



**REGULAR BOARD MEETING, PUBLIC SESSION**  
**Board of Education, School District No. 64 (Gulf Islands)**  
**GULF ISLANDS SECONDARY SCHOOL**  
**2020 03 11 at 1:00 pm**

**A G E N D A**

1. **ADOPTION OF AGENDA**
2. **APPROVAL OF MINUTES**
  - (a) Minutes of the Regular Meeting, Public Session held 2020 02 12 (attachment)
  - (b) In-camera Summary 2020 02 12 (attachment)
3. **IN-CAMERA SUMMARY**
4. **BUSINESS ARISING**
5. **CORRESPONDENCE**
  - (a) Letter from Minister – Education Statutes Amendment Act, 2020 (attachment)
6. **DELEGATIONS**
  - (a) Gulf Islands Secondary School Plan 2019-2020
7. **CHAIRPERSON REPORT**
  - (a) 2020-2021 Draft School Calendar – (attachment)  
*Motion: The Board of Education adopt a Local School Calendar for the 2020/2021 school year that reduces the number of instructional days by approximately 25 to 30 resulting in a four-day school week. The instructional time from these days will be added to the remaining days of instruction.*
  - (b) Salt Spring United Football Club – Request to Serve (attachment)  
*Motion: In accordance with Policy 3100 Controlled and Intoxicating Substances, the Board approves the Salt Spring United Football Club’s request to serve alcohol at its annual Challenge Cup Soccer Tournament on May 16-18, 2020 at Gulf Islands Secondary School.*
  - (c) Committee and Board Meetings – Proposed Changes (attachments)
  - (d) VISTA
  - (e) BCSTA Provincial Council
8. **SUPERINTENDENT OF SCHOOLS REPORT**
  - (a) Staffing and Enrolment
  - (b) Phoenix Programs
  - (c) COVID-19
    - a. Response
    - b. International Field Trips
  - (d) GISS – Hawaii Cultural Field Trip Request (attachment)

*Motion: That the Board approve the GISS sports and cultural field trip request for 24 to 30 senior girls and boys volleyball players to travel to Oahu, Hawaii October 1-12, 2020.*

- (e) GISS – National Improv Games Trip Request (attachment)

*Motion: That the Board approves the Gulf Islands Secondary School field trip for five students in grades ten to twelve, to attend the National Improv Games in Ottawa, Ontario May 8-16, 2020.*

9. **SECRETARY TREASURER REPORT**

- (a) Financial Report  
(b) MCFD Childcare Spaces Program

10. **COMMITTEE REPORTS**

- (a) Committee of the Whole (attachment)  
(b) Human Resources Committee (attachment)  
(c) Finance, Audit and Facilities Committee (attachment)  
(d) Policy Committee (attachment)

i. Notice of Motions:

- i. Procedure 360 Emergency School Closure (attachment)

*Motion: That Procedure 3060 Emergency School Closure be amended to include category determinations for inclement weather.*

11. **TRUSTEE SCHOOL REPORTS**

Give examples of how your school offers age appropriate Sex Ed curriculum (K-12) that supports students safety and well-being. (Sexual Health Objective 1.1)

- *Fernwood Elementary School*
- *Fulford Community Elementary School*
- *Galiano Community School*
- *Gulf Islands Secondary School*
- *Mayne Island Elementary/Jr. Secondary School*
- *Pender Islands Elementary Secondary School*
- *Phoenix Elementary School*
- *Saltspring Island Middle School*
- *Salt Spring Elementary School*
- *Saturna Elementary School/SEEC*
- *Windsor House School*

12. **OTHER BUSINESS**

13. **QUESTION PERIOD**

**14. NEXT MEETING DATES**

- (a) Regular Board Meeting – April 8, 2020 at Saturna School
- (b) Committee Day – April 22, 2020 at the School Board Office

**15. ADJOURNMENT**



MINUTES OF THE REGULAR BOARD MEETING, PUBLIC SESSION  
Board of Education, School District No. 64 (Gulf Islands)  
FERNWOOD ELEMENTARY SCHOOL  
2020 02 12

<b>Present:</b>	Rob Pingle	Chairperson
	Shelley Lawson	Vice Chairperson
	Tisha Boulter	Trustee
	Stefanie Denz	Trustee
	Janelle Lawson	Trustee
	Greg Lucas	Trustee
	Chaya Katrensky	Trustee
	Scott Benwell	Superintendent of Schools
	D'Arcy Deacon	Director of Instruction, HR
	Doug Livingston	Director of Instruction, Learning Services
	Jesse Guy	Secretary Treasurer
	Lori Deacon	Executive Assistant
	Kelda Logan	Principal, Fernwood Elementary School
Andrew McPhee	GITA rep.	
Marc Kitteringham	Driftwood Representative	
<b>Regrets:</b>	Larry Melious	CUPE President
	Deborah Nostdal	GITA President

The meeting was called to order at 1:02 p.m. by Chair Pingle. He acknowledged that this meeting is taking place on the traditional territory of the Coast Salish people – huy ch q'u.

Chair Pingle acknowledged that this is Marc Kitteringham's last meeting and wished Marc all the best on behalf of the Board.

1. **ADOPTION OF AGENDA**

Moved and seconded that the agenda for the Regular Board Meeting, Public Session held 2020 02 12 be adopted as presented.

CARRIED 08/20

2. **APPROVAL OF MINUTES**

10 (c) – correct spelling of Shelley Lawson's name

Moved and seconded that the minutes of the Special Board Meeting, Public Session held 2020 01 29 be approved as amended.

CARRIED 09/20

3. **IN-CAMERA SUMMARY**

Moved and seconded that the Board of Education adopt the Special In-Camera Summary of 2020 01 29 as presented.

CARRIED 10/20

4. **BUSINESS ARISING**

5. **CORRESPONDENCE**

(a) **Letter re: Premier's Awards for Excellence in Education**

Shared a letter from the Premier regarding the Excellence in Education Awards.



6. **DELEGATIONS**

(a) **Nancy MacDonald – District Configuration**

Former SD64 trustee, teacher and administrator Nancy MacDonald stated her ongoing support of configuration review. She encouraged the committee to look at educational priorities and what is best for learners in our district, stating that courage, not fear is needed. She expressed her support for outer island schools and communities and her hope that these conversations will enhance the experience for students and families.

Ms. MacDonald asked trustees to take a hard look at the Middle School and consider closing the program, and to remain focussed on the ideas and opinions central to configuration. She would like to see more consolidation of services and access and equity that is fair and reasonable. Ms. MacDonald reiterated that sometimes, this means discontinuing programs that, although valuable, may not be sustainable or provide equitable service and access to learners across the district.

Ms. MacDonald asked trustees to consider the possibility of further consultation. She expressed that, in her experience, the middle school concept seldom plays out as intended. Keeping middle years students together as a group brings other unintended issues into play. Any proposed school configuration models will need to consider upcoming enrolment and building capacity. She summarized by stating that the process of configuration review is not about what we are losing, but rather, what can be gained.

(b) **Fernwood Elementary School Plan Presentation**

Principal Kelda Logan was happy to showcase her school and the fantastic things happening at Fernwood Elementary. She shared feedback from visiting administrators who commented on seeing evidence of intentional design, differentiated instruction, sustained efforts of students, structural design of student groupings, and strong evidence of teacher/student contact time.

The school plan goals focus on Literacy and fostering a caring school culture. Students participate in literacy groups to work on decoding and fluency. School-Wide-Writes offer opportunity for staff to collaborate and identify areas for focus and improvement. Other strategies used to assess student learning include Fast Forward Reading, Peer Reading, and On to One Adult Reading. Many staff trained in the Orton-Gillingham approach.

Survey data is used to measure students' feelings of belonging and connectedness at school. The tool is used to identify students who might be at risk and ensure no student is left behind.

7. **CHAIRPERSON'S REPORT**

(a) **Draft 2020/2021 School Calendar**

This is the last opportunity to receive feedback for the Board to considered amendments to the draft 2020/2021 calendar. The calendar will be brought to the March Board meeting for adoption.

Scott Benwell explained that this draft calendar represents a unique year and requires some adjustments if the district is to maintain a two-week spring break. BCPSEA, the BCTF, the Board of Education and GITA will need to approval a joint Memorandum of Understanding once the proposed calendar is adopted.

(b) **BCPSEA AGM**

Shelley Lawson reported on the BCPSEA AGM. D'Arcy Deacon and Janelle Lawson also attended. She reported that the event provided a great team building, networking, and learning opportunity.



(c) **Mayne Island Lions Club – Request to Serve Alcohol**

Mayne Island Lions Club submitted a request to serve alcohol on district property.

Moved and seconded that, in accordance with Policy 3100 Controlled and Intoxicating Substances, the Board approves the Mayne Island Lions Club request to serve alcohol at its Fund Raiser Cook-off on March 28, 2020 at Mayne Island Elementary Jr. Secondary School.

CARRIED 11/20

8. **SUPERINTENDENT’S REPORT**

(a) **Framework for Enhancing Student Learning**

SD64 is involved in a nine-district pilot helping the Ministry redesign the Framework for Enhancing Student Learning. Scott Benwell, D’Arcy Deacon and Shelley Lawson attended the February meeting which focussed on Indigenous education. It was an inspiring learning opportunity for all.

(b) **Mental Health in Schools Grant**

Doug Livingston informed trustees that this year the district’s application for the Mental Health in Schools Grant focuses on social/emotional learning and trauma-informed work. Plans are to bring data from the Student Learning Survey into iPass (integrated Performance and Assessment for Student Success) in order to find connections with student achievement that will better inform practice.

(c) **FSA Results**

Dr. Benwell stated that the district is starting to receive insights from the data gathered from this year’s FSA. The Ministry has released district-level data to help districts calibrate where students are in their learning. He noted that there is work to be done in the area of numeracy.

(d) **2019/2020 Class Size Report**

D’Arcy Deacon shared the Ministry report on class size and composition. He noted that, in a provincial comparison, SD64 is below the provincial average for all class size groupings. He stated that these averages will be considered during this year’s staffing process.

(e) **Staffing Update**

Mr. Deacon reported that the district is approaching the staffing process from a student-centred perspective. Senior staff are beginning to look at preliminary enrolment numbers to inform next steps for the 2020/2021 school year.

(f) **Enrolment 2020/2021**

Jesse Guy stated that February 14<sup>th</sup> is the Ministry deadline for submitting projected enrolment for 2020/2021. Projections relate to preliminary operational funding from the Ministry prior to the September 1701 report. Currently, the district is anticipating enrolment of 1440 FTE students. This number does not include international students.

9. **SECRETARY TREASURER’S REPORT**

(a) **Financial Report**

Ms. Guy shared the monthly expenditure report for January. The district remains on track with spending and within budget as planned.



**(b) Amended Annual Budget 2019/2020 Bylaw**

Ms. Guy shared the amended Annual Budget for the amount of \$26,135,040. The 2019/2020 Amended Budget Bylaw received 1<sup>st</sup> reading at the January 29, 2020 special public meeting of the Board.

Rob Pingle read the 2019/2020 Amended Budget Bylaw, prepared in accordance with the *School Act*.

Moved and seconded that the 2019/2020 Amended Budget Bylaw be read a second time and passed.

CARRIED 12/20

Moved and seconded that the 2019/2020 Amended Budget Bylaw be read a third time, passed and approved.

CARRIED 13/20

**10. COMMITTEE REPORTS**

**(a) Committee of the Whole Report**

Committee of the Whole Summary received by consensus.

**(b) Education Committee Report**

Education Committee Summary received by consensus.

**11. TRUSTEES' SCHOOL REPORTS**

Trustee School Reports were received.

Topic: What assessment practices does your school utilize to offer evidence of program success on a regular basis? (Objective 1.1)

***Fernwood Elementary School***

Fernwood utilizes standard tests such as DART, EPRA reading screens, and PM benchmarks. The DMA diagnostic is used with the 3-4-5 classes with K/1 math screens. FSA's are offered for the Grade 4 students, and the whole school participates in School-Wide-Writes. This data has been uploaded to the district IPASS. Kelda does individual interviews with the entire school body to assess social/emotional wellness, with questions like; Do you feel Joy at school, do you have friends, and do you like school and why? Each classroom does their own morning meeting temperature check ins and teachers are constantly doing formative assessments to help adjust practices with each student. The nature classes are looking at Pedagogical Narration as a way to make the learning of interactive play more visible.

***Fulford Community Elementary School***

At Fulford Elementary phonological awareness and alphabet tools put out by the district in IPASS are used to for grade 1 and k, and anyone who is behind in literacy. Though Fulford school values numeracy lessons, they are currently focusing more on writing goals over math as that is where the need seems to be.

This year Fulford school is piloting the island reading assessment for grade 3-5 developed by the (Vancouver) Island Literacy Network, which Sd64 teachers have been involved with for years. The staff uses the writing continuum to develop and their solicit lessons. Students look at their work and compare it where they should be at in the continuum.

Every classroom teacher and resource teacher use the iPASS reading and writing performance standard at the



beginning and end of year. Fulford school did a whole school write in the fall and from that decided to focus on sentence building. As a whole school, Fulford is using the writing trait of sentence fluency. Each student will do a writing sample which will establish their baseline, working at for 5 or 6 weeks, and then students will do another sample on their work, and then they directly compare. Students will then make reflections on the page; 1. What I noticed then, 2. What I noticed now, 3. Something I am proud of, 4. Something I want to get better at. These reflections will be shared with parents at student led conferences in March. Students who need extra literacy support are using Orton Gillingham assessment tools which include phonetic testing, as well as spelling, reading and fluency tests.

### ***Galiano Community School***

#### ***Gulf Islands Secondary School***

GISS Regular classroom assessment varies between each class, with project-based assignments, group work presentations, quizzes and tests showing student's learning. Recently, with the flexibility in the new BC exam system and numeracy assessment, the ongoing evidence from our student feedback is that GISS students is above provincial average. The feedback the Ministry received was from the provincial Grade 10 numeracy assessment with all different types of questions. In general school wide task development is used to see where school is at in Numeracy. Report cards for students goes out twice a year at the beginning of the term (October & February) with reflective comments from teachers on their students. Parent teacher meeting requests are then made for kids who are not meeting expectations, and discussions are held on what can be done to help students. A midterm in November and final exams in January are written substantiating standard letter grade report cards with individual teacher comments to be taken home by students to their parents. Total of six written assessments are made over the two terms in the year.

#### ***Mayne Elementary/Jr. Secondary School***

Most recently, staff have been learning how to use and integrate the IPASS system into their assessment practices. Teachers have been exploring how to use this new system most effectively by gathering data broadly (school-wide) as well as micro (individual student) data. Everyone is excited about this new process which will stay with students throughout their educational path regardless of their teacher or school. Regular school-wide writes also help to track student progress and help teachers gauge intervention measures' successes. Throughout the year, regular assessments for students not yet meeting or approaching their learning goals help teachers ensure students are on track. Goal/target setting calendars and charts are in the process of being created to help families follow their child's progress to engage parents in a collaborative role for their child's learning. These tools also aid teachers in following and measuring whether a child has reached their learning target and is ready to test.

#### ***Pender Islands Elementary Secondary School***

#### ***Phoenix Elementary School***

Through conversations with students and parents it is felt that more robust programs need to be provided in the applied design, skills and technology curriculum as well the arts and physical and health education. Staff are creating a mentorship program to provide connections for the students to opportunities that fill in the identified gaps based on the interests of each student. It is felt that the current Student Learning Survey will generate additional data to identify the different facets of engagement and satisfaction of what's provided. The goal is to maximize the programs offered to this relatively small cohort of students while maintaining the uniqueness of the multi-grade classrooms the school is known for.

#### ***Salt Spring Elementary School***

The whole school participates in a phonological reading assessment and a school wide write. The staff utilize PM benchmarks and the students are engaged in self-assessments through student led conferences that communicate their progress to their parent/guardians. The DMA diagnostic assessments are used with grade 3/4/5's. The grade





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**2020 02 12**

4's participate in FSA assessments. It is important to note that individual teachers utilize variety of tools within their own classroom to assess and re-assess students on an ongoing basis to help re-calibrate their teaching methods daily. There also is special attention given to collaborate amongst the staff to assess and prepare students for their next transitions in Grades and/or school.

***Saltspring Island Middle School***

As a triple track school with English, Late French Immersion and MYSEEC offered in all grades the school works hard to ensure there is a balance to what is offered and all programs are supported equally. As the English program is considered the regular steam the standard assessment practices are maintained with teachers self-evaluating and developing their program delivery through professional development and building a deeper understanding of the competency-based assessment. This can be said for all teachers in the school but with the Late French Immersion and MYSEEC there are other sources of assessment. In French, language assessment forms the base of the work done as students build an understanding of French primarily with limited past experience. At the end of each year the development of the student's ability to work within the French language shows success of the program with the addition of retention of students year of year as another indicator. Within MYSEEC at this time success is determined through anecdotal review. As students transition to high school this program maintains the greatest connection with alumni students and parents and this is seen as an indicator of its success.

***Saturna Elementary School/SEEC***

**12. OTHER BUSINESS**

**13. QUESTION PERIOD**

**14. NEXT MEETING DATES**

- (a) Committee Day – February 26, 2020 at the School Board Office
- (b) Regular Board Meeting – March 11, 2020 at Gulf Islands Secondary School

**15. ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 2:43 p.m.

CARRIED 14/20

Date: \_\_\_\_\_

\_\_\_\_\_  
Chairperson

Certified Correct:

\_\_\_\_\_  
Secretary Treasurer

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**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  
2020 02 12**

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**Present:**

Rob Pingle  
Shelley Lawson  
Tisha Boulter  
Stefanie Denz  
Janelle Lawson  
Gregory Lucas  
Chaya Katrensky

Board Chair  
Vice-chair  
Trustee  
Trustee  
Trustee  
Trustee  
Trustee

Scott Benwell  
Jesse Guy  
D'Arcy Deacon  
Doug Livingston  
Lori Deacon

Superintendent of Schools  
Secretary Treasurer  
Director of Instruction, HR  
Director of Instruction, Learning Services  
Executive Assistant

**Regrets:**

The meeting was called to order at 10:00 a.m.

The agenda for the Regular Board meeting, In-Camera session held 2020 02 12 was adopted as amended.

The minutes of the Special Board meeting, In-Camera session held 2020 01 29 were approved as presented.

**Items:**

1. District Programs
2. Windsor House
  - i. Investigations
  - ii. Arbitrations
2. Personnel
3. FOI Request
4. Correspondence

The meeting adjourned at 12:05 p.m.



February 26, 2020

Ref: 218220

To: All Board Chairs

I am writing to provide a brief overview of the *Education Statutes Amendment Act, 2020*, which was introduced in the Legislature on February 26, 2020. *The Education Statutes Amendment Act, 2020* may be viewed on the Legislative Assembly website at: <https://news.gov.bc.ca/releases/2020EDUC0009-000332>

These amendments to the *School Act* and the *Independent School Act* will pave the way for several improvements to child care, K-12 education and ensuring equity for First Nations students, including:

- Articulating a board of education's mandate regarding the provision of before and after school care.
- Clarifying the authority to issue provincial graduation certificates to students and adult students who complete Grade 12 at schools operated by First Nations.
- Allowing personal education numbers (PENs) to be assigned to children who are resident in BC.
- Supporting the implementation of the Ministry's K-12 Funding Review project to enhance the K-12 funding model.

The legislation supports government's broader plan on child care by clarifying that it is within a board of education's mandate to operate before and after school care directly. It authorizes the Minister of Education to make orders respecting the content of a board of education's child care policies; for example, such an order could require board policies to promote partnerships between boards of education and before and after school care providers.

With respect to graduation certificates, the legislation will fulfil a significant commitment by the Province under the BC Tripartite Education Agreement (BCTEA), in alignment with the *Declaration on the Rights of Indigenous Peoples Act*. As you may be aware, for several years the Ministry of Education has been offering the BC graduation certificate (the "Dogwood") to students who complete Grade 12 at First Nation schools that meet specific criteria established by the Ministry. Similarly, the adult graduation certificate (the "Adult Dogwood") has been offered to students of First Nation schools since June 2019. The proposed legislation will provide clear authority for this current practice.

*The Education Statutes Amendment Act, 2020* also makes some changes to the legislative framework governing PENs, by authorizing the assignment of the PEN to children who are resident in BC. In practice, the PEN will be assigned at birth or on application for a BC Services Card. As you are aware, currently, the PEN is assigned to children as they enter the school system and is used to provide supports

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and services for students as needed, and to inform provincial education policy. Assigning the PEN at an earlier stage will be the first step to obtaining better information about a child's pre-kindergarten experiences prior to entering the school system, to support early childhood education and capacity for K-12 enrolment planning and preparation.

The proposed legislation will also support implementation of the Ministry's two-phase plan developed following completion of a comprehensive review of the K-12 funding model. To this end, the legislation will:

- Modernize provisions of the *School Act* and *Independent School Act* relating to online learning (formerly distributed learning) to support the review recommendations for online learning across the school system to be focused on program quality and student achievement.
- Introduce provisions to ensure boards adhere to sound financial governance and management practices, including a ministerial order making power respecting the management of operating surpluses and transfers for local capital.

The legislation will also make a housekeeping amendment to repeal the existing provisions relating to the Learning Improvement Fund (LIF), as the LIF is no longer part of the Ministry's appropriation. The LIF provisions in the *School Act* are no longer operational and is now rolled into the Classroom Enhancement Fund (CEF).

School boards will continue to have autonomy to prioritize spending according to local community priorities and needs. Ministry staff will work with Boards, through the BC School Trustees Association, throughout the spring of 2020 to collaborate on new provincial requirements for school districts reserves. This work will honour our shared commitments through the recently-signed MOA between the BCSTA and the Ministry, outlining how we will work together to establish any new provincial requirements for school district financial reserves. And we will continue to be guided by the principles we established together to make sure education funding is: responsive, equitable, stable and predictable, flexible, transparent and accountable.

I hope this brief overview of *The Education Statutes Amendment Act, 2020* is helpful to you. I am confident that this legislation will provide a solid foundation for our shared work and commitments to truth and reconciliation with Indigenous peoples; ensuring families have affordable, accessible, quality child care close to home, and creating equity in how public schools are funded. If you have questions about the proposed legislation, please do not hesitate to contact Keith Godin, Assistant Deputy Minister, Governance and Analytics Division, at (250) 356-6760 or [Keith.Godin@gov.bc.ca](mailto:Keith.Godin@gov.bc.ca).

Sincerely,



Rob Fleming  
Minister

# School District No. 64 (Gulf Islands)

## 2020/2021 Four-Day Instructional Week Calendar

<p style="text-align: center;"><b>September 2020</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> <p style="text-align: center; color: red;">15 days</p>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<p style="text-align: center;"><b>October 2020</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> <p style="text-align: center; color: red;">17 days</p>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p style="text-align: center;"><b>November 2020</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: center; color: red;">17 days</p>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30												
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- This draft calendar has **156** instructional days. Require **156** instructional days (students in attendance)
- Stat holidays
- September 25, 2020 – Framework Day – this is a day of work (non-instructional day)
- 5 Pro D days (non-instructional days)
  - ▶ October 23 Provincial Day
  - ▶ November 27 School Based
  - ▶ January 15 School Based
  - ▶ February 26 District Pro D Day (GITA sponsored)
  - ▶ April 23 School Based
- Winter and Spring Breaks/ Vacation
  - S1 exam week TBD. Could be January 25 to 28 (Ministry exam/assessment schedule not yet posted)
  - S2 exam week TBD. Could be June 21 to 24 (Ministry exam/assessment schedule not yet posted).
- Administrative Day - June 30, 2021
- Instructional day added to meet required instructional hours

Salt Spring United Football Club  
% Graham Tweddle  
130 Blain Road  
Salt Spring Island, BC, V8K 2P7

February 13, 2020

School District 64  
112 Rainbow Road  
Salt Spring Island, BC  
V8K 2K3

RE: Request for use of fields for annual Challenge Cup Tournament

Dear Sir/Madam,

The Salt Spring United Football Club wishes to request the use of the School District fields for the annual Challenge Cup Soccer Tournament to take place on May 16, 17 & 18 2020. Again this year we expect to host a 32 team tournament over two days using Portlock, Gulf Island Secondary, Fernwood and Salt Spring Middle School fields. This tournament will be sanctioned through B.C. Soccer.

I am requesting that the Board of Education grant Salt Spring United Football Club a permit to allow alcohol consumption at the Gulf Island Secondary school. We intend to have a beer garden at this location licensed under the British Columbia Government Liquor Act. The funds raised from this event go towards youth and adult soccer in the community.

Sincerely,



Graham Tweddle



## SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

112 Rainbow Road, Salt Spring Island, B.C. V8K 2K3

T: (250) 537-5548 F: (250) 537-4200 W: sd64.bc.ca

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

**Subject:** Draft Board and Committee Schedule 2020-2021

**Date:** March 11, 2020

**From:** Secretary Treasurer

**Audience:** Public

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#### **Issue:**

Staff have drafted a schedule for the regular board meetings and committee meetings for the 2020-2021 school year. The proposed schedule reduces the total number of regular board meetings to nine and the committee day meetings to four. Staff have been working to create a meeting schedule that balances the number of full meeting days, within the school calendar, to allow for the business of the District to be conducted and to ensure adequate time for fulsome governance and Board business. For the draft schedule to be adopted it would require a change to Board Procedural Bylaw 2.

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#### **Background:**

Staff have worked to create a draft schedule that would reduce the total number of days the board meets during the school year. Having two full-day meetings of the board each month during the regular school year, limits the available time for senior staff to execute the work determined in the board and committee meetings. The draft schedule, with a reduced number of total days, allows meetings to occur spaced out over the school year and creates time and space for work to be done. Additional committee day meetings or special board meetings could still be scheduled if/as required.

During the current school year, the meeting schedule includes one regular board meeting per month, when school is in session, on the second Wednesday of the month. Committee Day meetings were scheduled on the fourth Wednesday of seven of those months. During the current year, the January board meeting was cancelled due to snow closures and replaced the January Committee Day. All district business that was required to be completed was able to occur in the condensed schedule. The same scenario occurred in the prior calendar year when the February board meeting was cancelled due to inclement weather. Staff have concluded that a reduction from the current schedule of meetings could occur without comprising the integral work of the board.

The scheduling of the board and committee day meetings are determined by board policy and procedure. The regular scheduled requirements are outlined in the Board Procedural Bylaw 2, clause 2.1. Clause 2.1 requires that a regular board meeting occur at least once a month of each month that school is in session. The scheduling of committee day meetings is guided by Board Procedure 120 clause 9 and requires that each standing committee meet at a minimum of four times in a school year.

Our local geography, coupled with the islands being interconnected with student water taxis during the day, leads to the scheduling of full day meeting days. Meetings occur with the whole board present. Districts without this unique geography often schedule specific committee meetings instead



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of multiple committees in one day.

The proposed schedule for the next calendar year would have nine regular board meetings and four full day committee meetings. This allows for all five standing committees to meet the required four times in the school year. One standing committee has been scheduled on each board meeting day. This allows the regular board meeting day to be further utilized. In the current year, standing committee meetings have so far been scheduled on regular board days in the following months: January, February and March. This practice appears to be effective.

The change from the current practice of ten regularly scheduled board meetings would require a change to Board Procedural Bylaw 2 in clause 2.1. The School Act, section 67 (3) requires that boards do not allow greater than three months between regular meetings and they occur often enough as is necessary to conduct the Board's business.

A Board is empowered to change its Bylaws by section 68 of the School Act and it requires that the Bylaw must be given three distinct readings, the three readings can occur at the same meeting with unanimous agreement of the trustees.

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### References:

#### 1. School Act – Meetings and Chair

*67 (3) A board must meet as often as is necessary to transact its business and in any event not less than once in every 3 months.*

#### 2. School Act – Passage of Bylaws

*68 (1) Before it is passed, a bylaw of the board must be given 3 distinct readings.*

*(2) Subject to subsection (3), at each of the readings of a bylaw, the bylaw must be read in full.*

*(3) A reading of a bylaw may, if a written or printed copy of a bylaw is in the possession of each trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by*

*(a) its title, and*

*(b) a summary of its contents.*

*(4) The board may not give a bylaw more than 2 readings at any one meeting unless the members of the board who are present at the meeting unanimously agree to give the bylaw all 3 readings at that meeting.*

#### 3. SD64 Board Bylaw No. 2 – Procedural, clause 2.1





## SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

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*A regular meeting shall be held at least once a month, during the school year, usually on the second Wednesday of the month at 1:00 pm, or upon such day or at such other hour as the Board may decide.*

### **Alternatives (Available Actions / Possible Motions)**

Option 1: Notice to motion to change Board Procedural Bylaw 2

*Motion A:* The Board is giving notice for consideration to change Board Procedural Bylaw 2 clause 2.1 to the following: a board must meet as often as is necessary to transact its business and not less than once every 3 months.

Option 2: The board chooses to retain the current Board Bylaw 2 – Procedural and requests that staff update the schedule to meet the current requirement.

### **Implications:**

Option one provides the opportunity for the board to consider changing Board Procedural Bylaw 2 to align with the School Act requirements for a minimum number of regular board meetings. This establishes the School Act as the floor for minimums and allows the greatest flexibility for the board to determine their regular meetings schedules.

The second options determines that the board would like staff to use the current policy to establish the annual regular meeting schedule and the board wishes to have a regular board meeting during each month school is in session.

### **Recommendation:**

Staff recommend that option 1 to allow greater flexibility in meeting scheduling, while still ensuring that School Act's requirements are met.

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**Attachments:**       No     Yes

1 - Draft 2020-21 Board and Committee meeting schedule

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## Proposed Board and Committee Schedule 2020/2021

	Board	Committee	Board	Committee	Board	Committee	Board	Board	Committee	Board	Committee	Board	Board	Committee	Board	Committee	Board	Total Meetings
Committee of the Whole	X			X						X				X				4
Education Committee				X					X	X				X				4
Human Resources Committee				X	X							X			X			4
Finance, Audit & Facilities Committee			X					X		X				X				4
Policy Committee				X						X	X			X				4
September 16th (3rd week)																		
September																		
October 14th																		
October 28th																		
November 18th (3rd week)																		
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January																		
February 10th																		
February 24th																		
March 10th																		
April 14th																		
April 28th																		
May 12th																		
May																		
June 9th																		
<b>Total</b>																		

- Each standing committee meets a minimum of 4 times per year. Board Procedure 120

- The September and November regular board meetings are scheduled on the third Wednesday of the month to accommodate a late Labour day in the current year and Remembrance Day.

- Board Procedural Bylaw clause 2.1 stipulates that one regular board meeting be held each month during the school year. Resulting in a minimum 10 regular meetings per year. School Act clause 67 sets a minimum of four and that they most occur no less then every 3 months.

- No committee days were scheduled in 2019-2020 for the months of December, March or June



FIELD/SPORTS TRIP APPROVAL FORM  
SCHOOL DISTRICT No. 64 (Gulf Islands)

Approval #

The Leader must read School District Field Trip Policies and Procedures #407 and #412 before completing this form. Also review the "Trip Consent Forms" at: <http://sd64.bc.ca/employee-forms/>.

The Leader must take this completed form to the Principal for approval (and, when it is an out of province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).

As per SD64 policy 6700, the Board recognizes that some students may not be able to cover these costs, and in such cases will ensure that no student is denied an opportunity to participate in educational programs or activities based on financial hardship.

Name of School: GISS

Type of Trip: Curricular:  Extra-curricular:  Athletic:

Purpose of Trip: Volleyball and Cultural Trip to Hawaii

Planned Activities & Instruction: Volleyball, Pearl Harbour, Hanalei Bay, Dole Pineapple Plantation, around the Island Tour, Beach volleyball

Destination: Waikiki, Oahu, Hawaii, U.S.A.

If a school bus is required - PLEASE USE TRANSPORTATION REQUEST FORM

Other Transportation: \_\_\_\_\_

Leaving Date: Oct 1, 2020 Time: Havent Booked

Substitute Required: No:  Yes:

Returning Date: Oct 12, 2020 Time: Flights yet

Accommodation: Aston Waikiki Sunset

Number of Pupils Involved: 24-30

Estimated Pupil Cost: \$2800<sup>00</sup>

Grades: 10-12

Estimated School Cost: \_\_\_\_\_

Names of Leaders/Adult Supervisors:

Tony Mason CRC + Dr. AB

Brittany Allan CRC + Dr. AB

Tony Mason  
Leader's Signature (Planned by)

Kellie Booth CRC + Dr. AB

Date: Feb 27, 2020

Principal's Signature (Approved/recommended by)

Date: Feb 25/20

Superintendent's Approval (overnight, 4 days or more, out of province)

Date: \_\_\_\_\_

Board Approval (4 days or more and out of province)

Date: \_\_\_\_\_

February 7, 2020

Rob Pingle

Chairperson

School District #64

Dear Mr. Pingle:

I am requesting board approval to take the GISS Senior Girl's and Boys' Volleyball Teams to Hawaii on the Biannual Volleyball/Cultural extra-curricular trip for the 2020/2021 school year.

The proposed dates for the trip are October 1st to October 12<sup>th</sup>. This will be the eleventh such trip that Gulf Islands Secondary School volleyball teams have undertaken.

The schedule for this trip will be similar to the previous trips. While in Hawaii (Waikiki, Oahu), the teams will play between 4-6 matches, with beach volleyball training at Fort Derussy on non-match days. Our itinerary will include hiking up Diamond Head Crater, snorkelling at Hanauma Bay Nature Preserve, visiting the Pearl Harbour Memorial, Dole Pineapple Plantation and touring the island (including the North Shore agricultural region). Attached is the schedule from the Senior Girls Team in 2017.

We are asking for approval in advance of the trip in order to get the best rates possible, we will have to book our seats on the airplane in March/April, 2020. We will be required to make a deposit at that time. The next financial commitment will be required when we book our rooms in April/May, 2020. Parents expect that we will have approval from the Board prior to collecting and spending any money for the trip. There is a lot of planning and preparation we must do to have a safe and trouble free trip.

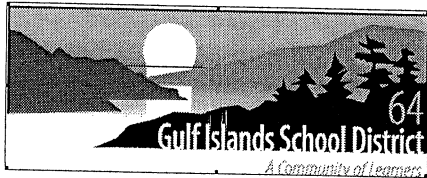
Brittany Allan, Gulf Islands Secondary School staff member and Athletic Director, will accompany the teams along with me, community coaches and parents. We estimate approximately 24 student-athletes will make the trip at a projected cost of about \$2,500.00 per student. The teams will conduct fundraising activities to help with the cost of the trip. We also have "community angels" we can call upon if any student is unable to make the trip for financial reasons.

Thank you for your consideration of this worthwhile experience for our students.

Yours truly,



Tony Mason



SCHOOL DISTRICT #64 (Gulf Islands)  
SCHOOL FIELD TRIP CONSENT FORM FOR  
MODERATE / HIGH RISK / OVERNIGHT / OUT OF PROVINCE ACTIVITY  
<http://sd64.bc.ca/employee-forms/>

Date: Feb 24, 2020

Dear School Board:

In consideration of School District No. 64 (Gulf Islands) offering my child \_\_\_\_\_, \_\_\_\_\_  
an opportunity to participate in a field trip for Grade \_\_\_\_\_ students on \_\_\_\_\_ Initial  
(mm/dd/yyyy), I waive any and all claims I may have against, and release from all liability and agree not to sue the  
Board of Education of School District #64 (Gulf Islands) and its officers, employees, agents, volunteers and  
representatives, and the Ministry of Education for any personal injury, death, property damage or loss sustained  
as a result of my child's participation in the field trip, arising out of any cause whatsoever, including negligence.  
I hereby give my consent, and acknowledge by my signature that:

1. Students will be going to Waikiki, Oahu, Hawaii, USA (location) and will be away from the school  
from Oct 1/20 to Oct 12/20 (times). They will be travelling by Plane, Ferry, Bus, Vans Initial  
(i.e. school bus, public transport, foot).

2. On this field trip, up to 28 (number) student will be: \_\_\_\_\_  
(describe all activities – i.e., skiing, hiking, walking, using climbing apparatus, cooking meals on camp stoves, \_\_\_\_\_  
tenting.) Initial  
Beach Volleyball                      cooking meals in Kitchens  
Indoor Volleyball                    Touring Pearl Harbour  
Hiking                                      snorkeling  
Swimming pool/ocean-with life guards

3. The students will be supervised by Tony Mason, Britteny Allan, Kellie Booth and 4-6 parent chaperons \_\_\_\_\_  
response might be "school employees and hopefully 2-4 parent volunteers". It is important to indicate supervisory  
arrangements that will not be modified or reduced. For instance, consider whether the trip will proceed even if there \_\_\_\_\_ Initial  
are no parent volunteers, or if a specific teacher is sick, but a substitute is available.  
\*\*With older grades, you should add a sentence saying, "Your child will not necessarily be supervised by an adult at  
all times."

4. My child has no illnesses, allergies or disabilities that may require special attention, except as described here: \_\_\_\_\_  
Initial

5. I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include, but are not limited to: (provide specific and comprehensive information on any risks that are applicable. Some examples follow.) \_\_\_\_\_ Initial

- Unorthodox or high risk travel arrangements. - Drowning
- Program locations. - Heat Stroke
- Rugged terrain. - Sun burn
- Rock fall and avalanches. - Volleyball related injuries
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

6. I will supply suitable equipment and clothing for my child's participation in all activities associated with the field trip, including: \_\_\_\_\_ Initial

- sun screen - Hat
- swim suits - chapstick
- volleyball gear - water bottle

7. I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this field trip. My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing. \_\_\_\_\_ Initial

8. My child and I understand that the school's *Code of Conduct* applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the *Code of Conduct*, including any costs to send my child home. \_\_\_\_\_ Initial

9. Accidents can be the result of the nature of the activity and can occur with or without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above is suitable for your child. \_\_\_\_\_ Initial

10. In signing this consent and Waiver, I am not relying on any oral or written representation or statements made by the Board of Education and its agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent Form. \_\_\_\_\_ Initial

11. I am 19 years of age or more and have read and understand the terms of this Consent Form and understand that it is binding upon me, my heirs, executors and administrators. \_\_\_\_\_ Initial

Date: \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Printed Name of Witness \_\_\_\_\_

Address \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Printed Name of Witness \_\_\_\_\_

Address \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

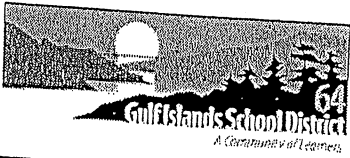
Address \_\_\_\_\_

*NOTE: This Consent Form must be signed by a custodial parent or legal guardian of a child who is under the age of 19 years.*

*As per SD64 policy 890, the Board recognizes that some students may not be able to cover these costs, and in such cases will ensure that no student is denied an opportunity to participate in educational programs or activities based on financial hardship.*







FIELD/SPORTS TRIP APPROVAL FORM  
SCHOOL DISTRICT No. 64 (Gulf Islands)

Approval #

The Leader must read School District Field Trip Policies and Procedures #407 and #412 before completing this form. Also review the "Trip Consent Forms" at: <http://sd64.bc.ca/employee-forms/>.

The Leader must take this completed form to the Principal for approval (and, when it is an out of province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).

As per SD64 policy 6700, the Board recognizes that some students may not be able to cover these costs, and in such cases will ensure that no student is denied an opportunity to participate in educational programs or activities based on financial hardship.

Name of School: GISS

Type of Trip: Curricular:  Extra-curricular:  Athletic:

Purpose of Trip: Canadian Improv Games National Tournament  
Ottawa Ont May 8-16

Planned Activities & Instruction: Workshops, Performances, National Museums  
& Galleries - TBC daytrip to Montreal

Destination: Ottawa Ont.

If a school bus is required - PLEASE USE TRANSPORTATION REQUEST FORM

Other Transportation: Ferry, flights, bus, rental van

Leaving Date: Fri May 8 Time: 9 am

Substitute Required: No:  Yes:

Returning Date: Sat May 16 Time: 5 pm

Accommodation: hotel

Number of Pupils Involved: 5

Grades: 10 & 12

Estimated Pupil Cost: defrayed by fundraising

Estimated School Cost: TTOC

Names of Leaders/Adult Supervisors:

Jason Donaldson ✓ CRC + Dr. AD      Claire Robertson ✓ CRC + Dr. AB

Leader's Signature (Planned by) [Signature] Date: Feb. 20/2020

Principal's Signature (Approved/recommended by) [Signature] Date: Feb 24/20

Superintendent's Approval (overnight, 4 days or more, out of province) Date: \_\_\_\_\_

Board Approval (4 days or more and out of province) Date: \_\_\_\_\_



## CIG National tournament in Ottawa itinerary

Transportation, accommodation, *most meals*, museums, galleries and tours will be covered by our fundraising campaign.

**NB:** Students should have already made arrangements for their planned absence and communicated with their teachers about their responsibility/plan for missed work and classes. They need government issued photo ID and understand luggage allowances. Bring a water bottle.

### Friday May 8:

WestJet flight 3354 departs Victoria, BC at 11:30AM

WestJet flight 614 departs Vancouver at 2pm

9:36pm Arrival at Ottawa Airport

11:00pm Check into hotel - details coming soon

### Saturday May 9 and Sunday May 10

Touring our national museums and galleries, touring parliament (question period), workshops, rehearsals, etc by day. We may travel to Montreal on Saturday.

### Monday May 11-Thursday May 14:

Museums, galleries, training and workshops by day and the (6 teams) preliminaries each evening.

### Thursday May 14:

National Finals - top 5 teams from the past three nights.

### Saturday May 16

WestJet flight 615 departs Ottawa at 8:45am

WestJet flight 3295 departs Vancouver at 2:30pm

Probably the 5pm ferry from Swartz to Fulford- we'll text

My cell is 250 537 6350 - Claire Robertson (Amelia's mom) is our female chaperone

#### Room 1:

Mr Donaldson

#### Room 2

Amelia McCluskey

Kahlila Ball

Calla Adubofour-Poku

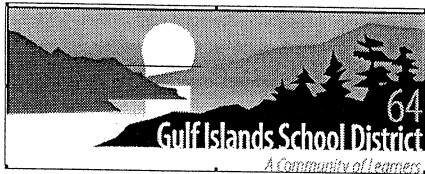
Jo Gaffney

#### Room 3

Owen Goertz

#### Room 4

Claire Robertson (and family)



SCHOOL DISTRICT #64 (Gulf Islands)  
SCHOOL FIELD TRIP CONSENT FORM FOR  
MODERATE / HIGH RISK / OVERNIGHT / OUT OF PROVINCE ACTIVITY  
<http://sd64.bc.ca/employee-forms/>

Date: Feb. 20 / 2020

Dear \_\_\_\_\_:

In consideration of School District No. 64 (Gulf Islands) offering my child \_\_\_\_\_, an opportunity to participate in a field trip for Grade 10+12 students on May 8-16/2020 (mm/dd/yyyy), I waive any and all claims I may have against, and release from all liability and agree not to sue the Board of Education of School District #64 (Gulf Islands) and its officers, employees, agents, volunteers and representatives, and the Ministry of Education for any personal injury, death, property damage or loss sustained as a result of my child's participation in the field trip, arising out of any cause whatsoever, including negligence.

Initial \_\_\_\_\_

I hereby give my consent, and acknowledge by my signature that:

1. Students will be going to Ottawa, ont. (location) and will be away from the school from May 8 to May 16 (times). They will be travelling by \_\_\_\_\_ (i.e. school bus, public transport, foot). ferry, flight, bus, rental van

Initial \_\_\_\_\_

2. On this field trip, up to \_\_\_\_\_ (number) student will be: (describe all activities – i.e., skiing, hiking, walking, using climbing apparatus, cooking meals on camp stoves, tenting.)

Initial \_\_\_\_\_

- workshops
- performances
- National museums & Galleries
- TBC : daytrip to Montreal

3. The students will be supervised by Jason Donaldson + Claire Robertson (a typical response might be "school employees and hopefully 2 – 4 parent volunteers". It is important to indicate supervisory arrangements that will not be modified or reduced. For instance, consider whether the trip will proceed even if there are no parent volunteers, or if a specific teacher is sick, but a substitute is available. *\*\*With older grades, you should add a sentence saying, "Your child will not necessarily be supervised by an adult at all times."*

Initial \_\_\_\_\_

4. My child has no illnesses, allergies or disabilities that may require special attention, except as described here:

Initial \_\_\_\_\_

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5. I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include, but are not limited to: (provide specific and comprehensive information on any risks that are applicable. Some examples follow.) \_\_\_\_\_ Initial

- Unorthodox or high risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

---

6. I will supply suitable equipment and clothing for my child's participation in all activities associated with the field trip, including: \_\_\_\_\_ Initial

---

7. I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this field trip. My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing. \_\_\_\_\_ Initial

---

8. My child and I understand that the school's *Code of Conduct* applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the *Code of Conduct*, including any costs to send my child home. \_\_\_\_\_ Initial

---

9. Accidents can be the result of the nature of the activity and can occur with or without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above is suitable for your child. \_\_\_\_\_ Initial

---

10. In signing this consent and Waiver, I am not relying on any oral or written representation or statements made by the Board of Education and its agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent Form. \_\_\_\_\_ Initial

---

11. I am 19 years of age or more and have read and understand the terms of this Consent Form and understand that it is binding upon me, my heirs, executors and administrators. \_\_\_\_\_ Initial

---

Date: \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Printed Name of Witness \_\_\_\_\_

Address \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Printed Name of Witness \_\_\_\_\_

Address \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

*NOTE: This Consent Form must be signed by a custodial parent or legal guardian of a child who is under the age of 19 years.*

*As per SD64 policy 890, the Board recognizes that some students may not be able to cover these costs, and in such cases will ensure that no student is denied an opportunity to participate in educational programs or activities based on financial hardship.*



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

### In attendance

**Committee:** Rob Pingle (board chair), Shelley Lawson (vice chair), Tisha Boulter (trustee), Janelle Lawson (trustee), Stefanie Denz (trustee), Greg Lucas (trustee)

**Staff:** Scott Benwell (superintendent), D'Arcy Deacon (director of instruction, human resources), Jesse Guy (secretary treasurer), Lori Deacon (executive assistant)

**Guests:** May McKenzie (via telephone); Boe Beardsmore (GIPVPA);

**Regrets:** Deb Nostdal (GITA); Chaya Katrensky (trustee), Doug Livingston (director of instruction)

Called to order 9:01 a.m.

### 1. Adoption of Agenda

Agenda adopted by consensus.

### 2. Adoption of Minutes

Minutes of January 29, 2020 adopted by consensus.

### 3. Business Arising

### 4. New Business

#### a. Gulf Islands Centre for Ecological Learning (GICEL)

This year marks the 20<sup>th</sup> anniversary of GICEL. May McKenzie explained that GICEL was originally founded as part of the school district but has since been incorporated as its own society. GICEL's goal is to develop eco-literate citizens. The district has been asked to provide a staff member and a trustee rep to sit on the Board. Scott Benwell stated that Shelly Johnson will be attending the March 6 meeting and wishes to maintain her seat on the Board. Nominees will be brought forward at the GICEL AGM on May 8<sup>th</sup>. Chaya Katrensky and Jesse Guy are planning to attend.

Ms. McKenzie spoke on behalf of Mayne Island Assistant Living and asked about criminal record checks for seniors who visit the school to participate in a lunch walk program. More information is needed to answer the question, specifically around supervision.

### 5. Other Business

6. **Next Meeting:** April 22, 2020. Time to be determined.

7. **Adjournment:** 9:23 a.m.



## Draft Summary Human Resources Committee – SD 64 (Gulf Islands)

### In attendance

**Committee:** Shelley Lawson (chair), Greg Lucas (trustee), Tisha Boulter (trustee); Rob Pingle (board chair, ex-officio), Scott Benwell (superintendent, ex-officio)

**Trustees:** Janelle Lawson, Stefanie Denz

**Staff:** Jesse Guy (secretary treasurer), D'Arcy Deacon (director of instruction), Lori Deacon (executive assistant)

**Guests:** Boe Beardsmore (GIPVPA)

**Regrets:** Deb Nostdal (GITA); Chaya Katrensky (trustee); Doug Livingston (director of instruction)

**Recognition of Traditional Territories:** We gather on the traditional territories of the Coast Salish and Hulquminum-speaking peoples. As we meet to discuss the people and the processes by which they work in our district, let us remember the first point from the First People's Principals of Learning, as articulated by FNEC:

*Learning ultimately supports the well-being of the self, the family, the community, the land, the spirits, and the ancestors. Huy c'hi qua.*

Called to order 9:33 p.m.

### 1. Adoption of Agenda

Agenda adopted by consensus.

### 2. Adoption of Minutes

Minutes of October 23, 2019 adopted by consensus.

### 3. New Business

#### **Inspire Learning**

#### **a. (1.2) PSEC and BCPSEA Structure**

Shelley Lawson shared a graph from BCPSEA demonstrating the structure of PSEC and BCPSEA. She explained that the graph helps apply understanding to the mandate of 2% salary increases in public sector employee groups.

#### **Integrate Sustainability**

#### **b. (2.4) Superintendent Pro-Growth**

Scott Benwell explained the evaluation process for the superintendent as part of a contractual obligation. Past practice has been to anchor the process in the BCSSA Dimensions of Practice. Scott proposed to present his self-evaluation to the Board at the March in-camera meeting. After that, trustees will be invited to reflect on and offer feedback based on the Dimensions of Practice. Feedback will then be compiled, summarized, and shared back to the Board for consideration.



c. *(2.2) Coaching and Mentoring*

D'Arcy Deacon related coaching and mentoring to employee wellness. He explained that the work is ongoing and takes place at all levels of the organization, in both formal and informal ways.

The District continues to offer coaching and mentoring. Active succession planning becomes visible in finding opportunities to grow and retain employee who are leading learning.

Discussion regarding access and use of mentoring for excluded staff.

4. **Other Business**

5. **Next Meeting:** May 27, 2020. Time to be determined.

6. **Adjournment:** 10:16 a.m.

DRAFT





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

**In attendance**

**Committee:** Tisha Boulter (committee chair), Chaya Katrensky, Shelley Lawson, Rob Pingle (board chair, ex-officio), Scott Benwell (Superintendent, ex-officio)

**Trustees:** Janelle Lawson, Greg Lucas, Stefanie Denz

**Staff:** Jesse Guy (secretary treasurer), Doug Livingston (director of instruction, learning services) D'Arcy Deacon (director of instruction) Lori Deacon (executive assistant)

**Guests:** Michael Pearson, Don Legault, Shelly Johnson (GIPVPA), Marc Kitteringham (Driftwood), Elisa Rathje (Island Pathways)

**Regrets:**

Called to order 9:00 a.m.

Tisha Boulter opened the meeting by offering her support the hereditary chiefs across the province and country and acknowledge sacrifices they have made. She acknowledged that this meeting is taking place on the traditional territories of the Coast Salish people – huy ch q'u.

1. **Adoption of Agenda**

Agenda adopted by consensus

2. **Adoption of Minutes**

Minutes of November 27, 2019 adopted by consensus

3. **New Business**

a. *Active Transportation Strategy (Ministry of Transportation Presentation)*

Mike Pearson (District Manager) and Don Legault (Operations Manager) presented to the Board on the Ministry's Active Transportation Grant Program. Formerly named Bike BC, this is an annual grant that offers up to 80% funding, to a maximum of \$500,000, to support communities in building transportation infrastructure. Funding is also available to assist communities that do not already have an active transportation plan, to develop a plan of their own. The deadline for applications is February 20<sup>th</sup>. Successful applicants will have 12 months to complete their projects.

4. **Other Business**

5. **Next Meeting:** April 22, 2020 – Time to be determined.

6. **Adjournment:** 9:19 a.m.



## Draft Summary Policy Committee – SD 64 (Gulf Islands)

### In attendance

**Committee:** Janelle Lawson (committee chair), Greg Lucas, Stefanie Denz, Rob Pingle (board chair, ex-officio), Scott Benwell (superintendent ex-officio)

**Trustees:** Tisha Boulter, Chaya Katrensky, Shelley Lawson,

**Staff:** Doug Livingston (director of instruction, learning services), Jesse Guy (secretary-treasurer), D'Arcy Deacon (director of instruction, human resources), Lori Deacon (executive assistant)

**Guests:** Shelly Johnson (GIPVPA), Marc Ketteringham (Driftwood)

### Regrets:

Called to order 9:31 a.m.

#### 1. Adoption of Agenda

Agenda adopted by consensus.

#### 2. Adoption of Minutes

Minutes of October 23, 2019 adopted by consensus.

#### 3. Business Arising

##### a. Emergency School Closure – Procedure 3060

Jesse Guy presented recommendations for revisions to Procedure 3060. She introduced an additional clause to provide clarity for staff and families around operational procedures for school closures. Four categories of school closure are identified that are island specific and dependent on the severity of the inclement weather as determined by the Superintendent.

BCPSEA and local union representatives have been consulted and support the operational procedures.

Scott Benwell stated that the decision to close schools is never undertaken lightly. The District strives to keep schools open, when possible, to provide service to learners and families, knowing the challenges that school closures present.

Scott further explained that during inclement weather, when busses are servicing “main roads only”, the district will provide bus transportation to assist staff in getting to work.

**Action:** Procedure 3060 Emergency School Closure be amended as recommended by senior management and brought to the Board in March for consideration.



4. **Other Business**
5. **Next Meeting:** February 26, 2020
6. **Adjournment:** 9:56 a.m.

DRAFT



*"Inspire learners, Integrate sustainability,  
Involve community"*

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## SCHOOL DISTRICT NO. 64

### PROCEDURE 3060 Emergency School Closure

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Section: Health and Safety

Dates of Revisions: February 13, 1991, December 3, 2003

Date of Adoption and

Resolution Number: June 13, 2018 - 76/18

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1. School buildings shall be open and in session in accordance with the prescribed school calendar unless
  - a. the Superintendent of Schools grants the principal or designate permission to close temporarily.
  - b. the Superintendent of Schools is unavailable to grant such permission and, in the opinion of the Principal or designate, an emergency situation is serious enough to proceed with such permission being obtained retroactively.
2. A school may be closed temporarily when in the opinion of the Superintendent of Schools, and/or a school principal or designate, the health or safety of students is immediately endangered, or would likely be endangered if the school remained open with students in attendance.
3. Every effort should be made to keep a school open in an emergency situation in which there is no immediate threat to the safety and well-being of any students and staff in attendance. In these cases, the final decision as to whether or not a student should attend school resides with the parent.
4. In the case of inclement weather, the Superintendent of Schools will determine the following category of inclement weather event.
  - a. Category 1 (One): Schools are open, and buses are only running on main road routes.
  - b. Category 2 (Two): Schools are open, and buses are not running.
  - c. Category 3 (Three): Schools are closed.
  - d. Category 4 (Four): All worksites are closed, for all district employees.

District operating procedures will result from the category determination. The Superintendent's determination is specific to individual islands. During a multiday weather event, each day will be assessed separately.

5. Current information on school closures or threats of closures due to external conditions, such as inclement weather, will be made available on District and School websites and telephone answering services at the earliest possible opportunity, ideally before 6:30 am.
6. Students subject to an unscheduled dismissal shall be required to remain on the school grounds or at an alternate safe site under supervision of school personnel until:
  - a. regular dismissal time and released only then if considered safe, or
  - b. until released to a parent/guardian or other adult authorized by the parent/guardian