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**AGENDA**  
**Wednesday, September 24, 2025. 9:00 am**  
**Policy Committee – SD 64 (Gulf Islands)**

Called to order:

- 1. Adoption of Agenda**
- 2. Approval of May 28, 2025 Summary (*attachment*)**
- 3. New Business**
  - a. Draft Policy 5.65 Naming of Facilities (*attachment*)  
New draft policy for consideration.
- 4. Other Business / Business Arising**
  - a. Role of the Chair & Vice-Chair and Trustee Remuneration  
Discussion carried forward as an action item from May 28, 2025 Policy Committee meeting.
    - 1.21 Role of the Chairperson & Vice-Chairperson (*attachment*)
    - 1.22 Trustee Remuneration (*attachment*)
  - b. 2.30 Anti-Racism (*attachment*)  
Consider removal of specific month requirement for annual reporting to the Board.
- 5. Next Meeting:** December 10, 2025, Teams
- 6. Adjournment**



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.



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#### 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 11<sup>th</sup> 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 sperate 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.



## Policy 5.65 Naming of School Facilities

The Board of Education believes that the name of a school facility can enhance the ownership and identification that the community has with its school and the School District.

The Board acknowledges that there may be times when it is appropriate to consider naming or renaming existing facilities. The decision to name or rename a school facility must reflect both the educational needs of the students and the history and cultural tradition of the school and community. The Board will only consider proposals to re-name a school facility in cases where the existing name is deemed to no longer be serving the needs of the school population or the community.

The relationship between the school facility and the land on which it is located is important in the naming process. General policy shall be to name school sites and facilities for local historical or geographical prominence. Naming should serve to readily identify the school or site on a provincial-wide basis while recognizing the local importance of the institution.

The following guidelines shall apply to the naming or renaming of district sites, schools or specific facilities, or parts facilities (gymnasiums, halls, theatres, annexes, music rooms etc.) of schools or facilities within the jurisdiction of the Board.

### **Guidelines**

- 1.0 The naming or renaming of a school will be decided by the Board following reasonable consultation with members of the school community.
  - 1.1 When selecting a place-based name that acknowledges and honours Indigenous history, early engagement and involvement with local First Nations partners and rights holders must be sought.
  - 1.2 A facility name that is already in use in another district, especially a neighbouring one, is to be avoided.
  - 1.3 No new facilities shall be named after a person, or any facility renamed after a person.



- 2.0 The Board will initiate the naming or renaming process and approve the naming/renaming of school facilities and land.
- 3.0 The Board will provide direction to the Finance Audit and Facilities (FAF) Committee, at the beginning of the naming process, to establish a naming working committee for a particular school for facility.
- 3.1 The naming committee will consist of the following membership (as applicable):
- 3.1.1 the school trustee representative / a trustee from the community
  - 3.1.2 the school principal /site supervisor
  - 3.1.3 a member of executive staff
  - 3.1.4 a representative of the school's Parent Advisory Council
  - 3.1.5 a representative of the school's teaching staff (GITA)
  - 3.1.6 a representative of the school's support staff (CUPE)
  - 3.1.7 a representative of the school's student body (grade 7-12)
  - 3.1.8 a representative of local First Nations rights holders / Indigenous Education Council
  - 3.1.9 a representative of local community
- 3.2 The naming committee will receive and consider community and individual suggestions on invitation through school and district communications. The committee shall seek input from the school community and the community at large and generate a short list of up to three names, each with a rationale and backgrounder, for the FAF Committee's consideration.
- 3.3 Preference will be given to local Indigenous place names and only used with permission granted by the local First Nations rightsholders of the land on which the facility is located.
- 4.0 The FAF Committee will provide the short list, including backgrounder materials, and make a recommendation to the Board for approval.
- 4.1 A recommendation should be provided to the Board no less than six months prior to the scheduled opening of a new school facility.



## Policy 1.21 Role of the Chairperson & Vice-Chairperson

### 1. The Board Chairperson

The Board delegates to the Chairperson the following powers and duties:

- 1.1. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the *School Act* and the bylaws and policies as established by the Board and where those are silent, *Robert's Rules of Order, Newly Revised*.
- 1.2. Prior to each Board meeting, consult with the trustees and confer with the Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
- 1.3. Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that collective opinion can be developed and a corporate decision reached.
- 1.4. Keep informed of significant developments with the sector.
- 1.5. Keep the Board and the Superintendent informed in a timely manner of all matters coming to the Chairperson's attention that might affect the District.
- 1.6. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events and convey to the Superintendent concerns from trustees, parents, students, or employees which may affect the administration of the District.
- 1.7. Act as the spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
- 1.8. Act as one of the signing officers for the District.
- 1.9. Extend hospitality to other trustees, officials of the Board, the press and members of the public.



- 1.10. Represent the Board, or arrange alternative representation, at official meetings or other public functions.

## **2. The Board Vice-Chairperson**

The Board assigns to the Vice-Chairperson specific responsibilities:

- 2.1. The Vice-Chairperson shall act on behalf of the Board Chairperson, in the latter's absence and shall have all the powers, duties and responsibilities of the Board Chairperson.
- 2.2. The Vice-Chairperson shall assist the Board Chairperson in ensuring that the Board operates in accordance with its own bylaws and policies and in providing leadership and guidance to the Board.
- 2.3. The Vice-Chairperson shall attend agenda setting meetings for regular scheduled Board meetings.
- 2.4. The Vice-Chairperson may be assigned other duties and responsibilities by the Board Chairperson.





## 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~~2025, is

|                  |                               |
|------------------|-------------------------------|
| Chairperson      | <del>\$20,201.38</del> 20,550 |
| Vice-Chairperson | <del>\$18,805.39</del> 19,130 |
| Trustee          | <del>\$17,409.42</del> 17,710 |

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. 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 2.30 Anti-Racism

Anti-racism is the practice of identifying, challenging, preventing, eliminating, and changing the structures, policies, practices, values and behaviours that perpetuate racism (Provincial Government of British Columbia). The Board of Education affirms that violence, hatred, and discrimination based on racial identity have no place in our School District.

The Board acknowledges that systemic racism and discrimination exist and stem from racist and discriminatory ideologies, systems, cultures, and structural dominance of white supremacy. The Board acknowledges that race is a social construct that continues to be used to legitimize and perpetuate white supremacist beliefs and practices.

The Board recognizes that racism in all its forms is harmful to those directly affected and to all members of the school community.

The Board upholds that all individuals have the right to their fundamental freedoms and protection from discrimination and condemns all forms of racism.

The Board is committed to providing an education system that is safe, welcoming, and free from racism.

The Board is committed to creating learning and working environments that are inclusive and affirming for all students, staff, and community members.

The Board is committed to supporting equitable educational access to quality programs for all learners regardless of race, colour, ancestry, national or ethnocultural origin or religion.

The Board is committed to supporting individuals on their anti-racism journey through in-service, professional development, resources, and materials.

The Board is committed to offering and recommending curricular resources and skills development opportunities to support anti-racism teaching in schools and classrooms.

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Legislative References: *BC Human Right Code*, *BC Declaration of Rights of Indigenous Peoples Act*, *Canadian Human Rights Act*, Canadian Charter of Rights and Freedoms, and *Canadian Multiculturalism Act*

Collective Agreement References: Nil

Date of Adoption: June 8, 2022

Date of Revision: May 9, 2024



The Board supports and upholds the BC Human Rights Code, *BC Declaration of the Rights of Indigenous Peoples Act*, the *Canadian Human Rights Act*, the Canadian Charter of Rights and Freedoms, and the *Canadian Multiculturalism Act*.

## **Guidelines**

The Board will proactively engage in the following:

### **1. Anti-Racism Education**

#### 1.1. Offer resources and materials

- 1.1.1. That highlight the experiences, contributions, and achievements from diverse demographic groups.
- 1.1.2. That includes histories and narratives of historically oppressed peoples.
- 1.1.3. That are inclusive and free from bias and stereotypes.

#### 1.2. Provide learning opportunities through in-service, professional development, and resources to support staff and students on their anti-racism journey to enhance awareness, knowledge and understanding of bias, privilege and racism.

### **2. Addressing Systemic Racism**

#### 2.1. Promote the development of knowledge, skills and attitudes to identify and respond effectively to racism, enhancing positive role modelling and leadership among students and staff.

#### 2.2. Promote opportunities to dismantle racism and exclusionary practices.

### **3. Reporting and Addressing Incidents of Interpersonal Racism**

#### 3.1. Utilize educationally focused, developmentally appropriate and socially accountable methods to address incidents of racism.

#### 3.2. Outline procedures for reporting and addressing incidents of racism.

- 3.2.1. Schools shall include in the Code of Conduct statements that reflect the principles, policies and purposes of the BC Human Rights legislation.

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Legislative References: *BC Human Right Code*, *BC Declaration of Rights of Indigenous Peoples Act*, *Canadian Human Rights Act*, Canadian Charter of Rights and Freedoms, and *Canadian Multiculturalism Act*

Collective Agreement References: Nil

Date of Adoption: June 8, 2022

Date of Revision: May 9, 2024



3.2.2. When acts of racism, discrimination or hate occur, the following actions should guide the response from the school:

- Stop and interrupt: wherever possible, intervene immediately to stop the act of discrimination and acknowledge what was said or done was inappropriate.
- Name the discriminatory act: address the action – focus on the act. For example “that comment is racist” ...as opposed to “you are a racist”. If uncertain about the discriminatory nature of the act, consult with the designated District staff member.
- Support the affected individual(s): ensure their safety and the well-being; employ school District based supports; and remove the alleged aggressor(s) from the area and separate the parties, if necessary and as appropriate.
- Report the incident: follow the procedures outlined in the Code of Conduct to report to the Principal or Director of Instruction.
- Document the incident: hold people accountable for their discriminatory actions, including documenting and reporting details of what happened and taking appropriate and proportionate disciplinary and/or restorative action.
- Examine and restore: where necessary, restore the school climate, and consider additional follow-up actions to prevent a repeat of the same acts.

3.2.3. When an act of racism, discrimination or hate happens at the school, the incident will be reported to the designated District staff member:

- Consult with designated District staff member to develop a response plan inclusive of disciplinary action and/or restorative measures in alignment with the Code of Conduct and Violent Threat Risk Assessment and to develop a plan to support the school community.

3.3. Publish procedures in school handbooks, newsletters, and on the District website.

#### **4. Annual Review**

4.1. Review the process of individual incidents of racism at the school and District levels by the designated District staff member.

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Legislative References: *BC Human Right Code*, *BC Declaration of Rights of Indigenous Peoples Act*, *Canadian Human Rights Act*, *Canadian Charter of Rights and Freedoms*, and *Canadian Multiculturalism Act*

Collective Agreement References: Nil

Date of Adoption: June 8, 2022

Date of Revision: May 9, 2024



- 4.2. Track progress of the District's collective anti-racism journey through annual surveys.
- 4.3. Ensure equity work is embedded in annual school growth plans.
- 4.4. Provide an annual review to the Board ~~in May~~.