

## AGENDA

Wednesday, January 28, 10:30 am  
**Policy Committee – SD 64 (Gulf Islands)**

**Policy Committee: Deborah Luporini (Chair), Greg Lucas, Rob Pingle, Chaya Katrensky (Board Chair ex-officio)**

Called to order:

- 1. Adoption of Agenda**
- 2. Approval of December 10, 2025 Summary** (*attachment*)
- 3. Business Arising**
- 4. New Business**
  - i. Election Procedures – Amendments to Bylaw #1* (*attachment*)  
Amendments to align with legislative changes are required by August 1, 2026 in advance of the upcoming trustee elections.
  - ii. Role of the Superintendent – Draft New Policy* (*attachment*)  
Draft policy developed in response to recommendations from the recent superintendent review.
- 5. Next Meeting:** May 27, 2026, Teams
- 6. Adjournment**

Summary  
**Policy Committee – SD 64 (Gulf Islands)**  
December 10, 2025 | 9:00am

**In attendance:**

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

**Trustees:** Tisha Boulter, Jeannine Georgeson, Nancy Macdonald

**Staff:** Jill Jensen (Superintendent), Jesse Guy (Secretary-Treasurer), Boe Beardsmore (Associate Superintendent), Adrian Pendergast (District Principal), Lori Deacon (Director of Corporate Services), Shauna Klem (Executive Assistant), Marc Wright (Information Technology Manager)

**Partner Group Representatives:** Shelly Johnson (GIPVPA), Katherine Hazen (DPAC), Andrew McPhee (GITA), Angela Thomas (CUPE)

**Absent:** Greg Lucas (Committee Member, Trustee)

The meeting was called to order at 9:00 a.m. by Committee Chair Luporini.

**1. Adoption of Agenda**

Adoption of Agenda as presented by consensus.

**2. Approval of Summary**

Summary of the September 24, 2025 Policy Committee meeting adopted by consensus.

**3. Business Arising**

**(a) Administrative Practices to replace remaining Policy/Procedures** (*already recommended by the Committee for repeal – now ready for repeal*)

(i) *District Emergency Protocols AP Manual*

Superintendent Jensen provided an overview of a comprehensive AP Manual that replaces outstanding Policies and Procedures. It was clarified that this binder contains private employee contact information and confidential protocols and therefore will not be publicly shared in its entirety. An abbreviated summary of the Manual will be made available to the public.

**Action:** The Policy Committee recommends that the following policies and procedure be brought to the January 14 public meeting for the Board's consideration to repeal in favour of the AP manual:

- Procedure 3050 Emergency Management and Response (and forms 3050-1, 3050),
- Procedure 3051 Fire Management and Response,
- Procedure 3052 Earthquake Management and Response,
- Policy and Procedure 3056 Unwelcome Visitors/Intruders, and
- Policy and Procedure 3550 First Aid and Accident Reports.

(ii) *AP S10 Student Illness and Injury*  
To replace Policy and Procedure 4260 Student Illness and Injury.

**Action:** The Policy Committee recommends Policy and Procedure 4260 Student Illness and Injury be brought to the January 14, 2026 Board Meeting in Public for consideration of repeal in favour of the AP.

**(b) AP L8 Scholarships, Bursaries, and Awards**

Replaces repealed Policy and Procedure 5400 Scholarships, Bursaries, and Awards (repealed Nov. 13, 2024). AP L8 was reviewed by the Committee. Secretary Treasurer Guy noted that the amount of scholarships, bursaries and awards available per student in SD64 is significantly higher than in many other districts and expressed gratitude to the community for providing these supports to students.

**4. New Business**

**a. Unexpected Health Emergencies**

- *Draft Policy 4.60 Unexpected Health Emergencies*
- *Draft AP S11 Automated External Defibrillators (AEDs)*
- *Draft AP S12 Naloxone in Schools*

Superintendent Jensen shared a draft policy related to Unexpected Health Emergencies along with associated draft Administrative Practices required by Ministerial Order (M149/89). The District ordered AED units for all SD64 schools and administrative sites and has begun the installation process. Naloxone kits were ordered in May for all schools. Section 1 of the draft policy was revised to state: “each Gulf Island School and administrative site”. Committee Chair Luporini wished to see the Board’s commitment reflected in the opening paragraph.

**Action:** The Policy Committee recommends the amended draft Policy 4.60 Unexpected Health Emergencies be brought to the January 14, 2026 Board Meeting in Public for consideration of notice of motion.

Staff will submit the draft policy and two associated APs to the Ministry prior to December 31, 2025.

**5. Next Meeting:** May 28, 2026, Teams

**6. Adjournment:** 10:01 a.m.



## Policy 1.60 Role, Responsibilities, and Expectations of the Superintendent of Schools

The Board of Education shall clearly define the role, responsibilities, and expectations of the Superintendent that reflect Board values, uphold legislative requirements, and promote best practices in educational leadership.

### 1. Role and Authority of the Superintendent

- 1.1. The Board of Education designates the Superintendent as Chief Executive Officer (CEO) and delegates responsibility for educational and administrative leadership of the District to the Superintendent. All Board authority delegated to District staff is delegated through the Superintendent, who may assign daily operational responsibilities as appropriate.
- 1.2. The Board shall approve a job description for the Superintendent of Schools, which will be reviewed and updated as necessary to reflect current expectations, responsibilities, and legislative requirements.
- 1.3. The Superintendent is accountable to the corporate Board for:
  - 1.3.1. conduct and operation of the District;
  - 1.3.2. leadership in administration, instructional programs, and operations;
  - 1.3.3. compliance with Board Bylaws, Board Policy, and all legislative requirements;
  - 1.3.4. reporting to the Minister of Education and Child Care as required by the BC School Act and related legislation.
- 1.4. The Superintendent shall:
  - 1.4.1. execute the District Strategic Plan, monitor progress, and refine as needed;
  - 1.4.2. supervise and direct staff employed by the Board;
  - 1.4.3. administer, implement, and develop Board policies and District Administrative Practices;
  - 1.4.4. oversee educational programs and services to students;
  - 1.4.5. ensure facilities, transportation, and business operations support District goals;
  - 1.4.6. ensure compliance with all legal, legislative, and Ministry requirements;



- 1.4.7. advise and support the Board with recommendations on current and emerging issues.

## 2. Responsibilities of the Superintendent

The Superintendent's core responsibilities encompass the following areas:

- 2.1. **Mission, Vision, and Values:** Lead the establishment and implementation of District mission, vision, and values; model ethical behaviour and effective leadership.
- 2.2. **Board Governance:** Respect the Board's role and responsibilities and facilitate the implementation of that role as defined by Board policy. Advise and assist the Board in planning, resource management, and policy development; facilitate Board meetings and communications.
- 2.3. **Administrative Practices:** Develop and keep current an Administrative Practices Manual that is consistent with Board policy and provincial policies, regulations, and guidelines.
- 2.4. **Educational Leadership:** Enhance student learning and success for all children.
- 2.5. **District Planning:** Lead strategic planning, data-informed decision-making, and reporting on progress.
- 2.6. **Professional Practices:** Foster a learning environment that supports student engagement, inclusion, and success; promote Truth and Reconciliation initiatives.
- 2.7. **Engagement and Communications:** Build system and community support for District goals; maintain effective relationships with stakeholders.
- 2.8. **District Operations:** Direct senior staff in maintaining Administrative Practices and required reports.
- 2.9. **Human Resources:** Oversee selection, promotion, evaluation, and mentorship of staff; ensure current role descriptions for direct reports.



2.10. **Finance:** Ensure fiscal responsibility and compliance with public sector accounting standards.

### 3. Review of the Superintendent's Performance

- 3.1. A review of the Superintendent performance should provide for both accountability and growth, as well as the strengthening of the relationship between the Board and the Superintendent. A written report of the Superintendent's assessed performance will affirm specific accomplishments and identify areas of growth where applicable. Some goals may address areas of challenge while others may identify areas where greater emphasis is required due to changes in the school district's environment. In addition, the review process serves as a capacity-building tool, supporting the Superintendent's ongoing professional development and enhancing leadership effectiveness within the district.
- 3.2. The Superintendent's performance shall be assessed in accordance with procedures mutually agreed upon by the Board and the Superintendent, established in writing prior to the commencement of the review. In the absence of agreement, the Board may proceed with an assessment based on accepted management principles. (e.g., the BC School Trustees Association (BCSTA) Leadership Competencies as a framework.)
- 3.3. The assessment will:
  - 3.3.1. recognize that the Superintendent, as the Chief Executive Officer, is held accountable for work performed primarily by other senior administrators (e.g., fiscal management).
  - 3.3.2. reasonably relate to the goals and objectives established by the Board and to the duties assigned to the Superintendent.
  - 3.3.3. align with the roles and responsibilities of the Superintendent's job description and the District's Strategic Plan.
- 3.4. The assessment will be:
  - 3.4.1. performance-based, focusing on improvement over time and will assess the Superintendent's success in addressing growth areas as indicated in the annual growth plan; and
  - 3.4.2. evidence-based, using objective data from multiple data sources (e.g., audit reports, accountability reports, student achievement data);



- 3.4.3. supported by specific examples and augmented by data that may be more subjective (e.g. interviews, Board agendas, committee and meetings).
- 3.5. The assessment process will include:
  - 3.5.1. distribution and explanation of the assessment framework to Trustees and relevant stakeholders;
  - 3.5.2. compilation and reporting of results to the Board;
  - 3.5.3. an in-camera meeting to discuss the evaluation report, with opportunity for Superintendent comment;
  - 3.5.4. signing of the final assessment document by the Chair and Superintendent; and
  - 3.5.5. a copy of the signed final assessment provided to the Superintendent for their own record keeping.
- 3.6. The Board will aim to conduct a comprehensive performance review, facilitated by an external evaluator, for each new Superintendent appointment, ideally within the second year of employment.
  - 3.6.1. Performance review of the Superintendent should not be undertaken as a means of trustee development.
  - 3.6.2. Additional/future review should be considered where it aligns with the Superintendent's growth plan.

#### **4. Superintendent's Growth Plan**

The Superintendent, in collaboration with the Board Chair, will develop a comprehensive multi-year growth plan.

- 4.1. The duration of the plan will be set in consultation with the Board, ideally aligning with the superintendent's contractual term of employment.
- 4.2. The Superintendent will update their plan annually, with input from the Chair, for the Board to review each year.
- 4.3. The Board will provide the Superintendent with regular feedback. Such feedback will be timely, supported by specific examples and will focus on areas over which the Superintendent has authority. The Superintendent cannot be held accountable for areas over which they have not been given authority.