov.bc.ca by no later than May 31, 2025.

CAS will post all PSO CCARs to the BC Government's [CNG website](#) by June 30, 2025 to meet legislative requirements. PSOs are encouraged to post their CCAR to their own website by the same date.

3) PSO CCAR Template

School District 64 (Gulf Islands) 2024 PSO Climate Change Accountability Report

Title: 2024 PSO Climate Change Accountability Report

Organization: School District No. 64 (Gulf Islands)

PART 1. Legislative Reporting Requirements

Declaration statement: This PSO Climate Change Accountability Report for the period January 1, 2024 to December 31, 2024 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2024 to minimize our GHG emissions, and our plans to continue reducing emissions in 2025 and beyond.

Emission Reductions: Actions & Plans

School District No. 64 (SD64) 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 continued progress in updating aging HVAC systems to heat pump and other efficient technologies to lower emissions in 2023. 2023 saw the completion of HVAC upgrades to Mayne Island School and Salt Spring Elementary. As well, building controls were upgraded in Fernwood Elementary to allow for greater programmatic controls of the building HVAC systems, making for a more comfortable and efficient environment for students and staff.

In 2023, SD64 completed an upgrade project at Pender Island Elementary Secondary School to LED lighting, helping reduce power consumption.

Going forward, we are working on other projects to increase the efficiency of school systems. In the summer of 2025, the district is running a pilot duct sealing project at Fulford Community Elementary School in cooperation with BC Hydro. The project's goal is to seal old and leaky duct work, allowing the HVAC system to be properly balanced and ensure that air reaches occupied spaces and doesn't leak into attic and other similar spaces. We will be monitoring energy use before and after the treatment. The facilities department at SD64 has been working on passive ways to increase comfort and reduce the need for active cooling. This includes installing solar sails to shade windows, covering skylights, and planting suitable

trees to reduce solar gains in several areas during warm weather and increasing solar gains during the winter months.

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

SD64 remains committed to converting our fossil fuel fleet to zero emissions vehicles. In 2024, the school district took delivery of two electric school buses, one 76 passenger Type C bus and one 29 passenger Type A2. To date, S 64 is running 5 electric school buses out of a fleet size of 12 (including spares).

In, SD64 commissioned a study to help guide the district in electrification of our white fleet. To date, SD64 is running two EV's for our maintenance vehicles.

C. Paper Consumption

To support the reduction of emissions associated with printing, SD64 has implemented a "Release to Print" system across all schools and offices. This approach requires staff to physically release their print jobs at the printer, eliminating the possibility of abandoned prints and reducing overall paper waste. By introducing this step, staff are encouraged to be more mindful of their printing practices, considering whether documents truly need to be printed. This system not only streamlines printing processes but also fosters a culture of accountability and environmental awareness among staff. Moreover, the reporting tools embedded within the system provide data on individual and collective printing habits, enabling the district to identify high-consumption areas and implement targeted measures to further curb paper usage.

Looking ahead, SD64 plans to expand its efforts by integrating additional functionalities, such as paper consumption tracking and awareness programs, to ensure continuous improvement in reducing print-related emissions. This initiative aligns with the district's broader goals of fostering sustainability and supporting a paperless transformation where feasible.


2024 GHG Emissions and Offsets Summary Table

School District 64 (Gulf Islands) 2024 GHG Emissions and Offsets Summary	
GHG emissions for the period January 1 - December 31, 2024	
Total BioCO ₂	4.86
Total Emissions (tCO ₂ e)	226
Total Offsets (tCO ₂ e)	136
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	0
Grand Total Offsets for the 2024 Reporting Year	
Grand Total Offsets to be Retired for 2024 Reporting Year (tCO ₂ e)	136
Offset Investment (\$)	\$3400

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and the Carbon Neutral Government Regulation, SD64 is responsible for arranging for the retirement of the offsets obligation reported above for the 2024 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Energy and Climate Solutions (**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 31, 2025
Signature	Date
Jesse Guy	Secretary Treasurer
Name (please print)	Title

Carbon.Neutral@gov.bc.ca by no later than May 31, 2025.]



Summary
Education Committee – SD 64 (Gulf Islands)
Wednesday, May 28, 2025, 10:00 AM

In attendance:

Committee: Nancy Macdonald (Committee Chair), Tisha Boulter, Gregory Lucas, Chaya Katrensky (Board Chair, ex-officio)

Trustees: Deborah Luporini Jeannine Georgeson, Rob Pingle

Staff: Jill Jensen (Superintendent), Jesse Guy (Secretary Treasurer), Boe Beardsmore (Associate Superintendent), Lori Deacon (Director of Corporate Services) on-line, Shauna Klem (Executive Assistant)

Partner Group Representatives: Adrian Pendergast (GIPVPA), Ian Mitchell (GITA) on-line, Angela Thomas (CUPE) on-line, Katherine Hazen (DPAC) on-line

Absent: Lyall Ruehlen (Director of Instruction)

The meeting was called to order at 10:02 a.m. by the Committee Chair Nancy Macdonald

1. Adoption of Agenda

Adoption of the agenda by consensus.

2. Approval of Summary

Correction: The Chair of the Sept. 24, 2024 Committee Meeting was Chaya Katrensky.

Summary of September 25, 2024, Education Committee Meeting, with amendment, adopted by consensus.

3. Business Arising

4. New Business

a) Accessibility

Associate Superintendent Beardsmore reported on the work of the District Accessibility Group, highlighting short and long term goals to improve accessibility for students, staff, parents and community members. Over the past year, the Accessibility Group has reviewed the previous years' accessibility barriers and gathered feedback from the District Accessibility Reporting Tool. The Tool is available on the District website, the SD64 app, and Facebook page. To date, five submissions have been made via the District Accessibility Reporting Tool and those accessibility barriers have been resolved or shared with Facilities. The District Accessibility Group is made up of volunteers who support the District in improving accessibility.

b) Mental Health in Schools

Superintendent Jill Jensen provided an overview of the Provincial Mental Health in School Strategy, which was presented at the Mental Health in Schools Conference held on May 5 and 6. The ERASE strategy, used by BC schools, addresses areas including diversity and inclusion, mental health and substance use, and school and online safety.



Superintendent Jensen introduced the Mental Health in Schools Approach, emphasizing Compassionate Systems Leadership. She highlighted the science of well-being and compassionate systems practices within the BC education system.

c) *Anti-racism*

Boe Beardsmore provided an update on the District's ongoing efforts to dismantle racism and exclusionary practices. Highlighted were ongoing anti-racism and oppression education, as well as the means of reporting and addressing incidents of racism. It is acknowledged that this is critical and ongoing work.

5. Next Meeting: December 10, 2025

6. Adjournment: 11:44 a.m.



Summary
Policy Committee – SD 64 (Gulf Islands)
May 28, 2025 | 1:00pm

In attendance:

Committee: Deborah Luporini (Committee Chair), Tisha Boulter, Rob Pingle, Chaya Katrensky (Board Chair, ex-officio)

Trustees: Jeannine Georgeson, Greg Lucas, Nancy Macdonald

Staff: Jill Jensen (Superintendent), Jesse Guy (Secretary-Treasurer), Boe Beardsmore (Associate Superintendent), Lori Deacon (Director of Corporate Services), Shauna Klem (Executive Assistant)

Partner Group Representatives: Adrian Pendergast (GIPVPA), Katherine Hazen (DPAC), Ian Mitchell on-line (GITA), Angela Thomas (CUPE) on-line

Absent: Lyall Ruehlen (Director of Instruction)

The meeting was called to order at 1:03 p.m. by Committee Chair Luporini.

1. Adoption of Agenda

Adoption of agenda as presented by consensus.

2. Approval of Summary

Summary of the April 23, 2025 Policy Committee Meeting adopted by consensus as presented.

3. Policy Renovation - Section 5.0 Overview

Lori Deacon provided an overview of Section 5.0 Finance, Facilities & Transportation. This is the last section of policies for renovation.

(a) New Draft Policy – 2.90 Employee Conflict of Interest

Action: The Policy Committee recommends the draft Policy 2.90 Employee Conflict of Interest be brought to the June 11, 2025 Board Meeting for notice of motion and circulated for feedback.

(b) Draft Policy and Procedures for Repeal in Favour of AP

- i. *Procedure 410 Student Transportation (to be replaced by AP T5 Student Transportation)*
Discussion ensued regarding social passes and procedural consistency.

Action: The Policy Committee recommends Procedure 410 Student Transportation be brought to June 11, 2025, Board Meeting for consideration to repeal in favour of an Administrative Practice.

- ii. *Procedure 615 Disposal of Equipment (to be replaced by AP B5 Disposal of Equipment)*

Action: The Policy Committee recommends Procedure 615 Disposal of Equipment be brought to June 11, 2025, Board Meeting for consideration to repeal in favour of an Administrative Practice.



iii. *Procedure 6200 Purchasing and Tendering (to be replaced by AP B4 Purchasing and Tendering)*

Action: Policy Committee recommends Procedure 6200 Purchasing and Tendering be brought to the June 11, 2025, Board Meeting for consideration to repeal in favour of an Administrative Practice.

iv. *Procedure 6300 Retention/Destruction of Records (to be replaced by AP B2 Retention and Destruction of Records)*

Action: Policy Committee recommends Procedure 6300 Retention/Destruction of Records be brought to June 11, 2025, Board Meeting for consideration to repeal in favour of an Administrative Practice.

v. *Policy 6450 and Procedure 6450 School-Generated Funds (to be replaced by AP B3 School Generated Funds)*

Action: The Policy Committee recommends Policy 6450 and Procedure 6450 School-Generated Funds be brought to the June 11, 2025, Board Meeting for consideration to repeal in favour of an Administrative Practice.

vi. *Policy 6850 and Procedures 6850 Public Use of School Facilities/Joint Use, and forms 6850-1, 6850-2, 6850-3, 6850-4, and 6850-5, (to be replaced by AP F4 District and Community Use of Facilities)*

Action: Policy Committee recommends Policy 6850 and Procedures 6850 Public Use of School Facilities/Joint Use, and forms 6850-1, 6850-2, 6850-3, 6850-4, 6850-5 be brought to the June 11, 2025, Board Meeting for consideration to repeal in favour of an Administrative Practice.

vii. *Policy 6900 and Procedure 6900 Outdoor Play Areas (to be replaced by AP F5 Outdoor Play Areas and Other School Enhancement Projects)*
Recommendation to add guidelines to the AP about how funders may be recognized.

Action: Policy Committee recommends Policy 6900 and Procedures 6900 Outdoor Play Areas be brought to the June 11, 2025, Board Meeting for consideration to repeal in favour of AP F5 Outdoor Play Areas and Other School Enhancement Projects.

viii. *Policy 203 and Procedure 203 Property Control Procedure (to be replaced by AP F3 Property Control)*
Recommendation to edit to language in 1.4 to recognize Use Agreements with the District.

Action: Policy Committee recommends Policy 203 and Procedure 203 Property Control Procedure be brought to the June 11, 2025, Board Meeting for consideration to repeal in favour of an Administrative Practice.

ix. *Procedure 6750 School Fees (to be replaced by AP L7 School Fees)*
Discussion to clarify school procedures for waiving of fees.

Action: Policy Committee recommends Procedure 6750 School Fees be brought to the June 11, 2025, Board Meeting for consideration to repeal in favour of an Administrative Practice.



4. Other Business / Business Arising

(a) 1.22 Trustee Remuneration

Discussion that a hospitality fund is no longer desired by trustees and monthly contributions to the fund should stop. Currently, guideline 3 states “fifteen dollars will be deducted each month, post income, as a hospitality fee for trustee discretionary expenses.” Trustees agreed that removing the guideline from the policy is appropriate. Trustee Pingle brought a recommendation forward for remuneration payment redistribution in favour of increasing the amount of money for the Chair. Trustee Katrensky offered to recuse herself from the discussion.

Action: Policy Committee recommends the Board remove guideline 3 and approve amendment to policy 1.22 Trustee Remuneration at the June 11th meeting. Trustee remuneration, and roles and responsibilities, will be revisited at the September 24, 2025, Policy Committee Meeting.

(b) Accommodation Allowance Discussion

The recommendation from the policy committee is that payment of boarding assistance will not exceed a budget of \$20,000 for the 2025/26 school year, and the practice be discontinued in the 2026/27 school year. Accommodation allowance is an operational practice. Staff has requested that no action be taken until the draft 5.20 Student Fees and Financial Hardship policy is adopted. Staff has recommended, should the Board wish to continue with the provision of accommodation allowance for equity of access, that a separate policy be drafted to address this priority. It is identified that there needs to be clearer guidelines about how the funds can be accessed.

There is a realization that there needs to be a more fulsome conversation about transportation and related costs.

5. **Next Meeting:** September 24, 2025

6. **Adjournment:** 3:05 p.m.



Briefing Note

Title: Policy Committee – Public Agenda Report and Committee Recommendations

Date: June 11, 2025

From: Lori Deacon, Director of Corporate Services

Audience: Public

Purpose

The Board of Education continues the work to review and renovate its policy manual. This brief is intended to provide context and understanding to the Policy Committee Report items for the June 11, 2025 Board Meeting public session agenda.

Recommendation

Motions have been provided in the public meeting agenda and come to the Board as recommendations from the Policy Committee.

Background

Policy Committee (item 10(d)):

i. 5.12 Annual Budget

This policy was renovated to combine and update language from current Policies 605 Annual Budget and 606 Budget Monitoring. The Board presented a Notice of Motion at the May 14, 2025 public meeting to consider approval of amendments and renumbering of the policy at the June public meeting. Draft policy was circulated for feedback on May 15, 2025. No feedback has been received. Once adopted, Policy 606 will be repealed.

ii. 5.20 Student Fees and Financial Hardship

This new policy is intended to replace current Policies 6700 Student Financial Hardship and 6750 School Fees. Updated language aligns with School Act regulations and confirms fees should not be barriers to students participation in their educational programs. The Board presented a Notice of Motion at the May 14, 2025 public meeting to consider adoption of the policy at the June public meeting. Draft policy was circulated for feedback on May 15, 2025. Feedback was received. A summary of the feedback is attached. Once adopted, Policies 6700 and 6500 will be repealed. The Committee is recommending that Procedure 6750 be repealed in favour of an Administrative Practice (item 10.d.viii below).



Related to this policy renovation, once draft policy 5.20 is adopted, the Policy Committee will bring forward its recommendation that the Board cap funding of boarding allowance to \$20,000 for the next school year and cease the provision of the allowance for the 2026/2027 school year.

iii. 5.30 Reimbursement of Expenses

This policy was renovated to combine and update language from current Policy and Procedure 6500 Travel Expenses and reflect best practices for payment of travel expenses in alignment with BCSTA rates. The Board presented a Notice of Motion at the May 14, 2025 public meeting to consider approval of amendments and renumbering of the policy at the June public meeting. Draft policy was circulated for feedback on May 15, 2025. No feedback has been received.

iv. 5.40 Donations and Gifts

This policy was renovated to combine and update language from current policy and procedure 630 Education Trust Fund. The Board presented a Notice of Motion at the May 14, 2025 public meeting to consider approval of amendments and renumbering of the policy at the June public meeting. Draft policy was circulated for feedback on May 15, 2025. No feedback has been received.

v. 5.60 School Closure

This policy was renovated to replace current policy and procedure 635 Permanent School Closure. Language on school closure processes was expanded and vetted with legal council and aligns with School Act Regulations. The Board presented a Notice of Motion at the May 14, 2025 public meeting to consider approval of amendments and renumbering of the policy at the June public meeting. Draft policy was circulated for feedback on May 15, 2025. No feedback has been received.

vi. 1.22 Trustee Remuneration

The previous Board established a practice of deducting funds directly from trustee remuneration to pay for discretionary expenses that would not otherwise be covered by the district. This is not a mandatory deduction. The Policy Committee is recommending that the Board amends Policy 1.22 Trustee Remuneration to remove the guideline that states: *"Fifteen dollars will be deducted each month, post-tax income, as a hospitality fee for trustee discretionary expenses."*

vii. 2.90 Employee Conflict of Interest

This new policy was written to establish guidelines for employee conflict of interest. The language in this draft policy draws heavily from language lost during earlier policy renovations. The Policy Committee is recommending that the Board present a Notice of



Motion to adopt the policy, and to circulate the draft policy for feedback. The Board would consider feedback and approval at the September 10, 2055, public meeting.

viii. Policies and Procedures to be Repealed in Favour of Administrative Practices

As part of the Board's policy renovation, a number of policies and procedures related to Finance, Facilities, and Transportation have been identified as operational in nature. The Policy Committee recommends the following be repealed in favour of APs:

- Procedure 410 Student Transportation - replaced by [AP T5 Student Transportation](#)
- Procedure 615 Disposal of Equipment - replaced by [AP B5 Disposal of Equipment](#)
- Procedure 6200 Purchasing and Tendering - replaced by [AP B4 Purchasing and Tendering](#)
- Procedure 6300 Retention/Destruction of Records - replaced by [AP B2 Retention and Destruction of Records](#)
- Policy 6450 and Procedure 6450 School-Generated Funds - replaced by [AP B3 School Generated Funds](#)
- Policy 6850 and Procedures 6850 Public Use of School Facilities/Joint Use, and forms 6850-1, 6850-2, 6850-3, 6850-4, and 6850-5 - replaced by [AP F4 District and Community Use of Facilities](#)
- Policy 6900 and Procedure 6900 Outdoor Play Areas - replaced by [AP F5 Outdoor Play Areas and Other School Enhancement Projects](#)
- Policy 203 and Procedure 203 Property Control Procedure - replaced by [AP F3 Property Control](#)
- Procedure 6750 School Fees - replaced by [AP L7 School Fees](#)

Attachments/Links

- *Summary of feedback re: Draft Policy 5.20 Student Fees and Financial Hardship*



Summary of Feedback: Policy 5.20 Student Fees and Financial Hardship

- Concerns expressed over the rapid decision-making process regarding changes to Policy 5.20, particularly the elimination of the boarding allowance for outer island students without thorough review or sufficient input from families.
- There were suggestions to slow down the decision-making process, gather more information, and make it more transparent by engaging with impacted families directly.
- The unique geography of SD64 presents challenges for outer island students, making accommodation allowances a vital support for connecting them to extracurricular and school communities.
- Families highlighted the challenges of long commutes and limited access to extracurricular activities, and stressed the importance of accommodation allowances in addressing these issues.
- Recommendations included establishing clear guidelines and accountability measures for the use of funds, rather than eliminating the policy entirely.
- Suggestions to support families further included providing more water taxi options (e.g., later schedules) to enhance accessibility to school and activities.
- Parents proposed updating the policy language to allow accommodations like renting jointly with other families or supporting parents staying with their children instead of boarding with strangers. One highlighted to the benefit of building stronger parent/teacher relationships.
- Some suggested increasing compensation, without a limitation based on financial need, to ensure all students can participate in activities supporting their academic, social, emotional and physical development.
- Some feel that staying overnight on Salt Spring Island is a necessity for outer island students, especially during rough weather. Staying overnight on Salt Spring provides temporary relief from the stress and fatigue of long water taxi commutes.
- Concerns were expressed about the perceived undervaluation of outer island students and families, with a call for equitable opportunities across all students in the district.
- Opposing views were raised regarding the equitable use of district funds, pointing to choice of where to live, suggesting alternative solutions like staying with friends and prioritizing classroom spending.



Policy 5.12 Annual Budget

The Board of Education is required by the *School Act* to develop a balanced annual operating budget and submit it to the Ministry of Education and Child Care in a prescribed format, and in a manner that ensures all legal and statutory requirements are met, according to a prescribed annual timeline.

The Board's Annual Budget supports the long-term financial plan and reflects the implementation of the District's educational and operational plans. The budget will be consistent with the Board's mission statement and strategic plan.

1. All budget decisions will adhere to the following principles:
 - 1.1. Students come first.
 - 1.2. Maximum value must be attained with each dollar spent.
 - 1.3. Invitations are extended to employee, constituent groups, and the school learning community to provide input, at designated times each year.
 - 1.4. The annual budget will generally be developed by senior school district administrative personnel with input from Board and Committee meetings,
 - 1.4.1. engage in ongoing review of district programs to determine effectiveness and financial need;
 - 1.4.2. ensure alignment of the budget building process with the District's strategic plan;
 - 1.4.3. consult with the Gulf Islands school learning community prior to budget finalization.
 - 1.5. Budget development will adhere to Taxpayer Accountability Principles (TAP), to ensure cost conscious decision-making; accountability; appropriate compensation; service, respect, and integrity.
 2. Budget development will fully communicate:
 - 2.1. assumptions upon which budgets are based;
 - 2.2. key risks;
-

Legislative References: *Budget Transparency and Accountability Act [SBC 2000]* and
School Act [RSBC 1996, Section 111, 113, 156 (6) & 157]

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:



3. Budget monitoring and reporting will include quarterly financial reports; including an analysis that fully communicates
 - 3.1. on-going comparison of projected and actual financial performance;
 - 3.2. a projection to the end of the school year; and
 - 3.3. an explanation of significant variances between the budget and the projected totals to the end of the school year if applicable.
4. For significant capital projects, senior administration shall provide the Board with the following:
 - 4.1. actual program spending relative to budgeted amounts;
 - 4.2. indications as to key milestones achieved or expected to be achieved, and risks that may adversely affect achievement of these.
5. In addition, information pertaining to local and annual capital reserves should be provided to the Board by senior administration, on an annual basis, based on specific spending priorities.



Policy ~~6.05~~ 5.12 Annual Budget

Rationale:

The Board of Education is required by the *School Act* to develop ~~a~~ a balanced annual operating budget and submit it to the Ministry of Education and Child Care in a prescribed format, and in a manner that ensures all legal and statutory requirements are met, according to a prescribed annual timeline.

The Board's Annual Budget ~~is a~~ supports the long-term financial plan and reflect~~s~~ ing the implementation of the ~~district's~~ District's educational and operational plans. The budget ~~will reflect the objectives established by the Board for the school/fiscal year to which the budget applies, and~~ will be consistent with the Board's mission statement and strategic plan.

1. All budget decisions will adhere to the following principles:

1.1. Students come first.

~~1.~~

1.2. Maximum value must be attained with each dollar spent.

~~2.~~

~~3. The budget will meet all legal requirements in that it is balanced, and all statutory requirements be met.~~

~~1.1.~~ 1.3. Invitations are extended to employee ~~and~~ constituent groups, and ~~as well as~~ the school learning community ~~general public~~ to provide input, at designated times each year.

~~2.~~

~~4. The annual budget will generally be developed by a Committee of the Whole Board with the involvement of~~ by senior school district administrative personnel. ~~The Committee of the Whole will,~~ with input from Board and Committee meetings,

1.4. ~~e~~

~~2.1.~~ 1.4.1. e engage in ongoing review of district programs ~~to determine effectiveness and financial need;~~

~~4.1.~~ 1.4.2. ensure alignment of the budget building process with the ~~district's~~ District's strategic plan;

1.4.3. consult with the Gulf Islands school learning community ~~public, if deemed necessary,~~ prior to budget finalization.

~~4.2.~~

Legislative References: *Budget Transparency and Accountability Act [SBC 2000]* and *School Act [RSBC 1996, Section 111, 113, 156 (6) & 157]*

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:



~~5.1.5.~~ Budget development will adhere to Taxpayer Accountability Principles (TAP), to ensure cost conscious decision-making; accountability; appropriate compensation; service, respect, and integrity.

~~—606 Budget Monitoring and Reporting~~

~~—Rationale:~~

~~—School districts must provide their Boards of Education (or a committee of the Board) with, at minimum, quarterly financial reports which indicate how forecasted results compare with actual results, and provide ongoing opportunity for discussion and analysis.~~

~~—All pink highlighting is covered with new Policy 610~~

~~—Policy:~~

~~—To allow the School District No. 64 Board of Education to engage in ongoing monitoring of the district's financial position throughout the year, and its expected year-end financial position, senior administration shall provide the board with:~~

~~—Budget development will~~

~~—at a minimum, quarterly financial reports; involving~~

~~3. financial analysis that fully communicates~~

~~2.~~

~~3.1.~~ assumptions upon which budgets are based;

~~2.1.~~

~~2.2.~~ key risks;

~~4.~~ Budget monitoring and reporting will include quarterly financial reports; including an analysis that fully communicates

~~5.3.~~

~~6.~~

~~6.1.3.1.~~ on-going comparison of projected and actual financial performance;

~~6.2.~~

~~6.3.3.2.~~ a projection to the end of the school year; and

~~6.4.~~

~~7.3.3.~~ an explanation of significant variances between the budget and the projected totals to the end of the school year if applicable.



- ~~• on-going comparison of projected and actual financial performance~~
- ~~• a projection to the end of the school year and an explanation of significant variances between the budget and the projected totals to the end of the school year.~~

Such analysis should:

- ~~1. be fully disclosed in documents submitted to the board, before it is asked to approve budget documents;~~
- ~~2. take into account the economic environment of the school district~~
- ~~3. focus on planned changes from the previous school year; and~~
4. be realistic and consistent with the school district's goals and vision, as outlined in a strategic plan

4. For significant capital projects, senior administration shall provide the Board with the following:

~~7.1. if relevant actual program spending relative to budgeted amounts;~~

~~4.1.~~

~~• indications as to key milestones achieved or expected to be achieved, and risks that may adversely affect achievement of these.~~

~~• 4.2. actual program spending relative to budgeted amounts;~~

~~• indications as to key milestones achieved or expected to be achieved, and risks that may adversely affect achievement of these.~~

5. In addition, information pertaining to local and annual capital reserves should be provided to the ~~board~~ Board by senior administration, on an ~~annual~~ quarterly ~~basis~~ basis, and quarterly if relevant based on specific spending priorities.

Reference:

Legislative References: *Budget Transparency and Accountability Act [SBC 2000] and School Act [RSBC 1996, Section 111, 113, 156 (6) & 157]*

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:



- ~~Financial Governance and Accountability, School Districts of British Columbia:
2017/18~~



Policy 5.20 Student Fees and Financial Hardship

Consistent with the *School Act*, its accompanying Regulation and with the Orders of the Minister, the Board of Education will provide, free of charge, for educational resource materials necessary to participate in an educational program sufficient to meet the general requirements for graduation

The Board commits to providing opportunities for equitable access and participation to all district students. The Board recognizes that some students may not be able to cover costs associated with various aspects of their schooling and commits to ensuring that no student is denied an opportunity to participate in educational programs or activities, based on financial hardship.

Students shall not be charged fees for goods and/or services necessary for the student to meet the learning outcomes or assessment requirements of an educational program, subject to exceptions authorized by the *School Act*.

The Board may require refundable or partly refundable deposits for educational resource materials in accordance with the *School Act*.

The Superintendent will approve a schedule of fees and deposits and will publish the schedule prior to the beginning of the school year to be available to students and parents/guardians.

To ensure that fees and deposits do not become a barrier to student participation in educational programs, the Superintendent shall establish confidential processes to support families who are experiencing financial hardship.

6750 School Fees Procedure

UPDATE AND PUBLISH AS AN ADMINISTRATIVE PRACTICE Guidelines



Policy ~~6750-5.20~~ School Student Fees and Financial Hardship

Rationale:

Consistent with the *School Act*, its accompanying Regulation and with the Orders of the Minister ~~Ministerial Orders~~, the ~~School District No. 64~~ Board of Education will provides, free of charge, for educational ~~programs and educational resources~~ resource materials necessary to participate in an educational program sufficient to meet the general requirements for graduation ~~to every student of school age, resident in the district and enrolled at a district school.~~

The Board commits to providing opportunities for equitable access and participation to all district students. The Board recognizes that some students may not be able to cover costs associated with various aspects of their schooling and commits to ensuring that no student is denied an opportunity to participate in educational programs or activities, based on financial hardship.

Students shall not be charged fees for goods and/or services necessary for ~~which the student cannot~~ to meet the learning outcomes or assessment requirements of an educational program, subject to exceptions authorized by the *School Act*.

~~Furthermore, the board gives each of its schools the right to set, publish and charge fees and refundable deposits, in order to defray the costs associated with provision of learning opportunities that might not be otherwise available.~~

Policy:

~~The Board of Education will provide each and every district student with an educational program, free of charge.~~

The Board may require refundable or partly refundable deposits for educational resource materials in accordance with the *School Act*.

~~Fees may be charged and refundable deposits required where learning opportunities considered 'enriched', 'supplemental' or part of a 'specialty academy' as defined in the *School Act* are provided.~~

The Superintendent will approve a schedule of fees and deposits and will publish the schedule prior to the beginning of the school year to be available to students and parents/guardians.

To ensure that fees and deposits do not become a barrier to student participation in educational programs, the Superintendent shall establish confidential procedures ~~processes~~ to support families who are experiencing financial hardship. ~~The board intends that such fees should not be barriers to participation, where student/family financial hardship is~~

Legislative References: *School Act*, sections 82 and 168 (1)(d); School Regulation 1(2); Ministerial Order 236/07

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:



~~concerned, and it sets procedures to clarify when, and for what purposes, fees and deposits may be charged; and to ensure that fees and refundable deposits do not become barriers to student participation.~~

~~6700 Student Financial Assistance~~

~~Rationale:~~

~~The school system of British Columbia strives to create and maintain conditions that foster success for all students. These conditions include equitable access to and equitable participation in quality education for all students.~~

~~Policy:~~

~~The School District No. 64 Board of Education commits to providing opportunities for equitable access and participation to all district students. The board Board recognizes that some students may not be able to cover costs associated with various aspects of their schooling and commits to ensuring that no student is denied an opportunity to participate in educational programs or activities based on financial hardship. Financial assistance, as necessary, will be provided with respect to the following:~~

- ~~a. costs associated with student transportation to and from school, under certain conditions (see Policy 410);~~
- ~~b. —~~
- ~~c. fees associated with participation in district co-curricular and extracurricular activities (see Policy 412);~~
- ~~d. —~~
- ~~e. fees set by district schools (see Policy 6750);~~
- ~~f. —~~
- ~~g. the costs of in-district boarding, where equity of access and the logistics of inter-island travel are considerations.~~

~~The board may:~~

- ~~a. consistent with Ministry of Education guidelines and subject to approval by the Superintendent of Schools, enter into agreements with another school district to provide financial assistance with respect to fees, including tuition and boarding fees, on behalf of students pursuing a course of study not provided in this district;~~

Legislative References: *School Act*, sections 82 and 168 (1)(d); School Regulation 1(2); Ministerial Order 236/07

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:



b. —

c. — assist with extraordinary expenses incurred in relation to some aspect of a student's school program.

6750 School Fees Procedure

UPDATE AND PUBLISH AS AN ADMINISTRATIVE PRACTICE Guidelines



Policy 5.30 Expense Reimbursement

The Board of Education recognizes individuals may be required to travel while carrying out School District business and believes that no person should bear the cost personally for travel expenses incurred while conducting the business of the Board.

The Board directs that those travelling on authorised Board of Education business:

- a. obtain prior approval of the anticipated travel costs
 - b. use discretion and good judgement in the expenditure of School District funds,
 - c. be compensated at board-approved rates for approved expenses incurred;
 - d. receive expense account advances upon request.
1. Meal allowances based on the rates paid by the BCSTA.
 2. Lodging: All overnight accommodation will be reimbursed in accordance with BCSTA guidelines and with the provision of receipts.
 3. Travel Costs: Actual amounts will be paid for transportation provided receipts are submitted.
 4. Incidental expenses (including but not limited to parking, taxi fares, telephone calls and internet charges) incurred on board business will be paid, provided a short description of the items is included. Receipts are required.
 5. Compensation for Use of Private Vehicles:
 - 5.1. mileage costs are listed on the travel report expense form and based on the rates paid by the BCSTA.
 - 5.2. compensation for all other modes of transportation will be addressed on an individual basis prior to travel.
 - 5.3. compensation for the additional premium cost of "business purpose" car insurance will be addressed on an individual basis.
 6. It is the responsibility of all employees, who use their vehicles on school business to carry adequate third-party liability insurance of at least \$1,000,000. All travel reimbursement will

Legislative References: *School Act*, sections 73, 168(2)(p)(t) and 96 (3); Ministerial Orders M194/08 and M193/08

Collective Agreement References: C.U.P.E. 26.05(b)

Date of Adoption: June 13, 2018

Date of Revision:



require a submission on the travel expense form providing details and authority for the claim.



Policy ~~6500-5.30~~ Travel Expense Reimbursements

Rationale:

The ~~School District No. 64~~ Board of Education recognizes individuals may be required to travel while carrying out School District business; and believes that no person should ~~be out-of-pocket~~ bearing the cost personally for traveling ~~costs~~ expenses incurred while conducting the business ~~for~~ of the Board.

Policy:

The Board ~~of Education~~ directs that those travelling on authorised Board of Education business:

- a. obtain prior approval of the anticipated travel costs
- b. use discretion and good judgement in the expenditure of School District funds, ~~and give the same care as if the expenses were for the person's own account;~~
- c. be compensated at board-approved rates for approved expenses incurred;
- d. receive expense account advances upon request.

Guidelines [From 6500 Procedures]

~~1.—Meal allowances are listed on the travel report form and~~ based on the rates paid by the BCSTA.

~~2.—~~

~~3.—Lodging: All overnight accommodation is to be charged directly to School District #64, less any personal expenses. When this is not possible receipts and bills must be obtained to support any claim or allow employee to claim \$30.00 per evening overnight instead of lodging at a hotel accommodation in accordance with BCSTA rates.;~~

~~4.1.~~

2. Lodging: All overnight accommodation will be reimbursed in accordance with BCSTA guidelines and with the provision of receipts.

~~5.3.~~ Travel Costs: Actual amounts will be paid for transportation provided receipts ~~or ticket stubs~~ are submitted.

~~6.4.~~ Incidental expenses (including but not limited to parking, taxi fares, telephone calls and internet charges) incurred on board business will be paid, provided a short description of the items is included. Receipts are required ~~when available~~.

Legislative References: *School Act*, sections 73, 168(2)(p)(t) and 96 (3); Ministerial Orders M194/08 and M193/08

Collective Agreement References: ~~NH~~ C.U.P.E. 26.05(b)

Date of Adoption: June 13, 2018

Date of Revision:



5. Compensation for Use of Private Vehicles:

5.1. mileage costs are listed on the travel report expense form and based on the rates paid by the BCSTA.

5.2. compensation for all other modes of transportation will be addressed on an individual basis prior to travel.

5.3. compensation for the additional premium cost of "business purpose" car insurance will be addressed on an individual basis.

6.1. It is the responsibility of all employees, who use their vehicles on school business to carry adequate ~~third party~~ third-party liability insurance of at least \$1,000,000.

~~7.6.~~ All travel reimbursement ~~any claims for mileage~~ will require a submission on the travel expense form ~~providing details and authority for the claim.~~



Policy 5.40 Donations and Gifts

The Board of Education recognizes that individuals, community organizations and corporate groups sometimes wish to make monetary and other donations to a school, or the district as a whole. The Board welcomes suitable contributions and gratefully acknowledges same.

The Board is a recognized charitable organization under the *Income Tax Act*, and as such is prepared to accept donations from donors or foundations and will issue tax receipts for acceptable donations and gifts.

Gifts in Kind may be accepted by the District. These gifts must adhere to current Canada Revenue Agency regulations around Registered Charities Gift Giving.

The sale, the promotion of sale or the support of sales by canvassing, advertising or by other means on the part of any commercial enterprise could be seen as a violation of the safe and secure environment for students. Therefore, there should be no actual or implied obligation to purchase any product or services.

Guidelines

1. Guiding Principles

The following guiding principles will govern the acceptance of donations or entering into partnerships:

- 1.1. must align with the Board's Strategic Direction.
- 1.2. must not impair the rights of the Board and educational professionals in the District to determine the nature of the educational program to be offered to students, or the way in which it is delivered.
- 1.3. must not result in an opportunity for the Province to reduce operating or special purpose grants.
- 1.4. must not involve the District in anything that would, in the opinion of the Board, appear to be taking an inappropriate stand on a contentious political, moral, or social issue.

Legislative References: *School Act*, Section 156 (1) (c)
Income Tax Act, (5th supp.) Section 248

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:



1.5. must not require students to observe, listen to, or read commercial advertising.

2. Recognition of the Donor, Partner or Business

There will be no use of corporate logos and slogans on any physical signage within the District unless approved by the Secretary Treasurer.

2.1. To recognize sponsorships, temporary print and/or electronic media logos may be appended to district material.

2.2. Donations may be published on a website, in program information or in a newsletter.

2.3. Recognition of donors will take into account students' ages and their vulnerability to commercial values and messages, in accordance with district standards



Policy 630-5.40 Education Trust Fund Donations and Gifts

Rationale:—

The ~~School District No. 64~~ Board of Education recognizes that individuals, community organizations and corporate groups sometimes wish to make monetary and other donations to a ~~District~~ school, or the ~~d~~District as a whole. The ~~board~~ Board welcomes and suitable contributions and gratefully ~~receives such donations because of the opportunities they provide for enhancement of educational programs and student opportunities~~ acknowledges same.

Policy:

The Board is a recognized charitable organization under the *Income Tax Act*, and as such is prepared to accept donations from donors or foundations and ~~of Education will establish a separate bank account designated as "School District #64 (Gulf Islands) Education Trust", the purpose of which will be to receive monetary and other donations from individuals, community organizations and corporate groups, and to issue tax receipts for them~~ acceptable donations and gifts. ~~Monetary donations so received will be made on behalf of and accrue to the district as a whole, and not to an individual school or person.~~

Gifts in Kind may be accepted by the ~~school district~~ District. -These gifts must adhere to current Canada Revenue Agency regulations around Registered Charities Gift Giving.

The sale, the promotion of sale or the support of sales by canvassing, advertising or by other means on the part of any commercial enterprise could be seen as a violation of the safe and secure environment for students. Therefore, there should be no actual or implied obligation to purchase any product or services.

630 Procedure

~~1.—Revenue Canada, Taxation Department, has approved the application of School District No. 64 (Gulf Islands) Board of Education for 'registered charity' status and, therefore,~~

~~1.1. the Ministry of Education has granted its approval to establish the Trust in accordance with provisions of the *School Act*. (s. 156 (1) c);~~

~~1.2. the board has, in open meeting, directed the Secretary-Treasurer to establish upon the board's books of accounts and in a bank as shall be declared from time to time by the board, a separate account designated as 'School District # 64 (Gulf Islands)~~

Legislative References: *School Act*, Section 156 (1) (c)

Income Tax Act, (5th supp.) Section 248

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:



~~Education Trust', the specific intent of which shall be to provide a mechanism by which individuals and/or corporations may contribute financially for purposes acceptable to the School District # 64 Board of Education.~~

~~1.3.-~~

~~1.4. The board may issue receipts, which may be used by contributors to support (monetary? TBC) deductions claimed.~~

~~2.-THE TERMS OF THE SAID TRUST shall be as follows:~~

~~2.1. Approved Programs~~

~~2.1.1.—On receiving a Trust contribution designated to an approved or an existing program, the Secretary-Treasurer or his designate shall issue a receipt bearing the income tax registration #0673038-21-28.~~

~~2.1.2.—The receipt shall identify the program for which the contribution has been designated.~~

~~2.2. Unapproved Programs~~

~~2.2.1.—On receiving a contribution for an unestablished or proposed program, the Secretary-Treasurer or his designate shall issue an interim receipt which does not bear the income tax registration number.~~

~~2.2.2.—The contribution shall be credited to the general Expense Account and the Secretary-Treasurer shall report the contribution to the board at its next meeting.~~

~~2.2.3.—In the event the board approved the establishment of the program for which the funds were contributed, the Secretary-Treasurer or his designate shall then issue a receipt bearing the income tax registration #0673038-21-28. The receipt shall identify the program for which the contribution is to be used.~~

~~2.2.4.—In the event, however, the board does not approve the establishment of the program for which the funds were contributed, the funds shall be returned forthwith to the contributor with the board's regrets.~~

~~2.3. Allocation of Contributions: No contributor shall be permitted to specify that the contribution is to be directed towards a particular school or person.~~

~~2.4. Disbursements: All commitments and disbursements made against the Trust shall be cleared through the Secretary-Treasurer or his designate who shall ensure the proper coding of the invoice and shall initial same.~~



~~2.5. Auditing: All records, books and documents concerning the Trust shall be available for auditing as required by law.~~

Guidelines

1. Guiding Principles

The following guiding principles will govern the acceptance of donations or entering into partnerships:

- 1.1. must align with the Board's Strategic Direction.~~'s Mission, Vision and Values.~~
- 1.2. must not impair the rights of the Board and educational professionals in the dDistrict to determine the nature of the educational program to be offered to students, or the way in which it is delivered.
- 1.3. must not result in an opportunity for the Province to reduce operating or special purpose grants.
- 1.4. must not involve the dDistrict in anything that would, in the opinion of the Board, appear to be taking an inappropriate stand on a contentious political, moral, or social issue.
- 1.5. must not require students to observe, listen to, or read commercial advertising.

2. Recognition of the dDonor, pPartner or Bbusiness

There will be no use of corporate logos and slogans on any physical signage within the dDistrict unless approved by the Secretary Treasurer.

- 2.1. To recognize sponsorships, temporary print and/or electronic media logos may be appended to district material.
- 2.2. Donations may be published on a website, in program information or in a newsletter.
- 2.3. Recognition of donors will take into account students' ages and their vulnerability to commercial values and messages, in accordance with district standards

Legislative References: *School Act*, Section 156 (1) (c)
Income Tax Act, (5th supp.) Section 248

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:





Policy 5.60 School Closure

The Board of Education is responsible under the *School Act* for the effective and efficient operation of schools in the School District.

The Board may consider closing schools for a variety of reasons, some of which include:

- declining student enrolment such that a school is no longer educationally, economically or operationally viable;
- restructuring of educational programs, consolidation of operations and relocation of students to other schools in the School District which results in a school being deemed surplus to the District's educational needs; or
- a school is being replaced on a new site with a newly constructed school.

The closure of schools can have significant impacts and therefore the Board will follow a process that provides adequate opportunity to consult with the community and relevant constituencies and those who will be affected prior to any final decision being made.

Guidelines

1. Process Initiation

- 1.1. The Board may, by resolution or bylaw passed at an open meeting of the Board, of which at least two weeks' notice to the public of the matter to be considered, determine to consider the closure of one or more schools. Should such a bylaw or resolution pass, the Board will embark on a consultation process to determine whether to move forward with a bylaw to close that or those schools.

2. Public Consultation

- 2.1. There shall be a public consultation period following a decision to consider the closure of a school but preceding the decision whether to close a school or not of at least 60 days undertaken by the Board and its staff. The Board will give fair consideration to public input prior to making a final decision on any proposed closure of a school. The final decision on a school closure will be made at one or more public meetings to consider three readings of a bylaw for that purpose.



- 2.2. The consultation process shall provide a meaningful opportunity for the community and relevant constituencies, including staff of affected schools, and particularly those who will be affected by a proposed closure to participate in the process.
- 2.3. The Board will make available to the public, in writing, pertinent facts and information that may be considered by the Board with respect to school closure, including but not limited to:
 - 2.3.1. reasons for the proposed school closure, including any relevant data;
 - 2.3.2. the specific school that is being considered for closure
 - 2.3.3. how the proposed closure would affect students attending the school, and any impact on surrounding schools;
 - 2.3.4. the effect of the proposed closure on district-provided student transportation;
 - 2.3.5. the proposed effective date for the closure
 - 2.3.6. financial considerations;
 - 2.3.7. impact on the Board's capital plan;
 - 2.3.8. possible alternative community use of all or part of the school; and
 - 2.3.9. proposed use of the closed school(s) including potential lease or sale.

3. Process for Consideration of a Closure

- 3.1. The Board shall follow the following process for considering the closure of a school, with such amendments as may be determined by the Board and its staff to be appropriate in the circumstances.
- 3.2. The Board will hold at least one public meeting to discuss the proposed closure, summarize written submissions and listen to community concerns and proposed options.
- 3.3. The Board may hold a second public meeting to discuss the proposed closure, summarize written submissions, and listen to community concerns and proposed options.
- 3.4. At least one (1) public meeting shall be located at the school designated for closure or a suitable facility in the community the school is located in.



- 3.5. The time and location of any public meeting will be appropriately advertised to ensure adequate advance notification to affected persons or groups in the community. This will include written notification to students and/or parents/guardians of students currently attending a potentially closed school, a clearly visible notice in a local newspaper and electronic posting on the District's website.
- 3.6. At the beginning of any public forum, the Board will provide information regarding:
 - 3.6.1. the reasons for, and implications of, the proposed closure;
 - 3.6.2. plans for implementation, including any plans for future use of the school/property;
 - 3.6.3. any options that the Board considered as alternatives to the proposed closure;
 - 3.6.4. a summary of written submissions presented to the Board by members of the community;
 - 3.6.5. other information considered significant with respect to any school closure decision.
- 3.7. Minutes will be kept of any public meeting to record concerns or options raised regarding the proposed closure.
- 3.8. The Board will provide an adequate opportunity (no less than 21 calendar days) for members of the community to submit a written response to any proposed school closure. Information and directions on how to submit a written response to the Board shall be provided. The information and directions shall advise potential correspondents that their written response could be made public as part of the closure process, unless the correspondent specifically states in the written response that the correspondent wishes their name and address to remain confidential, and that is permitted by the Freedom of Information and Protection of Privacy Act.
- 3.9. Records will be maintained of all consultation, including: advertising, agenda, minutes, dates of consultations, working group and public community consultation meetings, copies of information provided at these meetings, names of trustees/district staff who attended these meetings, a record of individuals attending public community consultation meetings, a record of questions asked, and responses given and any other related correspondence to and from the Board.



4. Decision

- 4.1. The information gathered during the consultation process will be considered by the Board prior to making a final decision. The Board may vote to close the school, not to close the school, or make another decision, based on the results of the consultation process, which may include engaging in further consultation on other options other than the school closure under consideration.

5. Notification to the Minister

- 5.1. If the Board decides to permanently close a school under Section 73 of the School Act, the Board must, without delay, provide the Minister with written notification of the decision containing the following information:
- 5.1.1. the school's name;
 - 5.1.2. the school's facility number;
 - 5.1.3. the school's address; and
 - 5.1.4. the date on which the school will close.



Policy 5.60 School Closure

~~The While the School District No. 64~~ Board of Education ~~is responsible under the School Act~~ for supports the effective and efficient operation concept of "neighbourhood schools in the School District.

~~"and believes that every effort should be made to sustain them, it recognises that conditions beyond its control, including~~

The Board may consider closing schools for a variety of reasons, some of which include:

- declining student enrolment such that ~~decline and loss of adequate funding, may necessitate the closure of~~ a school is no longer educationally, economically or operationally viable;
- restructuring of educational programs, consolidation of operations and relocation of students to other schools in the School District which results in a school being deemed surplus to the District's educational needs; or
- a school is being replaced on a new site with a newly constructed school.

~~School closures and disposal of school board property are guided~~

The closure of schools can have significant impacts and therefore the Board will follow a process that provides adequate opportunity to consult with the community and relevant constituencies and those who will be affected prior to any final decision being made.

Guidelines

1. Process Initiation

- 1.1. The Board may, by resolution or bylaw passed at an open meeting of the Board, of which at least two weeks' notice to the public of the matter to be considered, determine to consider the closure of one or more schools. Should such a bylaw or resolution pass, the Board will embark on a consultation process to determine whether to move forward with a bylaw to close that or those schools.

2. Public Consultation

- 2.1. There shall be a public consultation period following a decision to consider the closure of a school but preceding the decision whether to close a school or not of at least 60 days undertaken by the Board and its staff. The Board will give fair consideration to public input prior to making a final decision on any proposed

Legislative References: *School Act*, sections 73, 168(2)(p)(t) and 96 (3); Ministerial Orders M193/08 and M194/08

Collective Agreement References: Nil

Date of Adoption: June 13, 2018

Date of Revision:



closure of a school. The final decision on a school closure will be made at one or more public meetings to consider three readings of a bylaw for that purpose.

2.2. The consultation process shall provide a meaningful opportunity for the community and relevant constituencies, including staff of affected schools, and particularly those who will be affected by a proposed closure to participate in the process.

2.3. The Board will make available to the public, in writing, pertinent facts and information that may be considered by the Board with respect to school closure, including but not limited to:

- 2.3.1. reasons for the proposed school closure, including any relevant data;
- 2.3.2. the specific school that is being considered for closure
- 2.3.3. how the proposed closure would affect students attending the school, and any impact on surrounding schools;
- 2.3.4. the effect of the proposed closure on district-provided student transportation;
- 2.3.5. the proposed effective date for the closure
- 2.3.6. financial considerations;
- 2.3.7. impact on the Board's capital plan;
- 2.3.8. possible alternative community use of all or part of the school; and
- 2.3.9. proposed use of the closed school(s) including potential lease or sale.

3. Process for Consideration of a Closure

3.1. The Board shall follow the following process for considering the closure of a school, with such amendments as may be determined by the Board and its staff to be appropriate in the circumstances.

3.2. The Board will hold at least one public meeting to discuss the proposed closure, summarize written submissions and listen to community concerns and proposed options.

3.3. The Board may hold a second public meeting to discuss the proposed closure, summarize written submissions, and listen to community concerns and proposed options.



- 3.4. At least one (1) public meeting shall be located at the school designated for closure or a suitable facility in the community the school is located in.
- 3.5. The time and location of any public meeting will be appropriately advertised to ensure adequate advance notification to affected persons or groups in the community. This will include written notification to students and/or parents/guardians of students currently attending a potentially closed school, a clearly visible notice in a local newspaper and electronic posting on the District's website.
- 3.6. At the beginning of any public forum, the Board will provide information regarding:
- 3.6.1. the reasons for, and implications of, the proposed closure;
 - 3.6.2. plans for implementation, including any plans for future use of the school/property;
 - 3.6.3. any options that the Board considered as alternatives to the proposed closure;
 - 3.6.4. a summary of written submissions presented to the Board by members of the community;
 - 3.6.5. other information considered significant with respect to any school closure decision.
- 3.7. Minutes will be kept of any public meeting to record concerns or options raised regarding the proposed closure.
- 3.8. The Board will provide an adequate opportunity (no less than 21 calendar days) for members of the community to submit a written response to any proposed school closure. Information and directions on how to submit a written response to the Board shall be provided. The information and directions shall advise potential correspondents that their written response could be made public as part of the closure process, unless the correspondent specifically states in the written response that the correspondent wishes their name and address to remain confidential, and that is permitted by the Freedom of Information and Protection of Privacy Act.
- 3.9. Records will be maintained of all consultation, including: advertising, agenda, minutes, dates of consultations, working group and public community consultation meetings, copies of information provided at these meetings, names of



trustees/district staff who attended these meetings, a record of individuals attending public community consultation meetings, a record of questions asked, and responses given and any other related correspondence to and from the Board.

4. Decision

4.1. The information gathered during the consultation process will be considered by the Board prior to making a final decision. The Board may vote to close the school, not to close the school, or make another decision, based on the results of the consultation process, which may include engaging in further consultation on other options other than the school closure under consideration.

5. Notification to the Minister

- ~~3.1.—If the Board decides Notice to District Parents' Advisory Council, the Parent Advisory Council and parents of the school considered for closure, and other schools to be impacted.~~
- ~~3.2.—Notice in media to communities affected by the school closure and the consequential changes to other schools.~~
- ~~3.3.—At least one (1) public meeting held at the school being considered for closure.~~
- ~~3.4.—Opportunity for written response.~~
- ~~3.5.—~~
- ~~3.6.—At a subsequent board meeting, the Board of Education will make its final decision on the proposed school closure after taking into fair consideration the input received through the consultation process.~~
- ~~3.7.—~~
- 5.1. Following a board decision to permanently close a school under Section 73 of the School Act, the Board must, without delay, provide the Minister with written notification of the decision containing the following information:
- 5.1.1. the school's name;
- ~~3.7.1.~~5.1.2. the school's, ~~the Secretary Treasurer will promptly notify the Minister of Education, including the school name, facility number,~~
~~address and date of closure.~~
- 5.1.3. the school's address; and
- 5.1.4. the date on which the school will close.



Policy 1.22 Trustee Remuneration

In accordance with the provisions of the *School Act*, the Board of Education may authorize the payment of remuneration to the Chairperson, Vice-Chairperson and other trustees.

The role of trustee is complex and requires a significant time commitment. While trustees provide their service and time willingly because of their belief in the public education system, the Board recognizes that trustees should receive financial recognition by means of remuneration for their service.

The annual trustee remuneration paid to the Chairperson, Vice-Chairperson, and trustee effective July 1, 2024, is

Chairperson	\$20,201.38
Vice-Chairperson	\$18,805.39
Trustee	\$17,409.42

Trustee remuneration shall be adjusted annually effective July 1st. The adjustment shall reflect the Canadian Consumer Price Index established for July of each year.

Guidelines

1. Annual remuneration is taxable.
2. Payments are made on a monthly basis.
- ~~3. Fifteen dollars will be deducted each month, post tax income, as a hospitality fee for trustee discretionary expenses.~~
- 4.3. Trustees will be reimbursed for internet services, up to five hundred dollars annually, and provided with a portable device to conduct school district business during the term of office.



Policy 2.90 Employee Conflict of Interest

The Board of Education expects the highest standards of conduct from its employees and views such behaviour as paramount in developing and maintaining the public's trust and confidence in the District. Complying with a high standard of conduct established by the Board is a condition of employment.

Subject to an employee's rights under a Collective Agreement, legislation or statutory regulation, employees of the District shall not place themselves in a position of conflict of their interest as an employee. Employees shall not place themselves in a position where their objectivity may be compromised or where there may be a public perception that such has occurred, in direct or indirect dealings on behalf of the District or a school.

Employees are expected to request a determination of the Superintendent or Secretary-Treasurer before engaging in any activity which might reasonably raise questions about a possible conflict of interest. The Superintendent is expected to request a determination of the Board before engaging in any activity that might reasonably raise questions about a possible conflict of interest.

Any activity which might reasonably be perceived by the employer as using the employment relationship for personal financial advantage will be viewed as a conflict of interest. Indirect pecuniary conflicts of interest will exist where an employee uses their position to decide or effectively influence a decision that would result in a pecuniary benefit to a relative, spouse, or business associate. School District premises, materials and equipment shall not be used for external business purposes, or for any other purpose which might compromise the interests of an employee or the District.

A breach of this policy is considered to be a serious breach of an employee's obligations that may result in discipline or dismissal. The Superintendent or designate will determine any question that might arise with respect to whether a conflict of employment interest exists.



Policy 108-2.90 Employee Conflict of Interest: ~~Employees and Trustees~~

Rationale:

The ~~School District No. 64~~ Board of Education expects the highest standards of conduct from its employees and views such behaviour as paramount in developing and maintaining the public's trust and confidence in the ~~district~~ District. ~~The requirement that~~ Complying with ~~employees comply with the~~ high standards of conduct established by the ~~board~~ Board is a condition of employment.

Policy:

Subject to an employee's rights under a Collective Agreement, legislation or statutory regulation, employees of ~~School District No. 64 (Gulf Islands)~~ the ~~d~~ District shall not place themselves in a position of conflict of their interest as an employee ~~of the district. Neither employees~~ Employees shall not place themselves in a position where their objectivity may be compromised or where there may be a public perception that such has occurred, in direct or indirect dealings on behalf of the ~~district~~ District or a school ~~with any individual, organization or corporation.~~

Employees are expected to request a determination of the Superintendent or Secretary-Treasurer before engaging in any activity which might reasonably raise questions about a possible conflict of interest. The Superintendent is expected to request a determination of the Board before engaging in any activity that might reasonably raise questions about a possible conflict of interest. _____

Any activity which might reasonably be perceived by the employer as using the employment relationship for personal financial advantage will be viewed as a conflict of interest. Indirect pecuniary conflicts of interest will exist where an employee uses ~~his/her~~ their position to ~~make a decision~~ decide, or effectively influence a decision, that would result in a pecuniary benefit to a relative, ~~partner~~ spouse, or business associate. School ~~district~~ District premises, materials and equipment shall not be used for external business purposes, or for any other purpose which might compromise the interests of an employee or the ~~school district~~ District. _____

A breach of this policy is considered to be a serious breach of an employee's obligations that may result in discipline or dismissal. The Superintendent ~~of Schools~~ or designate will determine any question that might arise with respect to whether a conflict of employment



interest exists.

~~Trustees are governed by Procedural Bylaw No. 2 with respect to determination of conflict of interest, and bound by conflict of interest provisions in Policy 107: Trustee Code of Conduct.~~

References:

- ~~School District No. 64 (Gulf Islands) Bylaw No. 2, Procedural Bylaw~~
- ~~Policy 107~~