



AGENDA

1. CALL 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 Board Meeting, Public Session held 2026 01 14 ([attachment](#))

4. IN-CAMERA SUMMARY

(a) Summary of In-Camera Meeting held 2026 01 14 ([attachment](#))

5. DELEGATIONS

6. CORRESPONDENCE

7. CHAIRPERSON'S REPORT

(b) Broadcasting Update ([attachment](#))

(c) VISTA

(d) Superintendent Job Description ([attachment](#))

8. SUPERINTENDENT'S REPORT

(a) Student Council **K B U D**

(b) District Update **D**

(c) HR Update **D**

(d) IEC Update **K B U D** ([attachments](#))

9. SECRETARY TREASURER'S REPORT

(a) Monthly Financial Report **D** ([attachment](#))

(b) 2025/2026 Amended Annual Budget Bylaw (3 readings) **D** ([link](#))

Motion: *that the 2025/2026 Amended Budget Bylaw receives all three readings at this time.*

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 64 (GULF ISLANDS) (called the "Board") to adopt the amended 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").



AGENDA

1. The Board has complied with the provisions of the Act, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 64 (Gulf Islands) Amended Annual Budget Bylaw for fiscal year 2025/2026.
3. The attached Statement 2 showing the estimated revenue and the estimated expenditures for the 2025/2026 fiscal year and the total budget bylaw amount of \$31,203,877 for the 2025/2026 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2025/2026.

Motion: that the 2025/2026 Amended Budget Bylaw be read a first time and passed.

Motion: that the 2025/2026 Amended Budget Bylaw be read a second time and passed.

Motion: that the 2025/2026 Amended Budget Bylaw be read a third time and passed.

- (c) 2026 – 2027 Projected Enrolment **U D** (attachment)
- (d) Hydro Field Update **U**

10. COMMITTEE REPORTS

- (a) Committee of the Whole – no report
- (b) Education Committee – 2026 01 28 Summary **B U D** (attachment)
- (c) Finance, Audit & Facilities Committee – no report
- (d) Policy Committee – 2026 01 28 Summary **U D** (attachment)
 - i. *Policy 4.60 Unexpected Health Emergencies (attachment)*
Circulated for feedback January 14, 2026. No feedback received.
Motion: that the Board adopt Policy 4.60 Unexpected Health Emergencies.
 - ii. *Bylaw #1 Election Procedures (attachment)*
Motion: that Bylaw #1 Election Procedures be read for the first time and circulated for feedback. Feedback and adoption will be considered by the Board at the April 8 meeting in public.
 - iii. *Policy 1.60 Role, Responsibilities, and Expectations of the Superintendent of Schools (attachment)*
Draft policy to be brought to the Committee of the Whole for further discussion.



AGENDA

11. TRUSTEE REPORTS

- (a) BCPSEA –
- (b) Provincial Council –
- (c) Health and Safety –
- (d) Other –

12. OTHER BUSINESS

13. QUESTION PERIOD

14. NEXT MEETING DATES

- (a) Regular Board Meeting – April 8, 2026, School Board Office
- (b) FAF and Committee of the Whole Meetings – April 22, Teams

15. ADJOURNMENT



Present:	<p>Chaya Katrensky Deborah Luporini Tisha Boulter Nancy Macdonald Rob Pingle Jill Jensen Jesse Guy Boe Beardsmore Adrian Pendergast Lori Deacon Marc Wright Shauna Klem</p>	<p>Chairperson Vice Chairperson Trustee Trustee Trustee Superintendent of Schools Secretary Treasurer Associate Superintendent Director of Instruction Director of Corporate Services Information Technology Manager Executive Assistant</p>
Guests:	<p>Jason Donaldson Ryan Massey Kalliope Abbott Asher Bryant Finn Bryant Kaelyn Dennis Catalina Finnie Reine Lecuyer Clara Palmer-Bazdresch Jasmine Panintuan</p>	<p>GISS Teacher GISS Principal GISS Student Council GISS Student Council</p>
Absent:	<p>Jeanine Georgeson Greg Lucas Angela Thomas Andrew McPhee Shelly Johnson</p>	<p>Trustee Trustee CUPE President GITA President GIPVPA Representative DPAC Representative</p>

1. CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Chair Katrensky. Chair Katrensky spoke to the privilege and gratitude of living on the sacred traditional territory of the Coast Salish communities, specifically the Hul’qumi’num, and SENĆOTEN 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 2026 01 14 was adopted by consensus.

3. **APPROVAL OF MINUTES**

Moved and seconded that the minutes of the Special Board Meeting, Public Session held 2025 11 12 be approved as presented.

CARRIED 1/26

Moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2025 11 12 be approved as presented.

CARRIED 2/26

4. **IN-CAMERA SUMMARIES**

Moved and seconded that the summary of the Regular In-Camera Meeting held 2025 11 12 be approved as presented.

CARRIED 3/26

Moved and seconded that the summary of the Special In-Camera Meeting held 2025 12 10 be approved as presented.

CARRIED 4/26

5. **DELEGATIONS**

6. **CORRESPONDENCE**

7. **CHAIRPERSON'S REPORT**

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

Chair Katrensky reported on the BCSTA Academy that trustees attended in November, highlighting a presentation on democracy starting in public schools.

b. **Committee Appointments K D B U**

Chair Katrensky summarized changes to Education, Finance, Audit & Facilities (FAF) and Policy Committee appointments. Trustee Boulter has assumed the position of Chair of the FAF Committee and joined the Policy Committee. Trustees Luporini and Macdonald have joined the FAF Committee.

8. **SUPERINTENDENT'S REPORT**

a. **Student Council K D B U**



A delegation of eight students from the Gulf Island Secondary School student council were welcomed to the meeting. Jasmine Panintuan and Kalliope Abbott, co-presidents of student council, shared the council's enthusiasm to contribute to Board meetings this school year.

b. **District Update K D B U**

Superintendent Jill Jensen presented the Professional Standards for BC Educators. Associate Superintendent Beardsmore provided a review of the SD64 Theory of Action and Equity Tool. The Equity Tool is unique to this district. Through the Theory of Action, SD64 is ensuring equity of experiences and opportunities for all students. The three elements (Frameworks, School-based Teams, and IPass) make the educational process and journey of each student visible. Fulford School has been selected to complete the Progress in International Reading Literacy Study (PIRLS) assessment.

c. **BAA Course U D**

Superintendent Jensen spoke about the importance of the arts and arts education and provided a draft BAA course, Improv Theatre 11, for the Board's consideration.

GISS teacher Jason Donaldson, who drafted the BAA course framework, shared his love for teaching theatre arts. This course focuses on developing creativity, collaboration, and performance skills through the principles and practices of Improvisational Theatre. Students will engage in physical and vocal work, short and long-form improv, and reflective research to build confidence, adaptability, communication, and emotional intelligence. The course emphasizes ensemble building, storytelling, and responsiveness, closing with improvised performances and a final research presentation. Mr. Donaldson answered questions from trustees.

Moved and seconded that the Board of Education approves Board/Authority Authorized Course: Improv Theatre 11.

CARRIED 5/26

Jason Donaldson left the meeting at 1:29 p.m.

d. **IEC Update K D B U**

The next IEC meeting will be held on February 2, 2026. Agenda items will include the Enhancement Agreement revision and a presentation on Anatomy and Physiology 12.

e. **Outer Island Programming B U D**

Changes to AP A5 Student Registration and Placement and AP T5 Student Transportation were shared. These updates allow for out of catchment students from Mayne and Galiano Island who are cross-boundary enrolled at Pender Islands School to access water taxi transportation, space permitting. The cross-boundary request deadline is February 15. Secretary Treasurer Guy clarified how projections for water taxi transportation numbers are made.



f. **New Administrative Practices D**

Newly published Administrative Practices G1 Organizational Structure, G2 Board Annual Workplan and L8 Scholarships, Bursaries and Awards were reviewed.

9. **SECRETARY TREASURER'S REPORT**

a. **Monthly Financial Report D**

Secretary Treasurer Guy shared the Monthly Operating Expenditure Report for December which shows expenses are slightly overbudget by 0.5%.

b. **Draft Amended Budget 2025/2026 D**

The 2025-2026 Annual Amended Budget Discussion was presented. The Amended Budget accounts for slightly higher student numbers, though revenue remains stable due to Funding Protection. Estimated wage increases and Labour Settlement Funding are not included, as provincial teacher and support staff bargaining is still ongoing. Similar to other districts across the province, budget pressures continue due to inflation in materials and supplies and three years of partially funded labour agreements, resulting in the need to find reductions. Secretary Treasurer Guy shared the draft Amended Annual Budget which shows a total budget bylaw amount of \$31,203,877.

c. **Educational Program Review, Phase 3 U D**

The Board received the GISPA report, submitted by district staff as part of the Phase 3 Educational Program Review. GISS will conduct a comprehensive review of its programming, including assessing current offerings, analyzing student participation, and facilitating a school-wide discussion with staff and students.

10. **COMMITTEE REPORTS**

a. **Committee of the Whole** – no report

b. **Education Committee B U D**

The Board received the 2025 12 10 Education Meeting Summary by consensus.

c. **Finance, Audit & Facilities Committee** - no report

d. **Policy Committee U D**

The Board received the 2025 12 10 Policy Meeting Summary by consensus.

i. *District Emergency Protocols AP Manual*

Moved and seconded that that the Board repeal the following policies and procedures in favour of Administrative Practices 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.*

CARRIED 6/26

ii. *Policy and Procedures 4260 Student Illness and Injury*

Moved and seconded that the Board repeal Policy and Procedure 4260 Student Illness and Injury in favour of an administrative practice.

CARRIED 7/26

i. *Draft Policy 4.60 Unexpected Health Emergencies*

Notice of Motion was presented to adopt new policy 4.60 Unexpected Health Emergencies. The policy will be circulated for feedback. Feedback and adoption will be considered by the Board at the February 11 meeting in public.

11. TRUSTEE REPORTS

- a. **BCPSEA** – no report
- b. **Provincial Council** – no report
- c. **Health and Safety** – no report
- d. **Other**

12. OTHER BUSINESS

13. QUESTION PERIOD

The Chair received questions from GISS student council.

14. NEXT MEETING DATES

- a. Finance, Audit & Facilities and Education Committee Meetings – January 28, 2026, online
- b. Regular Board Meeting – February 11, 2026, School Board Office

15. ADJOURNMENT

Moved to adjourn at 2:24 p.m.

CARRIED 8/26



Date: _____

Chairperson

Certified Correct:

Secretary Treasurer

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

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

Record of Proceedings of the Regular In-Camera Meeting held
at the School Board Office

2026 01 14

Present:	Chaya Katrensky	Chair
	Deborah Luporini	Vice-Chairs
	Tisha Boulter	Trustee
	Nancy Macdonald	Trustee
	Rob Pingle	Trustee
	Jill Jensen	Superintendent of Schools
	Jesse Guy	Secretary Treasurer
	Boe Beardsmore	Associate Superintendent
	Adrian Pendergast	Director of Instruction
	Lori Deacon	Director of Corporate Services
	Shauna Klem	Executive Assistant
Absent:	Jeannine Georgeson	Trustee
	Gregory Lucas	Trustee

The meeting was called to order at 10:41 a.m.

The agenda for the Regular Board Meeting, In-Camera session held 2026 01 14 was adopted, as amended, by consensus.

The minutes of the Regular Board Meeting, In-Camera Session held 2025 11 12 were approved as presented.

The minutes of the Special In-Camera Board Meeting held 2025 12 10 were approved as presented.

Items:

1. Restorative Practice
2. HR update
3. Superintendent's role
4. Enrolment and Inclusive Education Audit

Boe Beardmore, Adrian Pendergast and Lori Deacon left the meeting at 11:11 a.m.

Jill Jensen left the meeting at 11:21 a.m.

5. Superintendent compensation. The board decided to improve the Superintendent's placement on the annual compensation salary grid.

Jill Jensen returned to the meeting at 12:01 p.m.

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

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

Record of Proceedings of the Regular In-Camera Meeting held
at the School Board Office

2026 01 14

6. FOIPPA update

Rob Pingle left the meeting at 12:02 p.m.

The meeting adjourned at 12:07 p.m.

SD64 Board Meeting Live Stream Assessment

This report provides an analysis of recent livestreaming activity for our board meetings on YouTube.

Livestream Engagement Metrics

- **Average View Time:** The typical viewer spends approximately 15 minutes and 12 seconds watching a live stream. This suggests that while there is engagement, viewers are not watching for the duration of most meetings.
- **Concurrent Viewership:** On average, there are 2 concurrent viewers during each live stream. It is important to note that one of these viewers is the meeting facilitator, whose role is to monitor stream quality rather than to consume content as a participant.
- **Returning Audience:** 65% of viewers for recent streams had previously viewed a livestream, indicating a core audience with recurring interest in the board meetings.

Viewer Behavior

There is clear evidence of users attempting to access the livestream after the event by clicking on old links in the days following the meeting. This behavior suggests some users are looking for recordings, likely from individuals unable to attend live or wishing to review discussions at a later time.

Summary and Recommendation

While livestreaming our board meetings on YouTube has fostered a small but consistent audience, the actual live viewership numbers are modest, with only one true external viewer on average per session. However, the high percentage of returning viewers demonstrates ongoing interest among a small groups.

It is also important to note that the streaming facilitator is an excluded staff member whose workday is devoted to monitoring and facilitating the livestream, rather than engaging in other, potentially more meaningful work that could benefit the organization.

Given these findings, we may wish to consider whether the resources and effort required to support live streaming are justified by the current level of engagement.

Meeting by Meeting Statistics

Meeting	Peak Views	Average Views
September Board Meeting	5	4
September Standing Committee	3	1
October Board Meeting	2	2
October Committee of the Whole	2	2
November Board Meeting	3	3
November Special Board Meeting (Elections)	2	2
December Committee Meeting	5	2

Superintendent of Schools/ Chief Executive Officer

Authority

The Board, as governors of the District, designates the Superintendent as Chief Executive Officer (CEO) and delegates, to the Superintendent, responsibility for the overall administration of the District.

The Superintendent shall have the power to act in cases where action must be taken and there is no applicable Board policy. Any significant actions taken by the Superintendent will be reported at the next Board meeting.

The Superintendent is accountable to the corporate Board for:

- the conduct and operation of the District;
- providing leadership in administration, instructional programs, and operations;
- ensuring compliance with Board Bylaws, Board Policy, and all legislative requirements.

All Board authority delegated to the staff of the District is delegated through the Superintendent/CEO. The Superintendent, in turn, uses their delegated authority to assign daily operational responsibilities.

Overview of Role

The Superintendent, through direct and delegated authority, is responsible for:

- the execution of a District Strategic Plan, including all necessary monitoring and refinement;
- the general supervision and direction over staff employed by the Board;
- the administration, implementation and guidance on the development of Board policies;
- providing direction for the development and implementation of District Administrative Practices sufficient to guide the system;
- the general supervision of educational programs and services to students;
- providing direction and expectations to the senior team to ensure the facilities, transportation, and business operations adequately support children, students, programs, schools and the community;
- providing direction and expectations to the senior team to ensure the development and implementation of operational plans to support the Strategic Plan, a District Financial Plan and a Long Range Facility Plan;
- ensuring compliance with legal, legislative and Ministry of Education and Child Care requirements; and
- reporting to the Minister of Education and Child Care regarding matters identified in and required by the *BC School Act* and related legislation.

The Superintendent plays a critical, collaborative role in supporting the Board's leadership by advising, informing and supporting the Board with recommendations for actions to address current and emerging issues.

Authorities and Responsibilities of the Superintendent/CEO

1. Mission, Vision and Values

- 1.1. Assists the Board in establishing and maintaining current mission, vision and value statements.
- 1.2. Provides leadership in ensuring the mission, vision and values are evident and have an impact throughout the district.
- 1.3. Understands, models and supervises others toward appropriate values, ethical behaviour and effective leadership.
- 1.4. Creates a culture of organizational performance and purpose leading to educational outcomes identified by the District and the Ministry of Education and Child Care.

2. Board Governance

- 2.1. Works with and engages the Board in understanding its responsibilities concerning planning, resource management and policy development.
- 2.2. Advises and assists the Board in exercising its powers and duties.
- 2.3. Works with the Chair and Secretary-Treasurer/Executive Assistant to plan and facilitate board meeting schedules and agendas.
- 2.4. Provides information and recommendations to the Board to facilitate decision-making.
- 2.5. Establishes and maintains a positive relationship and effective lines of communication with the Board, students, rightsholders, staff, parents, external agencies and the Ministry of Education and Child Care.
- 2.6. Monitors and provides leadership and direction to staff in the interpretation, development, implementation, evaluation and revision of Board policy and Administrative Practices, ensuring their relevance and alignment with District values and legislated obligations.
- 2.7. Attends all meetings of the Board except where the Superintendent's tenure, salary or evaluation is under consideration and may attend any committee meetings.
- 2.8. When appropriate, attends meetings held by provincial organizations.
- 2.9. May call upon any staff member to report to the Board or its committees when deemed appropriate.
- 2.10. Interprets Board policy to the staff of the District and members of the community.

3. District Planning

- 3.1. Assists the Board in the development, refinement and approval of a District strategic plan.
- 3.2. Provides direction for District planning initiatives, including the engagement of relevant constituents.
- 3.3. Defines expectations for gathering, analyzing and utilizing data for informed decision-making.
- 3.4. Monitors and provides reports regarding the progress made on District plans.
- 3.5. Oversees the educational, financial, human resources, building operations and research and planning functions of the District through the provision of direction and guidance to and supervision of appropriate senior administrative staff.



4. Professional Practices

- 4.1. Provides leadership to create and maintain a learning environment that: enriches the lives of all students; maximizes their engagement and learning potential; provides opportunities for them to develop meaningful relationships and to be challenged and successful; and prepares them to be active and lifelong learners.
- 4.2. Provides direction to promote the safety, welfare, learning and inclusion of all students and staff within the diverse and multicultural context of a public education system and its communities.
- 4.3. Provides leadership regarding district initiatives to support Truth and Reconciliation.
- 4.4. Provides direction in the development and management of the use of District resources – human, material and financial – in accordance with District priorities, policies, and direction.
- 4.5. Maintains currency in new initiatives and mandates, while providing leadership to implement a broad portfolio in the service of students and families.
- 4.6. Continues to further personal professional development and maintains memberships with and participates in all appropriate professional organizations.

5. Engagement and Communications

- 5.1. Articulates the District vision, mission and priorities.
- 5.2. Builds system and community support for District goals and priorities.
- 5.3. Develops effective communication strategies and relationships with key members of the District and the larger community.
- 5.4. Works with representatives of the Ministry of Education and Child Care, provincial and civic agencies, post-secondary institutions, BC Teachers' Federation, BC School Trustees Association, BC School Superintendents Association and any other organizations deemed necessary.
- 5.5. Establishes engagement practices and structures that involve staff, rightsholders and partner groups in broad-based, meaningful participation in the work of the District.
- 5.6. Provides leadership to build collaborative relationships with local government, community agencies, post-secondary institutions and other provincial organizations.
- 5.7. Utilizes processes for conflict resolution and consensus-building.

6. District Operations

- 6.1. Provides direction to senior staff in the creation, maintenance and distribution of Administrative Practices.
- 6.2. Provides direction for the completion of reports and records required by the Board and Ministry of Education and Child Care.

7. Human Resources

- 7.1. Provides for oversight of human resource-related issues, including the selection, promotion, tenure and termination of senior administrative, professional and support staff within respective contractual obligations.
- 7.2. Works respectfully within the framework of collective and contractual agreements.



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- 7.3. Oversees and provides guidance, supervision and mentorship of those reporting directly to the Superintendent, and conducts regular performance assessments.
 - 7.4. Identifies, recognizes strengths and motivates staff to achieve the goals of the District.
 - 7.5. Provides oversight regarding appropriate structures and measures to assist District employees to grow professionally and continually improve their work.
 - 7.6. Ensures role descriptions are established and kept current for staff who report directly to the Superintendent.
 - 7.7. Implements organization changes that may be required to meet any changing or developing needs of the District.
8. Finance
- 8.1. Provides oversight to ensure that the District operates in a fiscally responsible manner and adheres to all public sector accounting standards and all terms and conditions of funding and reporting required by government.
 - 8.2. In collaboration with the Secretary Treasurer, provides advice and options regarding the financial sustainability of the district, including the identification of current and future risks and challenges.



Title: Indigenous Education Council Meeting Summary

Date: February 11, 2026

Indigenous Education Council Meeting Date: February 2, 2026

1. Enhancement Agreement

Superintendent Jensen has met with Education Consultant Denise Augustine to initiate the process of updating the expiring Enhancement Agreement, with the goal of having a draft agreement by the end of the school year. Chair Roxanne Harris, IEC member Alva Bob, and WSÁNEĆ CEO Kaleb Child have planned to meet with Denise Augustine on February 12.

2. Two-Eyed Seeing | Anatomy & Physiology 12

Superintendent Jensen reported that SD64 will present *Walking in Both Worlds* at the Vancouver Island School Trustees' Association meeting on March 7, highlighting the connection between governance and classroom practice. She noted that the BC Curriculum currently lacks Indigenous knowledge-based science or math courses in the graduation program. Vice Principal Stacy Mitchell introduced her proposed BAA course, Two-Eyed Seeing Anatomy & Physiology 12, which blends BC's anatomy curriculum with Indigenous ways of knowing through land-based learning at Xwaaq'um. The Council expressed strong support, and Chair Harris encouraged advocacy to the Ministry to have this course recognized within the provincial graduation program. IEC Chair Roxanne Harris, IEC member Jeanine Cooper, and WSÁNEĆ CEO Kaleb Child will work with Superintendent Jensen to advance this advocacy, including letter-writing to FNEC and the BC Ministry and seeking a meeting with the Ministry to address the inequity.

3. District Updates

Indigenous Education Principal Lorna Fraser provided a written update, which was presented by Superintendent Jensen, on district initiatives supporting the 177 Indigenous students enrolled. Family support continues through food cards and Christmas gifts. The Indigenous Learning team is active in schools, leading Culture Club activities such as Hul'q'umi'num introductions, beading, canoe and longhouse teachings, and recent lessons on the New Moon and goal setting.



New initiatives include Language Lunches for SENĆOTEN, Hul'q'umi'num, and other student selected languages, as well as expanded Culture Club opportunities like carving, leatherwork, Lahal, and beading. Students across schools are learning songs, stories, vocabulary, place names, and everyday phrases, with teachers embedding these languages into counting, games, PE, and student created books.

Fulford Elementary and GISS have added Hul'q'umi'num welcomes to daily announcements. SSE students have created class and individual land acknowledgements, and both Fulford and Fernwood are requesting a presenter on territorial acknowledgements. Planning is underway for Cedar Weaving and Drum Making workshops for PVP. IEC Chair Roxanne Harris has offered to share guidance regarding pole-raising at district schools.

The Council offered suggestions for meaningful ways to acknowledge Indigenous Peoples Day during the month of June. IEC member Jeanine Cooper expressed her support for developing a Powwow to honour the day. CEO Kaleb invited SD64 to contact him to request presenters and collaboration. The district's planned date for the celebration is June 17.

4. Request for Artwork Submissions

School District 64 (Gulf Islands) is seeking submissions from Coast Salish artists for the purchase of original artwork to be reproduced as prints for use in official district gifts. This initiative aims to honour and highlight a local Indigenous artist while strengthening relationships with Coast Salish communities.

5. Next Meeting

May 4, 2026 at Gulf Islands Secondary School

INVITATION TO COAST SALISH ARTISTS: ORIGINAL ARTWORK SUBMISSIONS FOR SCHOOL DISTRICT USE

School District 64 (Gulf Islands) is seeking submissions from Coast Salish artists for the purchase of original artwork to be reproduced as prints for use in official district gifts. This initiative aims to honour and highlight local Indigenous artists while strengthening relationships with Coast Salish communities.

Project Overview

SD64 intends to purchase one or more original artworks. Selected pieces will be professionally reproduced as prints and presented as gifts at district events, ceremonies, and visits. Artists will retain full copyright to their original work; SD64 will negotiate permissions for limited-use reproduction.

Who May Apply

Submissions are welcome from:

- Coast Salish artists with a connection to the Southern Gulf Islands region working in any 2D medium (e.g., painting, drawing, digital art, printmaking)

Artwork Guidelines

Artwork themes may reflect (but are not limited to):

- Coast Salish culture, teachings, or design elements
- Land, language, and local places of significance
- Community, learning, or relationship to territory

Works must be suitable for high-quality reproduction as prints.

Submission Requirements

Artists are asked to submit:

1. **Images of up to 3 artworks** for consideration (JPEG or PNG preferred)
2. **Description of each artwork**, including title, medium, dimensions, and cultural considerations or protocols SD64 should be aware of
3. **Short Artist biography**
4. **Pricing** for the purchase of the original artwork and permission for limited-use reproduction

Selection Process

Submissions will be reviewed by a small committee that includes members of the Indigenous Education Council (IEC) and SD64 staff. Artwork will be selected based on cultural appropriateness, artistic quality, relevance to district values, and suitability for reproduction.

Submission deadline

Friday, March 27, 2026

How to Submit

Please send submissions or questions to:

Shauna Klem | sklem@sd64.org

Expenditures	Actual July	Actual August	Actual September	Actual October	Actual November	Actual December
Monthly						
Instruction	698,329	679,222	1,543,550	1,563,176	1,469,874	1,353,974
Administration	172,259	109,170	141,861	130,237	126,930	103,530
Operations	268,449	299,370	316,959	312,785	383,201	319,777
Transportation	27,744	30,668	210,542	189,103	211,028	187,510
Total	1,166,781	1,118,430	2,212,912	2,195,301	2,191,033	1,964,791

Expenditures	Actual January	Actual February	Actual March	Actual April	Actual May	Actual June
Monthly						
Instruction	1,453,198					
Administration	137,882					
Operations	231,525					
Transportation	184,699					
Total	2,007,304	-	-	-	-	-

Expenditures	Expenditures to Date	Annual Budget Sch 2	Portion of Budget Spent	Portion of Year Complete
Annual				
Instruction	8,761,323	16,451,229	53%	55%
Administration	921,869	1,655,186	56%	58%
Operations	2,132,066	3,585,037	59%	58%
Transportation	1,041,294	1,948,750	53%	50%
Total	12,856,552	23,640,202	54%	55%

Under budget 0.2%

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

2026/2027 Projections District Enrolment, SD64 Gulf Islands

February 11, 2026

School	K	1	2	3	4	5	6	7	8	9	10	11	12	Total	Sept. 2025 1701 headcount	Difference
<i>Fernwood</i>	23	22	25	26	28	36	20	23						203	210	-7
<i>Fulford</i>	14	11	15	15	12	22	15	13						117	130	-13
<i>Galiano</i>	6	6	6	9	8	5	5	1						46	53	-7
<i>GISS</i>									90	109	107	144	145	595	602	-7
<i>64Go! *</i>														45	37	8
<i>Mayne</i>	6	7	11	4	3	9	6	2						48	49	-1
<i>Pender</i>	11	12	5	8	12	10	9	14	19	10				110	104	6
<i>SSE</i>	15	21	19	27	34	22	58	39						235	230	5
<i>Saturna/SEEC</i>	2			1	5	1					4	4	4	21	19	2
Totals	77	79	81	90	102	105	113	92	109	119	111	148	149	1420	1434	-14.38

Blend of FTE and headcount projects



Summary
Education Committee – SD 64 (Gulf Islands)
Wednesday, January 28, 2026, 9:00 AM

In attendance:

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

Trustees: Deborah Luporini

Staff: Jill Jensen (Superintendent), Jesse Guy (Secretary Treasurer), Boe Beardsmore (Associate Superintendent), Adrian Pendergast (Director of Instruction), Marc Wright (Information Technology Manager), Shauna Klem (Executive Assistant),

Partner Group Representatives: Margot Landahl (GIPVPA), Andrew McPhee (GITA), Angela Thomas (CUPE), Candice Arthur (DPAC)

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

1. Adoption of Agenda

Adoption of the agenda by consensus.

2. Approval of Summary

Adoption of the December 10, 2025 Education Committee Meeting Summary by consensus.

3. Business Arising

4. New Business

a) School Plans Update

Director of Instruction Pendergast presented an overview of the district's School Growth Plans and their alignment with the Strategic Direction. The presentation highlighted how everyday work, guided by the Theory of Action, informs the annual planning process. School Growth Plans are available on each school's website.

b) Indigenous Education Update

Superintendent Jensen shared an update on Indigenous Education initiatives within the district, noting that there are currently 177 Indigenous students enrolled in district schools. The update



highlighted new offerings including Language Lunches for SENĆOFEN, Hul'q'umi'num, and other Indigenous languages students wish to learn, expanded Culture Club activities such as carving, leatherwork, Lahal, and beading, as well as the intention to welcome Elders for future visits. Across schools, students are learning songs, stories, vocabulary, place names, numbers, colours, and everyday phrases in Hul'q'umi'num and SENĆOFEN. Many classes are integrating Indigenous languages into counting activities, games, physical education, and student-created books

c) *Inclusive Education Update*

Superintendent Jensen highlighted the value of the district's unique equity tool, IPass, and acknowledged the collective work of the Associate Superintendent and the Inclusive Education team. Associate Superintendent Beardsmore explained that, through the Theory of Action, the district is working to ensure equitable experiences and opportunities for all students. The three key elements, school-based teams, IPass and Frameworks, support this work by making each student's educational process and learning journey visible and actionable. The district's Literacy Professional Learning Plan focuses on strengthening educators' ability to use and interpret the universal screener, building data informed dialogue, identifying priority areas for instructional refinement, and participating in ongoing review processes. Early Literacy Screening is in place for all K-3 students across the district, using the DIBELS screener three times per year. Resources are being used to target and strengthen specific skill development, and ongoing in-service is provided for educators in K-3 and Grades 4-7.

d) *Broadcasting Update*

Information Technology Manager Marc Wright provided an assessment of the Board meeting live-streaming process. This item will be moved to the April Committee of the Whole meeting, for discussion.

e) *Use of Personal Devices*

Superintendent Jensen noted that while each school's Code of Conduct includes clear expectations around reducing the use of personal digital devices, limiting access alone is not enough. Our district is committed to building students' digital literacy so they can engage with technology in safe, responsible, and thoughtful ways. Preparing students for today's digital world means helping them develop the ability to set healthy limits on screen time and navigate social media with awareness and balance. The SD64 Personal Device Usage in School Flowchart has been appended to AP L2 Student Use of Personal Devices and is posted on the Parent Resource page of the district website.

5. Next Meeting: To Be Determined

6. Adjournment: 10:20 a.m.



Summary

Policy Committee – SD 64 (Gulf Islands)

January 28 | 10:30 am

In attendance:

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

Staff: *Jill Jensen (Superintendent), Jesse Guy (Secretary-Treasurer), Adrian Pendergast (Director of Instruction), Shauna Klem (Executive Assistant), Marc Wright (Information Technology Manager)*

Partner Group Representatives: *Candice Arthur (DPAC), Andrew McPhee (GITA), Angela Thomas (CUPE)*

The meeting was called to order at 10:31 a.m. by Committee Chair Luporini.

1. Adoption of Agenda

Adoption of Agenda as presented by consensus.

2. Approval of Summary

Summary of the December 10, 2025 Policy Committee meeting was adopted by consensus.

3. Business Arising

3. New Business

i. Election Procedures – Amendments to Bylaw #1

Amendments were presented to align with legislative changes that must be in place by August 1, 2026, in advance of the upcoming trustee elections. Secretary Treasurer Guy provided an overview of the proposed bylaw changes and outlined how these updates will affect the election process. Legal counsel has supplied suggested revisions to the draft, and these will be incorporated. The Committee discussed approaches for informing the public as required in 14.1 and 14.2. Trustee electoral areas were considered.

Action: The Policy Committee recommends the amended draft Bylaw #1 be brought to the February 11, 2026 Board meeting for first reading and circulated for feedback.

Action: Trustee electoral areas discussion will be brought forward to the Committee of the Whole meeting in April.



ii. **Role of the Superintendent**

Draft policy 1.60 Role, Responsibilities, and Expectations of the Superintendent of Schools has been developed in response to recommendations from the recent superintendent review. Superintendent Jensen presented the draft policy for the Committee's consideration. A suggested adjustment was made to the wording in section 3.5.1, recommending that the term stakeholders be replaced with partners.

Action: The Policy Committee recommends the amended draft policy 1.60 Role, Responsibilities, and Expectations of the Superintendent of Schools be brought to the February 11, 2026 Board meeting for notice of motion and circulated for feedback.

Action: The Superintendent's job description will be brought to the February Board meeting for review.

4. **Next Meeting:** May 27, 2026, Teams

5. **Adjournment:** 11:33 a.m.



Policy 4.60 Unexpected Health Emergencies

The Board of Education commits to safeguarding the health and well-being of students, staff, and visitors by ensuring that Gulf Islands School District is adequately prepared to respond to unexpected health emergencies. It is the expectation of the Board that its facilities will be equipped with readily accessible Automated External Defibrillators (AEDs) and naloxone kits, to provide effective and timely intervention in the event of sudden cardiac arrest and opioid overdose.

Definitions:

Automated External Defibrillator (AED): A portable electronic device that analyzes and looks for shockable heart rhythms, advises the rescuer of the need for defibrillation and delivers the shock if needed. An AED is considered an effective treatment for sudden cardiac arrest. Early defibrillation, alternating with CPR is paramount to increase success for victims of sudden cardiac arrest. Defibrillation within the first 3 to 5 minutes of cardiac arrest will dramatically increase survival rates.

Naloxone: A medication that reverses opioid overdose effects. Available in nasal spray or injectable form, naloxone works by temporarily blocking opioid receptors in the brain, restoring normal breathing in individuals experiencing opioid toxicity. Quick administration of naloxone, along with calling emergency services and providing supportive care, is critical in preventing fatal outcomes. Naloxone kits are considered essential, life-saving tools in response to suspected opioid overdoses and are safe for use by non-medical personnel.

Opioid Overdose: A life-threatening condition caused by excessive opioid intake, requiring immediate medical intervention.

Guidelines:

1. The Board will ensure that Automated External Defibrillators (AEDs) and naloxone kits are readily accessible and maintained in each Gulf Islands school and administrative site. These life-saving tools shall be:
 - 1.1. clearly marked with standardized signage to support easy identification and use.
 - 1.2. routinely inspected to ensure functionality and monitor expiry dates.



- 1.3. provide barrier-free access to accommodate diverse user needs.
- 1.4. presented in a non-stigmatizing manner to encourage comfortable and equitable use.

2. Training and Education

- 2.1. Annual training will be provided to designated staff and/or first aid responders on the proper use of AEDs and naloxone kits to ensure swift and effective response during emergencies that involve sudden cardiac arrest or suspected opioid overdose.
 - 2.1.1. Voluntary training may be made available to all staff, prioritizing first aid attendants, administrators, and Joint Occupational Health and Safety Committee members.
- 2.2. Regular drills and information sessions are encouraged to foster confidence and readiness among students and staff.

3. Emergency Response Protocols

Common basic steps should be followed when responding to cardiac arrest or expected opioid overdose:

3.1. Immediate Response

- 3.1.1. Call 911 immediately.
- 3.1.2. For opioid overdose, trained responders will follow the SAVE ME protocol: Stimulate, Airway, Ventilate, Evaluate, Muscular Injection/Nasal Spray, Evaluate again.
- 3.1.3. For Cardiac Arrest, trained responders will follow printed directions and AED prompts
- 3.1.4. Notify Administration immediately
- 3.1.5. Document incident details and notify caregivers, Superintendent, and District Principal (OHS).

3.2. Post-Incident Procedures

- 3.2.1. Provide support and follow-up care, including counseling and referrals.
- 3.2.2. Complete critical incident forms and injury reports.



- 3.2.3. Conduct debriefing and review.
- 3.2.4. Ensure timely replenishment of AED supplies and naloxone kits

4. Administrative Practices

- 4.1. The Superintendent will establish Administrative Practices to support staff when dealing with unexpected health emergencies, and identify:
 - 4.1.1. Common language/key terms for clarity and consistency
 - 4.1.2. Roles and responsibilities
 - 4.1.3. Clear steps for emergency response
 - 4.1.4. Documentation, communication, and debriefing
 - 4.1.5. Equipment inspection, maintenance, and replacement
 - 4.1.6. Training expectations and requirements
- 4.2. The Joint Occupational Health and Safety Committee will periodically review these administrative practices as deemed appropriate, particularly in response to new legislation or regulatory requirements.

5. Respect for Dignity and Privacy

- 5.1. The Board of Education recognizes the importance of respecting the dignity and privacy of all individuals experiencing an unexpected health emergency. By prioritizing dignity and privacy, the district fosters safe, supportive environments for all students, staff, and visitors.
- 5.2. The Board expects staff to approach every situation with compassion, sensitivity, and discretion, ensuring that:
 - 5.2.1. Individuals are treated with respect and empathy, regardless of the nature of the emergency.
 - 5.2.2. Personal information and details about the emergency are shared only with those who need to know, and only for the purpose of providing appropriate care and support.
 - 5.2.3. Conversations and actions regarding the emergency are conducted in a manner that protects the individual's privacy and avoids unnecessary disclosure.
 - 5.2.4. Staff are mindful of cultural, personal, and family considerations, and strive to maintain the individual's comfort and trust throughout the response and recovery process.



- 5.2.5. All actions taken during and after an emergency uphold the individual's right to confidentiality and dignity.

DRAFT



BYLAW No. 1 TRUSTEE ELECTIONS

THIS BYLAW IS TO ESTABLISH VARIOUS PROCEDURES FOR CONDUCTING TRUSTEE ELECTIONS.

In accordance with the *School Act*, the Board of Education of School District No. 64 (Gulf Islands) wishes to establish, by bylaw, various procedures and requirements for the conduct of trustee elections.

Accordingly, the Board of Education of School District No. 64 (Gulf Islands), in an open meeting, enacts this Trustee Elections Bylaw No. 1.

1. Application

- 1.1. This bylaw applies to both general school elections and by-elections, except as otherwise indicated.

2. Trustee Electoral Areas

In School District No. 64 (Gulf Islands), trustee elections are held in the following trustee electoral areas:

Trustee Electoral Area	Number of Trustees
Area 1 Salt Spring Island	3
Area 2 Pender Island	1
Area 3 Saturna Island	1
Area 4 Mayne Island	1
Area 5 Galiano Island	1

3. Definitions within this bylaw

The terms used in this bylaw shall have the meanings assigned by the [School Act](#), the [Local Government Act](#), and the [Local Elections Campaign Financing Act](#), except as the context indicates otherwise.

- 3.1. "Board" means the Board of Education of School District No. 64 (Gulf Islands).
- 3.2. "By-election" means a trustee election to fill a vacancy on the school board in any of the circumstances described in section 36 of the *School Act*.
- 3.3. "Chief Election Officer" means the person appointed to perform the duties of chief election officer as set out in the [School Act](#), the [Local Government Act](#), and the [Local Elections Campaign Financing Act](#).



- 3.4. "General voting day" means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.
- 3.5. "Minister" means Minister of Education and Child Care.
- 3.6. "School District" means the School District No. 64 (Gulf Islands).

4. Voters List

The most current available Provincial list of voters prepared under the *Election Act* is the register of resident electors, effective 52 days before general voting day for any election to which this bylaw applies.

5. Application of Local Government Bylaws

In each Electoral area, the election bylaws of the Capital Regional District apply to trustee elections, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

6. Nomination Deposit

No nomination deposit is required for nomination for the office of school trustee.

7. Minimum Number of Nominators

The minimum numbers of qualified nominators for a trustee candidate is two.

8. Order of Names on the Ballot

The order of names of candidates on the ballot will be alphabetically by surname.

9. Advance Voting Opportunities

- 9.1. Unless the Board is exempted from the requirement by Order of the Minister, an advance voting opportunity will be held on the tenth day before general voting day.
- 9.2. Unless the Board is exempted from the requirement for an additional advance voting opportunity by Order of the Minister, an additional advance voting opportunity will be held on the date specified in the bylaws of the Capital Regional District as they may be amended from time to time, and if no date is specified in the bylaws of the Capital Regional District, on the 3rd day before general voting day.

10. Additional Advance Voting Opportunities

The Chief Election Officer may establish dates for additional advance voting opportunities for each trustee election and may designate the voting places and the voting hours for these voting opportunities.



11. Resolution of Tie Votes After Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

12. Public Access to Election Documents

12.1. The Board authorizes public access to nomination documents of the trustee candidates:

- 12.1.1. during the regular office hours at the Board's office from the time the nomination documents are delivered until 30 days after declaration of the election results; and
- 12.1.2. by internet or other electronic means during the regular office hours at the Board's head office, except that public access by the means set out in this sub-paragraph may not include the residential address of the person nominated, other than the municipality, electoral area or treaty lands in which the person is resident.

12.2. The Board will make available to the public, without charge, during the regular office hours of the Board's head office, the disclosure statements or supplementary reports required to be made available by the BC chief electoral officer on an Elections BC authorized website, other than

- 12.2.1. a mailing address or residential address of a significant contributor, or
- 12.2.2. a telephone number, mailing address, or residential address of a candidate,

until 5 years after general voting day for the election to which the trustee's disclosure statements and supplementary reports relate by providing a copy of that information for inspection.

12.3. The Board will, on request, provide a copy or other record of trustee candidates' disclosure statements and supplementary reports for as long as they are required to be available to the public under sections 12.1 or 12.2 for a fee of an administrative fee of \$10.00.

12.4. Before providing the services under sections 12.1 or 12.2 other than to a Board officer or employee acting in the course of their duties, the Board may require the person requesting the service to

- 12.4.1. satisfy to a Board official that any purpose for which personal information is to be used is permitted by the *Local Government Act* and section 63 of the *Local Elections Campaign Financing Act*, and
- 12.4.2. provide a signed statement that



- i. the individual, and
 - ii. if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record
- will not use the information included in the copy or other record except for a purpose permitted under the *Local Government Act* or the *Local Elections Campaign Financing Act*.

13. Public Notice Posting Places

For the purpose of trustee elections conducted by the Board, the following are designated as public notice posting places for the purposes of section 50 of the *Local Government Act*:

- 13.1. the notice board located at the main entrance to the Board’s head office; and
- 13.2. each school entry way.

14. Publication by means other than newspaper

The Board designates the following means of publication of notices required to be published pursuant to section 94.2 of the Community Charter:

- 14.1. the School District website at sd64.bc.ca; and
- 14.2. official School District Social Media.

15. Title

This bylaw may be cited as "School District No. 64 (Gulf Islands) Bylaw No.1, Trustee Elections Bylaw”.

16. Repeal

School District No. 64 Elections Procedures Bylaw No. 1, dated June 8, 2022, is repealed.

Date of First Reading: 11th day of February, 2026.

Date of Second Reading: th day of , 2026.

Date of Third Reading and Adoption: th day of , 2026.

Board Chairperson

Secretary Treasurer



Original signed December 4, 1996

Prior Revisions: May 14, 2014, June 13, 2018, June 8, 2022



Policy 1.60 Role and Responsibilities 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. **District Direction & Commitments:** Lead the establishment and implementation of District direction and commitments; 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 partners.
- 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 partners;
 - 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.