



REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
Virtual Meeting (ZOOM) / Teleconference
2022 01 12 at 1:00 p.m.

A G E N D A

1. **ADOPTION OF AGENDA**
2. **APPROVAL OF MINUTES**
 - (a) Minutes of the Regular Meeting, Public Session held 2021 11 10 (attachment)
3. **IN-CAMERA SUMMARY**
 - (a) Summary of In-Camera meeting held 2021 11 10 (attachment)
 - (b) Summary of Special In-Camera meeting held 2021 11 29 (attachment)
 - (c) Summary of Special In-Camera meeting held 2021 12 15 (attachment)
4. **BUSINESS ARISING**
5. **CORRESPONDENCE**
6. **DELEGATIONS**
7. **CHAIRPERSON'S REPORT**
 - (a) Draft 3-Year Calendar Feedback (attachment)
 - (b) Vaccine Policy
 - (c) District Communications Plan (attachment)
 - (d) Trustee Professional Development
8. **CHIEF EXECUTIVE OFFICER'S REPORT**
 - (a) 2020/2021 Six-Year Completion Rates (attachment)
 - (b) FESL Self-Assessment
Motion: That the Board' Framework for Enhancing Student Learning Self-Assessment be referred to the Education Committee.
 - (c) Bargaining
 - (d) COVID-19 and Functional School Closures
9. **CORPORATE FINANCIAL OFFICER'S REPORT**
 - (a) Financial Report
 - (b) Executive Compensation Disclosure 2020/2021
(<https://www.publicsectorcompensation.gov.bc.ca/executive-compensation-disclosures/2020-2021>)
 - (c) LOU 7 Seamless Day
 - (d) SIMS South Wing Plan (2021/22 and 2022/23)
 - (e) Bus Route Adjustments
 - (f) Policy and Procedure External Review

10. COMMITTEE REPORTS

- (a) HR Committee (attachment)
- (b) FAF Committee
- (c) Policy Committee

- i. Procedure 6850 Public Use of School/District Property and Forms 6850-1, 6850-2, 6850-4, and 6850-5.

Notice of Motion: *That the Board approve amendments to Procedures 6850 Public Use of Schools/District Property and adopt Forms 6850-1, 6850-2, 6850-4, and 6850-5.*

The policy and procedure will be circulated for feedback and reviewed by the Policy Committee on February 23, 2022. The motion will be considered by the Board at the April 13, 2022 public meeting.

- ii. Procedure 215 Diversity

- iii. Policy 6550 Trustee Remuneration

Motion: *That the Board approves amendments to Policy 6550 Trustee Remuneration.*

11. TRUSTEE'S SCHOOL REPORTS

How are parents and/or the community involved in your school? (Goal 3: Involve Community. Objective 3.2: Engage families and community in public education.)

12. OTHER BUSINESS

13. QUESTION PERIOD

14. NEXT MEETING DATES

- (a) Regular Board Meeting – February 9, 2022
- (b) Committee Day – February 23, 2022

15. ADJOURNMENT

LOCAL SCHOOL CALENDAR CONSULTATION FOR 2022/23 – 2024/25



MINUTES OF THE REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
ZOOM Virtual Meeting
2021 11 10

Present:	Tisha Boulter	Chairperson
	Chaya Katrensky	Vice Chairperson
	Stefanie Denz	Trustee
	Janelle Lawson	Trustee
	Shelley Lawson	Trustee
	Greg Lucas	Trustee
	Rob Pingle	Trustee
	Scott Benwell	Superintendent of Schools
	Jesse Guy	Secretary Treasurer
	D'Arcy Deacon	Director of Instruction, Human Resources
	Boe Beardsmore	Director of Instruction, Learning Services
	Lori Deacon	Executive Assistant
	Ian Mitchell	GITA President
Shelly Johnson	GIPVPA Representative	
Adria Kray	DPAC Representative	
Emelie Peacock	Driftwood Representative	

Regrets:

The meeting was called to order at 1:00 p.m. by Secretary Treasurer Jesse Guy. Shelley Lawson welcomed everyone virtually to Galiano School and acknowledged that this meeting is taking place on the traditional territories of the Coast Salish peoples - Huy tseep q'u.

1. BOARD ELECTIONS

(a) Board Chair/Vice/Chair

Ms. Guy called for nominations, by private chat, for the position of Board Chair. Tisha Boulter was nominated and acclaimed as Board Chair.

Jesse Guy called for nominations, by private chat, for Vice Chair. Chaya Katrensky and Shelley Lawson were nominated. Shelly Lawson declined the nomination. Chaya Katrensky was acclaimed as Vice-Chair.

(b) BCSTA Provincial Council Representative / Alternate

Chaya Katrensky and Rob Pingle were nominated for the position of BCSTA Provincial Council Representative. Rob Pingle declined the nomination. Chaya Katrensky was acclaimed as BCSTA Provincial Council Representative.

Rob Pingle, Janelle Lawson, and Shelley Lawson were nominated for the position of BCSTA Alternate Representative. Rob Pingle and Janelle Lawson declined the nomination. Shelley Lawson was acclaimed as BCSTA alternate representative.

(c) BCPSEA Representative / Alternate

Tisha Boulter, Janelle Lawson, and Shelley Lawson were nominated for the position of BCPSEA Representative. Tisha Boulter and Janelle Lawson declined the nomination. Shelley Lawson was acclaimed as BCPSEA Representative.



MINUTES OF THE REGULAR BOARD MEETING, PUBLIC SESSION
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Tisha Boulter, Greg Lucas, Rob Pingle, and Chaya Katrensky were nominated for the position of BCPSEA Alternate Representative. Tisha Boulter, Rob Pingle, and Chaya Katrensky declined the nomination. Greg Lucas was acclaimed as BCPSEA Alternate Representative.

Chair Boulter resumed the meeting as chair.

2. ADOPTION OF AGENDA

Additions:

Adoption of Agenda

BCSTA motion 5(a)

Moved and seconded that the agenda for the Regular Board Meeting, Public Session held 2021 11 10 be adopted as presented.

CARRIED 90/21

3. APPROVAL OF MINUTES

Remove Jodie Miller from list of those present

Include Fernwood and Salt Spring Elementary Trustee Reports

Moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2021 10 13 be approved as amended.

CARRIED 91/21

4. IN-CAMERA SUMMARY

Moved and seconded that the Board of Education adopt the Regular In-Camera Summary of 2021 10 13 as presented.

CARRIED 92/21

5. BUSINESS ARISING

a) BCSTA Motion

Shelley Lawson asked the Board to consider presenting a motion at BCPSEA AGM to embody the Truth and Reconciliation Commission's Calls to Action around curriculum, graduation, and teaching of Indigenous Languages.

6. CORRESPONDENCE

7. DELEGATIONS

8. CHAIRPERSON'S REPORT

(a) Draft Three-Year Calendar

A draft three-consecutive year calendar for 2022/23 to 2024/25 was shared. The draft will be posted on the district website for feedback. A notice of motion to adopt the three-year calendar was presented at the October meeting and the motion will be considered at the February 9, 2021.

(b) Vaccine Policy

The Board has asked staff to move forward with next steps set out in the K-12 Sector Guidelines for Vaccination Policies and consult with Islands Health for further guidance. No timelines have been identified for required action.



9. **SUPERINTENDENT'S REPORT**

(a) **Human Rights Exemption – LOU No. 4**

Scott Benwell was pleased to report that the district has been presented with an agreement between BCPSEA and the BCTF (LOU 4). The LOU recognized the underrepresentation of Aboriginal employees in public education and encourages application to the Human Rights Tribunal for approval to implement a special program to attract and retain Indigenous teachers.

Moved and seconded that that the Board of Education agrees in principle with LOU No. 4 between the BCTF and BCPSEA. As such, the Board directs staff to work collaboratively with GITA to identify a mutually agreed to program under the Human Rights Commission.

CARRIED 93/21

(b) **Staffing**

D'Arcy Deacon reported that district staffing processes continue as normal. He welcomed expressions of interest from community members who may be well-suited for a CUPE position, but not yet fully qualified.

(c) **COVID-19 Response**

Boe Beardsmore reported that the district continues to follow provincial K-12 health and safety guidelines, including mandatory masks for all students and staff. Exemptions to the mandate are identified within the guidelines. Schools continue to be environments of low transmission.

The district will continue to monitor air quality in schools and will address issues should any arise.

A recess was called at 1:59 pm. The meeting resumed at 2:05 pm.

10. **SECRETARY TREASURER'S REPORT**

(a) **Monthly Financial Report**

Jesse Guy shared the financial report for the month of October. Expenses are currently within budget.

(b) **Seamless Day LOU**

Jesse Guy reported that the Seamless Day program at Fulford has commenced. An LOU with CUPE has been drafted to acknowledge the Seamless Day as a pilot project and not president-setting. Provincial funding for the pilot program is guaranteed for one year and is intended for three.

(c) **Amended Annual Program Funding Agreement / Capital Bylaw**

Jesse Guy shared the amended Annual Program Funding Agreement and accompanying 2021/2022 Capital Bylaw. The amended agreement includes additional \$80,000 funding toward the purchase of an electric bus and charging station on Mayne.

Moved and seconded that there is unanimous approval to read Capital Bylaw No. 2021/22-CPSD64-02 three times in one sitting.

CARRIED 94/21

Moved and seconded that the Capital Bylaw No. 2021/22-CPSD64-02 be read a first time and passed.

CARRIED 95/21



Moved and seconded that the Capital Bylaw No. 2021/22-CPSD64-02 Bylaw be read a second time and passed.

CARRIED 96/21

Moved and seconded that the Capital Bylaw No. 2021/22-CPSD64-02 Bylaw be read a third time, passed, and adopted.

CARRIED 97/21

11. COMMITTEE REPORTS

(a) **HR Committee**

The HR Committee summary 2021 10 13 was received.

(b) **Committee of the Whole**

The Committee of the Whole summary 2021 10 27 was received.

(c) **Education Committee**

The Education Committee summary 2021 10 27 was received.

(d) **Policy Committee**

The Policy Committee summary 2021 10 27 was received. Amendments to Policies and Procedures 212, 210, and 135 were considered in consultation with the Anti-Racism Advocacy Working Group and were circulated for feedback prior to seeking Board approval.

i. *Policy and Procedure 212 Violence and Harassment-Free District*

Moved and seconded that the Board approve amendments to Policy and Procedure 212 Violence and Harassment-Free District.

CARRIED 98/21

ii. *Policy and Procedure 210 Code of Conduct*

Moved and seconded that the Board approve amendments to Policy and Procedure 210 Code of Conduct.

CARRIED 99/21

iii. *Policy and Procedure 135 Policy Development and Implementation*

Moved and seconded that the Board approve amendments to Policy and Procedure 135 Policy Development and Implementation.

CARRIED 100/21

iv. *Policy and Procedure 610 Accumulated Surplus*

Notice of Motion: *That the Board approve amendments to Policy 610 Accumulated Surplus.*
and
That the Board adopt procedure 610 Accumulated Surplus.

The policy and procedure will be circulated for feedback and reviewed by the Policy Committee on January 12, 2022. The motion(s) will be considered by the Board at the January 12 public meeting.

(e) **Finance Audit, and Facilities Committee**

The Finance, Audit and Facilities Committee summary 2021 10 27 was received.

i. *Draft Inter-Island Transportation Advocacy Letter*



Moved and seconded that the Board approve the Inter-Islands Transportation Advocacy Letter.

CARRIED 101/21

Trustees discussed that the indented audience of the letter.

Moved and seconded that the Inter-Island Transportation Advocacy Letter be sent to the following: the Minister of Transportation, the Minister of Education, BC Ferries and local BC Ferries advisory councils, the Southern Gulf Islands Transportation Commission, and the CRD Economic Development Commission.

CARRIED 102/21

12. **TRUSTEES' SCHOOL REPORTS**

Trustee reports were received. Shelley Lawson shared her trustee school report for Galiano Community School.

Topic - For students: What gets you excited about school and motivated to learn? What innovative practices would you like to see more of in your school? (Goal 1: Inspire Learning. Objective 1.2 – Build and sustain a vibrant employee community.)

Fulford Community Elementary School

I visited three classrooms; grades 3&4, 5 and 6, at Fulford Elementary to ask the students. A total of 20 students participated.

Every student said that the social aspects were number one, and we discussed how socializing also helped their learning. Recess and lunch was popular, but also gym time and time outside. A student said how much she liked connecting with outdoors time learning plant names, and aboriginal ways of learning. Students were also excited about math, writing, geography, geometry and art.

Other than students wanting more of some of their favourite subjects; math, PE time, computer time, reading, creative writing, and art, students suggested whole school activities, such as clubs, track and field events, whole school games, collaborative art projects. Several students suggested more and better (new?) PE equipment.

Galiano Community School

I had the pleasure of spending time with the grade 4-7 class at Galiano Community School to talk about what excites them about learning. They had lots of great insight! Mila was quick to tell me she learned best when she liked the topic (better if she picked it herself) and there was lots of “positive reinforcement from teachers and friends”. They agreed that using games, puzzles and fun approaches was important. Technology came up often (they generally preferred typing to writing) and outside learning was important too .. and then we talked about the new outdoor classroom and some of their ideas for when it is ready for use. With one more minute together, I asked them to imagine a completely new way of designing classrooms, and they collaborated on a zero-gravity concept.

Gulf Islands Secondary School

Mayne Elementary/Jr. Secondary School

Student: I enjoy reading and math. Making stories and story writing. Recess and centres. Minecraft educational edition. IXL (math and English language arts program) and using technology, Kahoot, ADST and the makerspace, building a basketball hoop, building bike jumps (bringing their own personal interests into the school) crocheting, circuit kits, outdoor centres and using the forest.



More time with literacy (!), hands on learning, tennis, archery and more centres.

Pender Islands Elementary Secondary School

Phoenix Elementary School

Below Answers were collected by Dan Sparanese from the students at Phoenix Elementary.

Q:What gets you excited about school and motivated to learn? (18 responses)

1-Seeing my friends I guess. 2- Art. 3- Hands on work. 4- Friends. 5-I get to do the things that the teacher wants us to do. 6- I get to learn more stuff. 7- Nothing, unless it's a subject I enjoy. 8-Friends and breaks during the day. 9- When it is interesting. 10- Art. 11- Having time to do what I want. 12-Art. 13- Being well rested and being engaged to learn. 14- Friends, art, PE and expand my learning? 15- I'm not sure... 16-My Friends! And things we do that are actually interesting. Otherwise school isn't really "exciting." My motivation just disappears randomly, so I don't really know what motivates me to learn. 17-My Friends and recess Art stuff that is fun 18- Nothing

Q:What would you like to see more of in your school? (18 responses)

1- More art activities and more library days. 2 - More learning that doesn't use iPads. 3- P.E. and recess 4- I'd like to be able to talk to my friends more, I guess? 5- Walks and P.E. 6- Art, friends, less stress, longer deadlines, fun activities, more p.e., and walks. 7- Art. 8- Hands on work. 9- Reading and p.e. 10- P.E. 11- Music 12-Art and more library time 13- free Time 14. A little more Math and P.E. 15- Art and more people. 16- I think it's pretty good, I don't know??? 17- Reading time and art(making things with clay would be very cool) and French. Less bullying too. 18- Reading time, Art(pottery) French. Stop motion movie making.

Saltspring Island Middle School

I visited three grade seven classrooms; one French immersion and two English, at SIMS. A total of 16 students participated.

Students loved coming to school to socialize. The skate park and school store were popular. Gym time and time outside was oft cited. Students enjoyed the exploratories and the choices they were getting inspired them. They loved the whole school field trips.

The school felt very cohesive, the students on the whole were happier than I have ever seen them, partially due to the configuration they are in right now as all grade sevens.

Students in general were most excited about larger collaborative events and considered them innovative in these restricted times. Students wanted more whole school activities for sports, bigger art projects, group research projects and presentations and a board games day.

Saturna Elementary School/SEEC

This month's question was a great way to interact directly with our Saturna students. I was able to meet with both the SEEC students and our Elementary class.

Question 1) What get you excited about school and motivated to learn?

SEEC

- People



- Working in groups
- Balance of inside/outside time
- Application of learning, applying what you are learning in practical process
- Kinesthetic learning
- Working with community
- Interesting and unique experiences
- Getting input on what you want to learn about
- Teachers are excited about what they are teaching

Elementary

- Friends
- Teacher you like
- Reading a book
- Jellybeans
- Art
- Outside time

Question 2) What innovative practices would you like to see more of in your schools?

SEEC

- Do more indoor classwork outside
- Spontaneous learning opportunities rather than set time table
- Tight community
- More direct individual support from teachers
- Live together

Elementary

- Fashion shows
- Dancing
- Learning different languages
- More outdoor time
- Working with different groups of people every day

13. OTHER BUSINESS

14. QUESTION PERIOD

Tisha Boulter received questions from partner groups and the public.

15. NEXT MEETING DATES

- (b) Regular Board Meeting: January 12, 2022
- (a) Committee Day: February 23, 2022

15. ADJOURNMENT

Moved that the meeting be adjourned at 2:48 p.m.

CARRIED 103/21



MINUTES OF THE REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
ZOOM Virtual Meeting
2021 11 10

Date: _____

Chairperson

Certified Correct:

Secretary Treasurer

DRAFT

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 via
ZOOM Virtual Conference
2021 11 10**

Present:	Tisha Boulter	Board Chair
	Chaya Katrensky	Vice-Chair
	Stefanie Denz	Trustee
	Janelle Lawson	Trustee
	Shelley Lawson	Trustee
	Gregory Lucas	Trustee
	Rob Pingle	Trustee
	Scott Benwell	Superintendent of Schools
	Jesse Guy	Secretary Treasurer
	D'Arcy Deacon	Director of Instruction, Human Resources
	Boe Beardsmore	Director of Instruction, Learning Services
	Lori Deacon	Executive Assistant
	Clare Nuyens	Executive Assistant

The meeting was called to order at 8:32 a.m.

The agenda for the Regular Board meeting, In-Camera session held 2021 11 10 was adopted as amended.

The minutes of the Regular Board meeting, In-Camera session held 2021 10 13 were approved as presented.

Items:

1. HR Update
2. Deputy Minister's Bulletin – FESL
3. Communications Planning
4. Succession and Retention
5. Trustee Hospitality Payroll Deductions
6. Vaccine Policy

Meeting recessed at 11:33 a.m. Meeting reconvened at 2:50 p.m.

7. Water Taxi Contract Renewal
8. Facilities and Maintenance Review
9. Island Health Community COVID-19 Clinic

The meeting adjourned at 3:44 p.m.

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

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

**Record of Proceedings of the Special In-Camera meeting held via
ZOOM Virtual Conference
2021 11 29**

Present:	Tisha Boulter	Board Chair
	Chaya Katrensky	Vice-Chair
	Stefanie Denz	Trustee
	Janelle Lawson	Trustee
	Gregory Lucas	Trustee
	Rob Pingle	Trustee
	Scott Benwell	Superintendent of Schools
	Jesse Guy	Secretary Treasurer
	D'Arcy Deacon	Director of Instruction, Human Resources
	Boe Beardsmore	Director of Instruction, Learning Services
Lori Deacon	Executive Assistant	
Regrets:	Shelley Lawson	Trustee

The meeting was called to order at 12:59 p.m.

The agenda for the Special Board meeting, In-Camera session held 2021 11 29 was adopted as presented.

Items:

1. Personnel

The meeting adjourned at 1:30 p.m.

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

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

**Record of Proceedings of the Special In-Camera meeting held via
ZOOM Virtual Conference
2021 12 15**

Present:	Tisha Boulter	Board Chair
	Chaya Katrensky	Vice-Chair
	Stefanie Denz	Trustee
	Janelle Lawson	Trustee
	Shelley Lawson	Trustee
	Gregory Lucas	Trustee
	Rob Pingle	Trustee
	Scott Benwell	Superintendent of Schools
	Jesse Guy	Secretary Treasurer
	D'Arcy Deacon	Director of Instruction, Human Resources
	Boe Beardsmore	Director of Instruction, Learning Services
	Lori Deacon	Executive Assistant

Regrets:

The meeting was called to order at 8:00 a.m.

The agenda for the Special Board meeting, In-Camera session held 2021 12 15 was adopted as amended.

Items:

1. Succession and Retention
2. HR Update
3. Vaccine Policy

The meeting adjourned at 9:57 a.m.



Public Feedback, 3 year draft calendar
2022/23, 2023/24, and 2024/45

Date	Group	Comment
22-Oct-21	parent	I fully support the 4 day school week, it's great, gives children a nice break every weekend and opportunities to go off island to participate in swimming, museums, and other events and activities. Thanks!
15-Nov-21	SD64 employee	Thank you for putting a regular three-day weekend between the two-day weekends in most months!

School District No. 64 (Gulf Islands)

2022/2023 Four-Day Instructional Week Calendar

<p>September 2022</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <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></td></tr> </tbody> </table> <p>16 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>October 2022</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>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>November 2022</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>18 days</p>	S	M	T	W	T	F	S			1	2	3	4	5	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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- 156 instructional days (students in attendance)
- Stat holidays
- September 23, 2022 – Framework Day – this is a day of work (non-instructional day)
- 5 Pro D days (non-instructional days)
 - ▶ October 21 Provincial Day
 - ▶ November 25 School Based
 - ▶ January 20 School Based
 - ▶ February 10 District Pro D Day (GITA sponsored)
 - ▶ April 28 School Based
- Winter and Spring Breaks/ Vacation
- Semester One Graduation Assessments/School Exams: January (TBD). Semester Two begins January 30th
- Semester Two Graduation Assessments June (TBD) / School Exams: June 26 to 29
- Administrative Day - June 30, 2023

Approved:

School District No. 64 (Gulf Islands)

2023/2024 Four-Day Instructional Week Calendar

<p style="text-align: center;">September 2023</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td style="background-color: #ffff00;">1</td><td>2</td> </tr> <tr> <td>3</td><td style="background-color: #c6e0b4;">4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td style="background-color: #ccccff;">22</td><td>23</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td style="background-color: #c6e0b4;">29</td><td>30</td> </tr> </tbody> </table> <p style="text-align: center; color: red;">16 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;">October 2023</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td>1</td><td style="background-color: #c6e0b4;">2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> <tr> <td>8</td><td style="background-color: #c6e0b4;">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 style="background-color: #ff0000;">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>31</td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p style="text-align: center; color: red;">18 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;">November 2023</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td style="background-color: #ccccff;">1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td style="background-color: #c6e0b4;">10</td><td>11</td> </tr> <tr> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td style="background-color: #ff0000;">24</td><td>25</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td> </tr> </tbody> </table> <p style="text-align: center; color: red;">18 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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- 156 instructional days (students in attendance)
- Stat holidays
- September 22, 2023 – Framework Day – this is a day of work (non-instructional day)
- 5 Pro D days (non-instructional days)
 - ▶ October 20 Provincial Day
 - ▶ November 24 School Based
 - ▶ January 19 School Based
 - ▶ February 9 District Pro D Day (GITA sponsored)
 - ▶ April 26 School Based
- Winter and Spring Breaks/ Vacation
- Semester One Graduation Assessments/School Exams: January (TBD). Semester Two begins January 29th
- Semester Two Graduation Assessments June (TBD) / School Exams: June 24 to 27
- Administrative Day - June 28, 2024

Approved:

School District No. 64 (Gulf Islands)

2024/2025 Four-Day Instructional Week Calendar

<p style="text-align: center;">September 2024</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td style="background-color: #d9e1f2;">2</td><td style="background-color: #d9e1f2;">3</td><td style="background-color: #d9e1f2;">4</td><td style="background-color: #d9e1f2;">5</td><td style="background-color: #d9e1f2;">6</td><td>7</td></tr> <tr><td>8</td><td style="background-color: #d9e1f2;">9</td><td style="background-color: #d9e1f2;">10</td><td style="background-color: #d9e1f2;">11</td><td style="background-color: #d9e1f2;">12</td><td style="background-color: #d9e1f2;">13</td><td>14</td></tr> <tr><td>22</td><td style="background-color: #d9e1f2;">16</td><td style="background-color: #d9e1f2;">17</td><td style="background-color: #d9e1f2;">18</td><td style="background-color: #d9e1f2;">19</td><td style="background-color: #d9e1f2;">20</td><td>21</td></tr> <tr><td>22</td><td style="background-color: #d9e1f2;">23</td><td style="background-color: #d9e1f2;">24</td><td style="background-color: #d9e1f2;">25</td><td style="background-color: #d9e1f2;">26</td><td style="background-color: #d9e1f2;">27</td><td>28</td></tr> <tr><td>29</td><td style="background-color: #d9e1f2;">30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p style="text-align: center; color: red;">16 days</p>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	22	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p style="text-align: center;">October 2024</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td style="background-color: #d9e1f2;">1</td><td style="background-color: #d9e1f2;">2</td><td style="background-color: #d9e1f2;">3</td><td style="background-color: #d9e1f2;">4</td><td>5</td></tr> <tr><td>7</td><td style="background-color: #d9e1f2;">7</td><td style="background-color: #d9e1f2;">8</td><td style="background-color: #d9e1f2;">9</td><td style="background-color: #d9e1f2;">10</td><td style="background-color: #d9e1f2;">11</td><td>12</td></tr> <tr><td>13</td><td style="background-color: #d9e1f2;">14</td><td style="background-color: #d9e1f2;">15</td><td style="background-color: #d9e1f2;">16</td><td style="background-color: #d9e1f2;">17</td><td style="background-color: #d9e1f2;">18</td><td>19</td></tr> <tr><td>20</td><td style="background-color: #d9e1f2;">21</td><td style="background-color: #d9e1f2;">22</td><td style="background-color: #d9e1f2;">23</td><td style="background-color: #d9e1f2;">24</td><td style="background-color: #d9e1f2;">25</td><td>26</td></tr> <tr><td>27</td><td style="background-color: #d9e1f2;">28</td><td style="background-color: #d9e1f2;">29</td><td style="background-color: #d9e1f2;">30</td><td style="background-color: #d9e1f2;">31</td><td></td><td></td></tr> </tbody> </table> <p style="text-align: center; color: red;">18 days</p>	S	M	T	W	T	F	S			1	2	3	4	5	7	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;">November 2024</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td style="background-color: #d9e1f2;">1</td><td>2</td></tr> <tr><td>3</td><td style="background-color: #d9e1f2;">4</td><td style="background-color: #d9e1f2;">5</td><td style="background-color: #d9e1f2;">6</td><td style="background-color: #d9e1f2;">7</td><td style="background-color: #d9e1f2;">8</td><td>9</td></tr> <tr><td>10</td><td style="background-color: #d9e1f2;">11</td><td style="background-color: #d9e1f2;">12</td><td style="background-color: #d9e1f2;">13</td><td style="background-color: #d9e1f2;">14</td><td style="background-color: #d9e1f2;">15</td><td>16</td></tr> <tr><td>17</td><td style="background-color: #d9e1f2;">18</td><td style="background-color: #d9e1f2;">19</td><td style="background-color: #d9e1f2;">20</td><td style="background-color: #d9e1f2;">21</td><td style="background-color: #d9e1f2;">22</td><td>23</td></tr> <tr><td>24</td><td style="background-color: #d9e1f2;">25</td><td style="background-color: #d9e1f2;">26</td><td style="background-color: #d9e1f2;">27</td><td style="background-color: #d9e1f2;">28</td><td style="background-color: #d9e1f2;">29</td><td>30</td></tr> </tbody> </table> <p style="text-align: center; color: red;">16 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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- 156 instructional days (students in attendance)
- Stat holidays
- September 20, 2024 – Framework Day – this is a day of work (non-instructional day)
- 5 Pro D days (non-instructional days)
 - ▶ October 25 Provincial Day
 - ▶ November 29 School Based
 - ▶ January 17 School Based
 - ▶ February 7 District Pro D Day (GITA sponsored)
 - ▶ April 11 School Based
- Winter and Spring Breaks/ Vacation
- Semester One Graduation Assessments/School Exams: January (TBD). Semester Two begins (TBD)
- Semester Two Graduation Assessments June (TBD) / School Exams: June 23 to 26
- Administrative Day - June 27, 2025

Approved: _____



SCHOOL DISTRICT NO. 64
(GULF ISLANDS)

Communications Strategy



EMBRACING A CULTURE OF
STORYTELLING, INFORMATION
SHARING, AND ENGAGEMENT

JANUARY 2022

Adapted from C-Shore Communications Inc.: *Communications Strategy
for School District 64 Gulf Islands (October 2021)*

About

The Gulf Islands School District is a diverse and inclusive district committed to supporting students, staff, and families through a culture of caring, respect, and high-quality learning experiences.

The district serves approximately 1500 students, with 10 schools, in five island communities: Salt Spring, Pender, Galiano, Mayne, and Saturna islands. Diverse program offerings include a successful Indigenous Education program, a thriving International Program, and a performing arts academy, as well as ecological, nature-based, and French Immersion programs.

The Board of Education has prioritized enhanced communications to grow and maintain strong and healthy working relationships with all members of the SD64 learning community.

Purpose

This communications strategy is a living artifact, designed to enhance engagement with stakeholders, build trust across the organization, and support public relations with staff, students, families, and local communities.

It outlines a proactive and focused approach to planning and prioritization of internal and external communications that honours the unique context of Gulf Islands School District. Specifically, this communications strategy provides a framework to increase awareness and assurance of the district's commitment to improving outcomes and opportunities for all students as identified in the Strategic Plan.

News. Insight. Storytelling. Branding. Information. Promotion. Engagement. Celebration.

Bringing Strategic Goals to Life



PROVIDE HEALTHY, WELCOMING,
AND SAFE LEARNING
ENVIRONMENTS WHERE ALL
STUDENTS FLOURISH



PROMOTE AND FACILITATE
SUSTAINABLE PRACTICES
THROUGHOUT THE DISTRICT



ENHANCE LEARNING AND
COMMUNITY ENGAGEMENT BY
BUILDING RELATIONSHIPS
THROUGHOUT OUR LOCAL AND
GLOBAL COMMUNITIES

Sd64 Strategic Plan - Extended to June 2023

Objectives

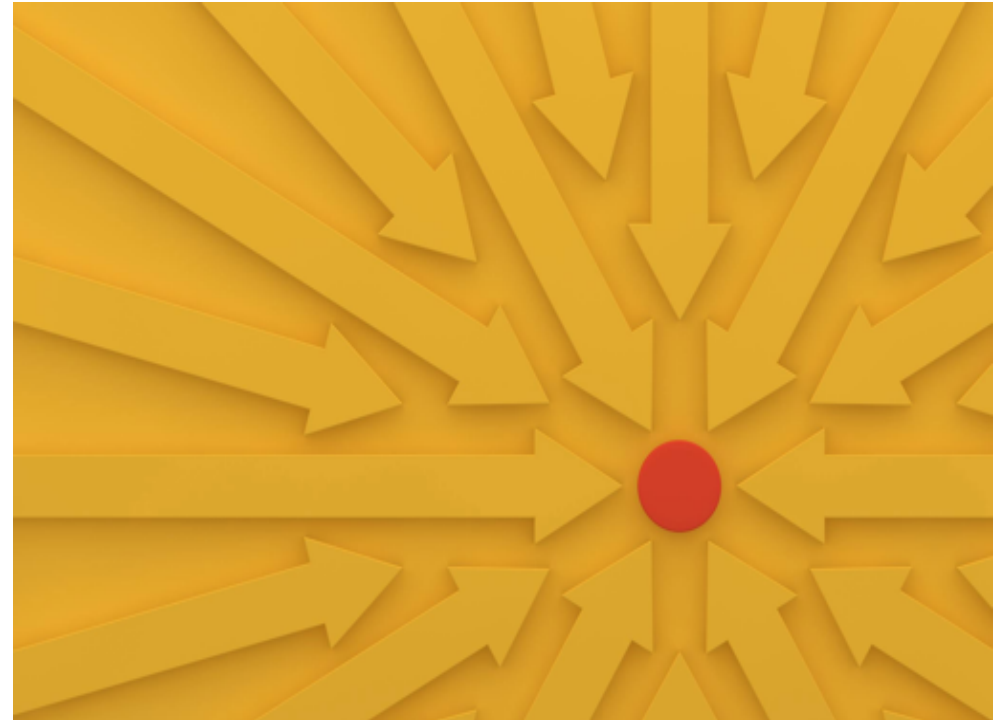
Increase engagement of external audiences in SD64's Vision and Strategic Plan (by telling stories regularly about what is happening in SD64).

Increase awareness and understanding among internal and external audiences of SD64's budget, enrolment, and other challenges.

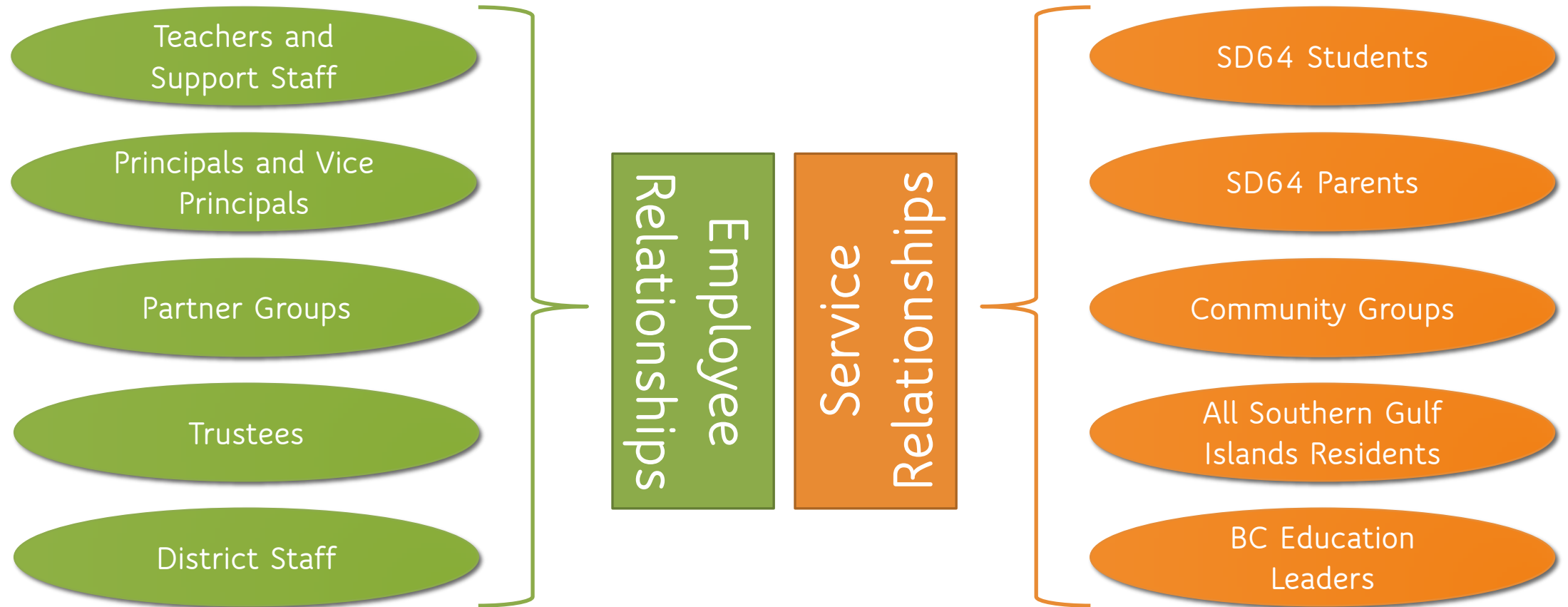
Increase engagement and participation of external audiences in SD64's district and board-level activities.

Create and maintain a professional look and approach for how SD64 communicates with all audiences.

Increase awareness of SD64's efforts to address racism and other inequities in the education system.



Target Audiences



Key Messages

SD64 is a leader in public education in BC.

SD64 is a vibrant school district with many opportunities for students to grow, learn, and succeed.

Safety of students, staff and schools are of the utmost importance in SD64.

SD64's district staff and Board of Education welcome input and engagement from all community members and stakeholders.

Student success is at the heart of everything we do, here in SD64.

There are wonderful things happening at all SD64 Schools.

SD64 is facing challenges in enrolment, budgets and achievement, but our leaders are working to solve them with the input of community.

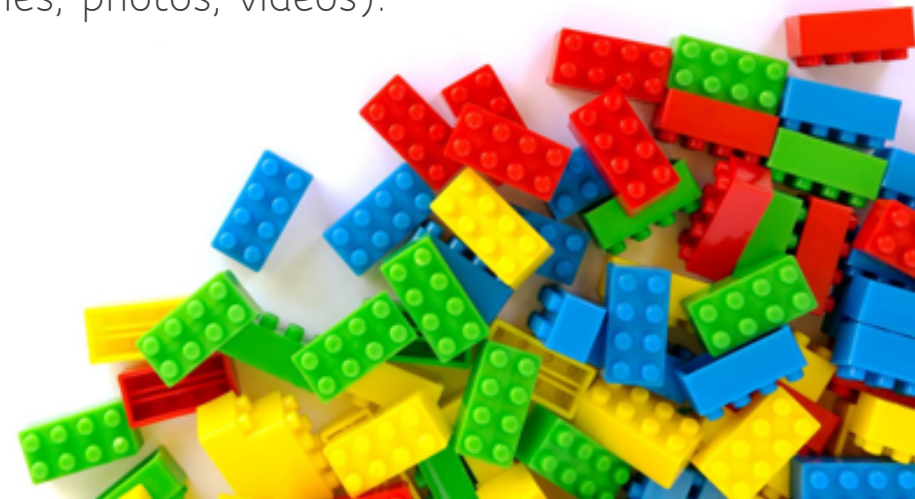


Communications Tactics

Create a Culture of Storytelling

There is a need and desire to share the wonderful things taking place across the district. Storytelling is one strategy that honours the unique context of Gulf Islands School District and respects all members of the SD64 learning community. It serves to increase engagement and audience attention and helps establish the narrative. A culture of storytelling supports a dynamic practice of sharing information that is inclusive and compelling and easily understood by audiences.

1. Make everyone a storyteller – regular calls for material (quotes, stories, photos, videos).
2. Create a space for sharing (Spotlight64)
3. Promote via website. Share with partners. Post to social media.





Regularize Timing of Communications

Establishing regular timing for communications activities increases reach, develops generalized expectations for communications, and grows audience engagement by virtue of predictability. When audiences know when and where to expect information, they are more likely and prepared to tune in.

1. District storytelling – Spotlight64
2. Board meeting highlights
3. District newsletter
4. Local media publications

Enhance Online Presence



Best practice would establish the use of online spaces as main channels for audience engagement and information distribution. Website and social medias are ideal platforms for sharing stories, important news, key facts, and general information. Public-facing communications, shared through website and social media accounts, is a proactive approach to issues management and community building. Interconnected online spaces extend reach and empower the viewer to further network and circulate information by following, liking, reposting, and commenting.

1.



2.



3.



Activities

Strategy	Channel	Objective	Audience	Frequency
Spotlight64	website/social media	storytelling	all	monthly (min.)
Board meeting highlights	email/website	promote/inform (Board activities)	partners, parents, staff, community	after each public Board Meeting
District newsletter	email/website	storytelling, info sharing, branding	partners, parents, staff, community	quarterly
SD64 news subscription	website (email notifications)	information sharing (notices, stories, announcements)	partners, parents, staff, community	ongoing
Social media accounts*	Facebook LinkedIn	F: information sharing (outward facing) L: recruitment, retention	F: parents, community L: staff (new/potential)	F: regular both: as needed
Website organization	website	improved access, user experience, utility	all	regular review
Media relations	SSExchange, Driftwood, other Gulf Islands publications	information sharing, issues management	partners, parents, staff, community	as needed
Style/branding guide	shared document	branding, consistency, visual appeal	district staff	long-term goal
Standardize school newsletter/websites	school newsletters/websites	branding, consistency, visual appeal	parents, staff	long-term goal

**requires policy development*

Analysis and Review



Website Analytics analysis of visitors, by page, referral roots, and length of engagement

Social Media Analytics analysis of mentions, sentiment, followings, and interactions

Stakeholder Feedback surveys, focus groups etc. to gain insight and gauge effectiveness

Communications Activities reviewed annually to assure alignment with budget and resources

Communications Strategy reviewed each trustee election and renewal of the district strategic plan



Summary

Increasing engagement and strengthening relationships with community and partner groups are the central focus of this plan. Clear, transparent, and accessible communications are the key to successful implementation.

Through targeted communications, School District 64 demonstrates its ongoing commitment to improving the experience of all Gulf Islands learning community members.

Six-Year Completion and Grade 12 Graduation Rates - 2020/2021

064-Gulf Islands

		Six-Year Completion		Eligible Grade 12 Graduation Rate				First-Time Grade 12 Graduation Rate					
		Cohort Size	Rate	Total Gr 12	Graduates		Honours Graduates*		Total Gr 12	Graduates		Honours Graduates*	
		#	%	#	#	%	%	#	%	%			
All Students	2016/17	184	58.5	111	104	94	65	144	93	65	67		
	2017/18	192	60.0	116	109	94	78	139	101	73	81		
	2018/19	164	75.6	125	121	97	63	142	108	76	67		
	2019/20	147	86.7	118	116	98	77	122	109	89	79		
	2020/21	140	89.9	103	102	99	67	113	101	89	67		
Residents	2016/17	144	67.5	99	92	93	67	130	83	64	69		
	2017/18	133	74.2	108	102	94	79	134	97	72	81		
	2018/19	142	82.7	119	115	97	63	134	102	76	68		
	2019/20	135	87.9	109	107	98	77	113	101	89	80		
	2020/21	130	89.6	99	98	99	66	109	97	89	67		
Female (Residents)	2016/17	73	71.5	54	50	93	72	68	45	66	73		
	2017/18	70	77.5	54	52	96	87	72	52	72	88		
	2018/19	72	88.1	67	63	94	68	64	54	84	70		
	2019/20	67	92.5	68	68	100	85	73	66	90	88		
	2020/21	82	93.4	55	54	98	69	59	53	90	70		
Male (Residents)	2016/17	71	63.5	45	42	93	62	62	38	61	63		
	2017/18	63	70.6	54	50	93	72	62	45	73	73		
	2018/19	70	77.1	52	52	100	58	70	48	69	65		
	2019/20	68	83.4	41	39	95	62	40	35	88	66		
	2020/21	48	83.3	44	44	100	64	50	44	88	64		
Indigenous (Residents)	2016/17	18	47.7	10	9	90	56	14	8	57	63		
	2017/18	15	57.1	6	5	83	80	12	5	42	80		
	2018/19	17	56.6	13	12	92	42	15	10	67	50		
	2019/20	18	60.2	11	11	100	73	12	10	83	80		
	2020/21	13	90.1	9	9	100	56	13	9	69	56		
ELL (Residents)	2016/17	2	52.9	1	0	0	0	2	0	0	0		
	2017/18	8	54.2	1	0	0	0	1	0	0	0		
	2018/19	7	63.5	4	4	100	25	4	4	100	25		
	2019/20	6	75.4	-	-	-	-	-	-	-	-		
	2020/21	10	86.3	-	-	-	-	-	-	-	-		
Diverse Needs (12 Categories) (Residents)	2016/17	35	55.5	10	9	90	22	19	7	37	14		
	2017/18	25	55.4	14	13	93	54	22	12	55	58		
	2018/19	28	53.2	13	12	92	50	20	12	60	50		
	2019/20	25	68.0	11	11	100	55	13	11	85	55		
	2020/21	25	69.3	10	10	100	50	16	11	69	45		

Six-Year Completion Rate - The proportion of students who graduate, with a B.C. Certificate of Graduation or B.C. Adult Graduation Diploma, within six years from the first time they enrol in Grade 8, adjusted for migration in and out of B.C. The data are only available at district and province level.

Eligible Grade 12 Graduation Rate - The proportion of eligible-to-graduate Grade 12 students who graduated in that school year. Students are *eligible to graduate* if they have enrolled in sufficient courses to meet the requirements to graduate during that school year.

First-Time Grade 12 Graduation Rate - Number of students recorded as being in Grade 12 for the first time in September who then graduate in that same school year.

Six-Year Completion and Grade 12 Graduation Rates - 2020/2021

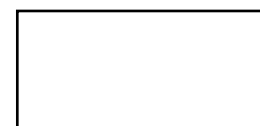
Public and Independent Schools

		Six-Year Completion		Eligible Grade 12 Graduation Rate				First-Time Grade 12 Graduation Rate				
		Cohort Size	Rate	Total Gr 12	Graduates		Honours Graduates*		Total Gr 12	Graduates		Honours Graduates*
		#	%	#	#	%	%	#	#	%		
All Students	2016/17	57458	84.0	45837	43648	95	65	51406	41325	80	67	
	2017/18	56978	84.8	46702	44540	95	67	51788	42160	81	69	
	2018/19	57479	85.4	46510	44329	95	69	51395	42313	82	71	
	2019/20	57267	86.1	46173	44461	96	71	52440	42635	81	72	
	2020/21	57061	86.5	46384	44523	96	73	51064	42747	84	73	
Residents	2016/17	51000	87.7	42250	40321	95	65	47442	38595	81	67	
	2017/18	50067	88.7	42521	40649	96	67	47293	38898	82	68	
	2018/19	49903	89.3	42167	40292	96	69	46800	38888	83	70	
	2019/20	49673	89.9	42112	40522	96	70	48174	39360	82	71	
	2020/21	49561	90.5	42942	41186	96	72	47874	39993	84	73	
Female (Residents)	2016/17	24989	89.8	21044	20160	96	73	23249	19328	83	75	
	2017/18	24402	90.7	21033	20183	96	75	23091	19380	84	77	
	2018/19	24161	91.6	20889	20092	96	77	22846	19389	85	78	
	2019/20	24119	91.9	20733	19983	96	79	23528	19369	82	80	
	2020/21	23927	92.4	21279	20423	96	81	23459	19760	84	82	
Male (Residents)	2016/17	26011	85.7	21206	20161	95	57	24193	19267	80	59	
	2017/18	25665	86.9	21488	20466	95	58	24202	19518	81	60	
	2018/19	25742	87.1	21278	20200	95	61	23954	19499	81	63	
	2019/20	25554	88.0	21379	20539	96	62	24646	19991	81	63	
	2020/21	25634	88.8	21663	20763	96	64	24415	20233	83	64	
Indigenous (Residents)	2016/17	5967	65.9	3599	3353	93	39	5152	3255	63	41	
	2017/18	5862	69.0	3664	3394	93	42	5181	3260	63	43	
	2018/19	5878	69.2	3635	3355	92	43	5096	3304	65	44	
	2019/20	5842	70.7	3782	3565	94	46	5467	3547	65	46	
	2020/21	6026	72.4	3889	3668	94	49	5437	3669	67	49	
ELL (Residents)	2016/17	14740	87.6	733	650	89	54	1206	631	52	53	
	2017/18	14349	88.2	814	721	89	53	1298	686	53	52	
	2018/19	15320	88.4	901	786	87	54	1372	766	56	53	
	2019/20	14912	89.0	898	829	92	50	1449	777	54	51	
	2020/21	15135	89.3	1062	989	93	56	1401	904	65	55	
Diverse Needs (12 Categories) (Residents)	2016/17	9563	68.9	4310	4088	95	45	6321	4004	63	46	
	2017/18	9389	71.1	4368	4165	95	47	6431	4123	64	47	
	2018/19	9302	71.9	4530	4287	95	50	6461	4241	66	50	
	2019/20	9326	74.0	4657	4457	96	51	6807	4451	65	51	
	2020/21	9496	74.7	5069	4870	96	55	7212	4865	67	55	

Six-Year Completion Rate - The proportion of students who graduate, with a B.C. Certificate of Graduation or B.C. Adult Graduation Diploma, within six years from the first time they enrol in Grade 8, adjusted for migration in and out of B.C. The data are only available at district and province level.

Eligible Grade 12 Graduation Rate - The proportion of eligible-to-graduate Grade 12 students who graduated in that school year. Students are *eligible to graduate* if they have enrolled in sufficient courses to meet the requirements to graduate during that school year.

First-Time Grade 12 Graduation Rate - Number of students recorded as being in Grade 12 for the first time in September who then graduate in that same school year.





Summary Human Resources Committee – SD 64 (Gulf Islands)

In attendance

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

Trustees: *Shelley Lawson, Chaya Katrensky*

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

Guests: *Ian Mitchell (GITA), Shelly Johnson (GIPVPA); Emelie Peacock (Driftwood); Katherine (DPAC rep)*

Regrets: *Stefanie Denz (trustee), Angela Thomas (CUPE)*

Called to order 11:34 a.m.

1. **Adoption of Agenda**

Agenda adopted by consensus.

2. **Adoption of Summary**

Summary of October 13, 2021 adopted by consensus.

3. **Business Arising**

4. **New Business**

a. *Identity and Branding*

D’Arcy Deacon shared strategies planned to help grow the district’s identity as an association and promote recognition of good work. There has been visible engagement in this month’s Walk and Talk wellness initiative. Steps have been taken to build an online presence, beginning with a LinkedIn page. The district will continue efforts to attract the best possible candidates.

5. **Other Business**

6. **Next Meeting:** April 13, 2022

7. **Adjournment:** 11:52 a.m.



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SCHOOL DISTRICT NO. 64

PROCEDURE 6850

Public Use of School/District Property

Section: Finances and Facilities

Dates of Revisions: 1994

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

Preamble:

1. The Board of Education has established policy to ensure care and control over district property, and to encourage and facilitate community use of school buildings, playing fields and equipment.
2. This procedure fully recognizes all existing joint use agreements. It covers areas where no agreement exists, or where conditions are not covered by an allocation committee or hall committee.

Public Use of School Facilities:

1. The administration of this procedure shall be the responsibility of:
 - a. Pender and Galiano Activity Centres - see Joint Use Agreements;
 - b. Salt Spring Island -see Joint Use Agreement with CRD Parks & Recreation Commission.
 - c. Mayne Island Activity Centre - Principal
 - d. other district schools -Principal
2. Designated School Board employees and designated Parks and Recreation Commission staff are fully empowered to act as the Board's representatives to ensure that this procedure is followed.
3. The person most responsible for any user group must be 19 years of age or older.
4. All applications for use of school facilities on Salt Spring Island to be made through the school board office at 112 Rainbow Road, Salt Spring Island and otherwise through the local school.
5. In order to ensure full and efficient use of facilities, the Board reserves the right to:
 - a. refuse or to cancel permits where, in its opinion, the attendance does not warrant use

of such a facility;

- b. to add, delete, or amend regulations at any time or to terminate any permit immediately for cause.
- c. to cancel, suspend, or postpone any and all permits when such facilities are required for school sponsored activities, provided a minimum of seven (7) days' notice is given to the permit holder.

~~e.d.~~ to suspend all bookings for school or community use of district facilities based on public health and safety considerations.

- ~~d.e.~~ to cancel any permit without notice where, in the opinion of the Board,
 - i. the level of activity supervision is deemed by the Board to be inadequate, or
 - ii. the facility or playing field is unfit for use because it requires maintenance or repair or, in the case of playing fields, because of inclement weather.

6. The School Board reserves the right to require any group to transfer from one facility to another if the need arises.

7. Bookings will be made subject to the following priorities:

a. Board Activities, including community education programs endorsed by the Board;

~~a.b.~~ Governmental Organizations – Public Health Authority and Elections Canada/BC;

~~b.~~ Parks and Recreation Commission activities;

c. Youth not-for-profit activities, with appropriate adult supervision;

~~e.d.~~ Youth for-profit activities, with appropriate adult supervision;

~~d.e.~~ Adult not-for-profit activities;

f. Commercial and private use.

~~8.~~

~~9.8.~~ The person or committee responsible for overseeing public use of school facilities will record and report all extra labour costs associated with use, to facilitate payment by the user group.

~~10.9.~~ On school days, a ~~Board-district~~ employee must be on duty at all times when school buildings are in use after school hours. The extent to which schools are used during weekends and vacation periods shall be determined on a school by school basis. During non school hours a district employee or district approved user (procedure form 6850-5) must be in attendance and responsible for the duration of the event.

~~11.10.~~ All groups using school facilities:

- a. shall plan for and provide a level of adult supervision appropriate to the activity and those involved.
- b. are required to obey all regulations established by the Board and, in addition, school regulations as determined by the respective Principal;
- c. must limit use to the activity or activities for which permission is granted.

~~12.11.~~ During any approved event, the permit holder or ~~his~~their pre-approved designate

- a. will make ~~him/herself~~themselves known to the on-site ~~Board~~district employee;
- b. will enforce all Board regulations concerning the use of school facilities and playing fields;
- c. will ensure users comply with Provincial and Salt Spring Island Fire Protection District by-laws and regulations
- d. is responsible for the admission, actions and behavior of all participants and/or spectators;
- e. will ensure that
 - i. the specified days and times are adhered to, and
 - ii. that any schedule changes are pre- approved;
 - iii. parking is limited to specified parking lots and does not block fire lanes;
 - iv. there is no inappropriate substance use/misuse while on district property, consistent with district Policy 310 (section 2).
- f. limit activities and participants to the areas assigned to the group;
- g. provide access only to the areas covered by the permit;
- h. ensure that there is no alteration of, or fastening of anything to, any building
- i. take any reasonable action that may be required for the preservation of the School Board property.
- j. report any damage noted by, or caused by groups, must be reported as soon as possible to the designated Board employee and/or designated supervisor of the activity. If damage could cause injury to others it should be reported immediately.
- k. remain in attendance during the entire period indicated on the permit and/or until such time as all participants have vacated the premises.

1. ensure that buildings are vacated by 10:30 p.m. unless special arrangements have been approved.

13.12. With respect to use involving performances before an audience:

- a. stage or property fixtures which require bracing to walls or pinning to stage curtains may not be used, consistent with 11 (h) above;
- b. no connection to electrical panels will be permitted without prior approval unless
 - i. the work will be done by a designated Board employee;
 - ii. equipment connected to the panel will be operated by qualified persons, who have been approved by a designated Board employee.
- c. the use of electronically amplified instruments will be allowed, but may be subject of sound level limitations;
- d. no advertising in connection with any production or functions is to be displayed on or affixed to any part of school grounds or premises without prior approval;
- e. All persons using school facilities for social or non-educational events using paid professional musicians or stage performers shall hold the Board blameless in any action that may arise in the collection of copyright royalties through the Copyright Act of Canada.

14.13. Designated gymnasias may be used:

- a. for indoor practice games of soccer, lacrosse, softball, baseball, football, field hockey or other activity when indoor balls and equipment are utilized;
- b. provided that
 - i. activities (such as archery or rollerblading) will not result in damage to or marking of the facility ;
 - ii. users change out of their street or “outside” shoes, into shoes with non-marking soles.

15.14. Temporary space for storage may be provided, with prior approval of a designated Board employee, on the understanding that the Board will not be responsible for any lost or stolen property stored on school district property.

16.15. As a condition of use, the user agrees:

- a. that there is no warrant, express or implied, on the part of the School Board as to the suitability or condition of the facilities;
- b. to indemnify and save harmless, the Board from all manner of actions, causes of action, suits, debts, demands, loss, costs, claims and demands whatsoever arising

either directly or indirectly as a result of this permit and to provide, on request, evidence of financial responsibility (i.e. carrying of appropriate liability insurance) that in the event of cancellation or revocation by the Board, he shall have no claim or right to damage, or expenses whatsoever arising out of said revocation or cancellation.

Furniture and Equipment:

1. The care and control of school equipment is delegated to the principal of the school concerned or, in the case of other equipment, district office staff.
2. Furniture and equipment may be supplied upon written approval of a designated school board employee. The request for such equipment shall be made at the time of booking and shall be indicated on the booking permit.
3. Equipment is provided, first and foremost, to support the approved programs of the District. Priorities for use of equipment are:
 - a. delivery of educational programs to district students;
 - b. community education programs;
 - c. use by local non-profit community organizations.
4. Equipment may be loaned to responsible, non-profit, public and ~~community-based~~community-based groups subject to prompt return in good condition; it is not available for loan to individuals or for profit making activities.
5. School furniture may be rented to organizations for use on non-school property with written permission of a designated School Board employee.

Rate Schedule for Community Use of School Facilities:

1. As compensation for the use of a facility, a user shall pay the Board
 - a. the sum of the current rental rate, plus S
 - b. excess custodial service costs, if any, plus
 - c. the cost to repair or replace any loss or damage to property owned by the Board where such loss or damage occurs due to the occupancy of the Board's premises.
2. The Schedule of Rates, included in the procedure form 6850 – 1, shall be reviewed for regional reasonability and the changes will be approved by the Secretary Treasurer, prior to September of each school year.

- |
3. Charges as set out in the Schedule of Rates apply when custodians are on regular duty in the school. An additional charge will be made to all groups for custodial service at other times, at the actual cost of providing this service. This cost would be based upon overtime rates as stipulated in the contract with the district support group.

References:

- Policies 203, 205, 310
- Procedure 6850-2, for Pender Islands Activity Centre Schedule of Fees



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SCHOOL DISTRICT NO. 64

**PROCEDURE 6850-1 (form)
Schedule of Fees, Facility Use**

Sites	Facility Rates Per Hour (Percentage is rounded to the nearest \$5)				
	A	B	C	D	E
	25%	50%	50%	100%	100%
Elementary school gym	20	40	40	80	80
GISS gym half	20	40	40	80	80
GISS gym full	40	80	80	160	160
Library	10	20	20	40	40
Multi-Purpose	10	20	20	40	40
Teaching Kitchen	10	20	20	40	40
Classroom / meeting room	5	15	15	25	25
Fields	15	25	25	50	50
Board Room / other	5	15	15	25	25

Organizational Categorization

Free	School Use	School based sports, clubs and activities, and PAC activities (directly associated with school)
A	Youth Not-For-Profit	Non- profit groups that provide activities to youth
B	Adult Not-For-Profit	Non- profit groups that provide activities to adults
C	Youth For-Profit	Organizations that provide youth activities for profit
D	Public Service Providers	Elections Canada/BC, Island Health, Islands Trust, CRD
E	Commercial for profit	Groups that are for profit or commercial



SCHOOL DISTRICT NO. 64

**PROCEDURE 6850-2 (form)
Application for Use of SD64 Facilities**

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Application Date:	_____	Type of Function:	_____
Organization:	_____	Contact Name:	_____
Phone #:	_____	Email:	_____
Billing Address:	_____	City, Postal Code:	_____
Charging a Fee?:	_____	No. of Participants:	_____
Location:	_____	Room:	_____
Event Start Date:	_____	Event End Date:	_____
Event Start Time:	_____	Event End Time:	_____

Every Week Once per Month Specify: _____
 Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Schedule of Rates - Fees and Charges Payable at Plant Services, 160 Rainbow Road

Schedule of Rates subject to change based on annual review and approval by Secretary Treasurer

Room/Field Rental	_____ hours	@	see fee schedule	=	_____
On-Duty Services	_____ hours	@	\$31/hr	=	_____
Custodial Services	_____ hours	@	\$31/hr	=	_____
Equipment Services	_____ hours	@	\$31/hr	=	_____
Maintenance Services	_____ hours	@	\$31/hr	=	_____
Maintenance Materials	Y N			=	_____

Equipment Rental

• Chairs	_____ units	x	\$0.50/unit	=	_____
• Tables	_____ units	x	\$5/unit	=	_____
• Projector	_____ units	x	\$25/unit	=	_____
• Screen	_____ units	x	\$10/unit	=	_____
• Microphone	_____ units	x	\$5/unit	=	_____

If tables and chairs are already in room, no charge for us.

PLEASE NOTE: *Smoking is prohibited in ALL SCHOOL BUILDINGS AND ON ALL SCHOOL GROUNDS.
(Reference amended CRD Clean Air Bylaw (No. 2217) – effective September 1, 1996)*

For office use only:

Injury and Attendance Form Sent?:	Y	N		Application #:	_____
Insurance Certificate Received?	Y	N		Invoice #:	_____
Covid Procedures Received?	Y	N	NA		
District Volunteer Approval?	Y	N	NA		



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SCHOOL DISTRICT NO. 64

**PROCEDURE 6850-2 (form)
Application for Use of SD64 Facilities**

USE OF THE SCHOOL DISTRICT FACILITIES

IDEMNIFICATION AND HOLD HARMLESS CLAUSE

I, _____ shall indemnify and hold harmless School District
(Please Print)

#64 (Gulf Island) and any of its officers, employees, servants, agents and contactors form any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to School District # 64 (Gulf Islands) by _____ and any of its officers,

(Please Print)

employees, servants, agents, contactors and volunteers, except to the extent that such loss arises from the independents negligence of the school district.

Date

Signature of authorized representative

WAVIER OF SUBROGATIO CLAUSE

I, _____ hereby agree to waive all rights of subrogation or
(Please Print)

recourse against School District #64 (Gulf Islands) with respect to the use and/or occupation by

_____ of the premises described in the permit or licence agreements.
(Please Print)

Date

Signature of authorized representative



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SCHOOL DISTRICT NO. 64

PROCEDURE 6850-4 (form)

**User Group Emergency Procedures: Attendance and
Injury Report**

Emergency Procedure: All attendees must sign in prior to commencement of your event. Please make note and communicate to attendees of the nearest emergency exit and muster station. This attendance sheet will be presented to district or emergency services personnel should an evacuation be required.

Name (Facility Renter)	
Event Name	
Number in attendance	

Name	Signature



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SCHOOL DISTRICT NO. 64

PROCEDURE 6850-4 (form)

**User Group Emergency Procedures: Attendance and
Injury Report**

User Group Injury Form – The School District will not manage your injury claim but needs to be informed of the event. If there is an injury during your facility rental and the injury is reported to your insurance company, fill out this form and return it to Plant Services in person at 160 Rainbow Road, scan to booking@sd64.org, or fax 250 537 9708.

Injured Party Information			
Last Name		First Name	
Phone		Email	

Event Details			
Event Name		Contact Name	
Contact Phone		Contact Email	
Insurance Provider		Policy Number	

Date of Incident		Time of Incident	
Describe how the incident happened:			
Describe the injury in detail (what part of the body was injured):			
Describe the location in the building where the injury happened:			
Witness Name 1		Witness Contact 1	
Witness Name 2		Witness Contact 2	



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SCHOOL DISTRICT NO. 64

**PROCEDURE 6850-5 (form)
Administrative Approval Form
District Approved Facilities Access User**

Location:

Activity:

Name:

Phone:

Email:

Address:

Start date:

End date:

This individual has a Criminal Record Check on file.

This individual is aware of the following:

- Expectation of their role as outlined in Board Policies 140, 3100, 407 and 410
- Behavioral expectations outlined in applicable school codes of conduct
- Rules and safety procedures established by the school
- Standard Adult to Student Ratio is between 1:10 and 1:15 if applicable
- The key is to be returned to Administration the earliest of: access is no longer required or by the approved end date above
- The key and code are not to be shared with any other individuals
- Individual is aware that access through codes to buildings is tracked

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Administrator's Name printed

Administrator's Signature

Date

Office Use:

Key Number:	Code Number:
Date Issues:	Date Returned:

Signature of Recipient

Authorized Signature



SCHOOL DISTRICT NO. 64

POLICY 6550 Trustee Remuneration and Expenses

*"Inspire learners, Integrate sustainability,
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Section: Finances and Facilities
Dates of Revisions: April 13, 2011
Date of Adoption and
Resolution Number: June 13, 2018 -76/18

Policy:

1. Remuneration in the form of an annual stipend at the level set by the Board of Education is hereby authorized. Such stipend shall be payable on a monthly basis. The stipend is taxable and will be included on a T4.
 - a. \$15 will be deducted each month, post tax income, as a hospitality fee for trustee discretionary hosting expenses.
2. The trustee stipend shall be adjusted annually effective July 1st. The adjustment shall reflect the Canadian Consumer Price Index established for July of each year.
3. ~~One third of the stipend in section 1 above shall be paid as an allowance for expenses incidental to the discharge of trustee duties. This policy will remain in effect until December 31, 2018, subject to current federal legislation referenced below, which mandates that the entire stipend will be taxable in 2019 and subsequent years.~~
- 4.3. Trustees will be provided with a home office internet connection, up to five hundred dollars annually, and a portable computer from which to conduct school district business during the term of office.

Reference:

- ~~<https://www.canada.ca/en/revenue-agency/programs/about-canada-revenue-agency-cra/federal-government-budgets/budget-2017-building-a-strong-middle-class/allowances-members-legislative-assemblies-certain-municipal-officers.html>~~