



REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
School Board Office
2023 01 11 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 2022 12 14 (attachment)
3. **IN-CAMERA SUMMARY**
 - (a) Summary of In-Camera meeting held 2022 12 14 (attachment)
4. **BUSINESS ARISING**
5. **CORRESPONDENCE**
 - (a)
6. **DELEGATIONS**
7. **CHAIRPERSON'S REPORT**
 - (a) Strategic Plan Review Summary(attachment)
 - (b) May Long Weekend Soccer Tournament – Request to Serve Alcohol (attachment)
Motion: that, in accordance with Policy 3100 Controlled and Intoxicating Substances, the Board approves the May Long Weekend Soccer Tournament Planning Committee request to serve alcohol May 19-22, 2023 on Gulf Islands Secondary School grounds.
8. **SUPERINTENDENT'S REPORT**
 - (a) Staffing and Enrolment
 - (b) District Communications Plan Review (attachment)
9. **SECRETARY TREASURER'S REPORT**
 - (a) Monthly Financial Report
 - (b) Electric Bus
 - (c) 2022/2023 Draft Amended Annual Budget
Motion: 1st reading
10. **COMMITTEE REPORTS**
 - (a) Finance, Audit and Facilities Committee
 - (b) Policy Committee – 2022 12 14 summary (attachment)
 - i. Policy 525 Catchment Areas (attachment)
Notice of Motion: That the board approve amendments to Policy 525 Catchment Areas. The policy will be circulated for feedback and considered by the Policy Committee on February 22, 2023. The Board will consider adoption of the motion at the April 12, 2023 public meeting.

Board of Education, School District No. 64 (Gulf Islands)

School Board Office

2023 01 11

- ii. Diversity Policy Review Working Group Terms of Reference (attachment)
Motion: *that the board adopt the Diversity Policy Review Working Group Terms of Reference.*

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 8, 2023
- (b) Committee Day – February 22, 2023

15. **ADJOURNMENT**



MINUTES OF THE REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
School Board Office
2022 12 14

Present:	Tisha Boulter	Chairperson
	Jeannine Georgeson	Trustee
	Deborah Luporini	Trustee
	Greg Lucas	Trustee
	Nancy Macdonald	Trustee
	Rob Pingle	Trustee
	Scott Benwell	Superintendent of Schools
	Jesse Guy	Secretary Treasurer
	D'Arcy Deacon	Associate Superintendent
	Boe Beardsmore	Director of Instruction, Learning Services
	Lori Deacon	Executive Assistant
	Adrian Pendergast	GIPVPA Representative
	Ian Mitchell	GITA President
	Rob Magley	Gulf Islands Driftwood Rep.
Regrets:	Chaya Katrensky	Vice Chair

The meeting was called to order at 1:02 p.m. by Chair Boulter. Trustee Pingle acknowledged that this meeting is taking place on the traditional territories of the Coast Salish peoples. He shared his gratitude for the welcome pole as an example of some of the working being done to address truth and reconciliation - huy tseep q'u.

1. ADOPTION OF AGENDA

Moved and seconded that the agenda for the Regular Board Meeting, Public Session held 2022 12 14 be adopted as presented.

CARRIED 85/22

2. APPROVAL OF MINUTES

Moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2022 11 09 be approved as presented.

CARRIED 86/22

3. IN-CAMERA SUMMARY

Moved and seconded that the Board of Education adopt the Regular In-Camera Summary of 2022 11 09 as presented.

CARRIED 87/22

Moved and seconded that the Board of Education adopt the Special In-Camera Summary of 2022 11 25 as presented.

CARRIED 88/22

4. BUSINESS ARISING

5. CORRESPONDENCE

(a) Trustee Election Notification – BC Gazette

The board received a copy of the BC Gazette notification of elections for SD64.

(b) Human Rights Commissioner letter re: School Liaison Officer Program

The Human Rights Commissioner has requested that Boards of Education suspend Police Liaison Officer Programs in schools until research can be undertaken regarding potential negative impact on students.



District staff have spoken with local RCMP detachments and with school administrators to limit school and RCMP interactive/social activities.

6. **DELEGATIONS**

7. **CHAIRPERSON'S REPORT**

(a) **BCSTA Academy**

Chair Boulter shared highlights from the BCSTA Trustee Orientation and Academy.

(b) **Board Meetings Format**

DPAC has asked for increased accessibility to Board meetings. Trustees discussed benefits and challenges of hybrid meetings as a possible option for committee meetings that aren't already being held on ZOOM. The decision was made to keep status quo for the current school year with a schedule that provides a balance of in-person board meetings and all-day ZOOM committee day meetings.

(c) **Mayne Island Trustee**

Deborah Luporini was sworn in this morning as the trustee appointed by the Minister to Area 4 Mayne Island.

8. **SUPERINTENDENT'S REPORT**

(a) **Staffing and Enrolment**

D'Arcy Deacon reminded trustees that staffing imbalances at schools are challenging, especially with enrolment close to capacity at some schools following configuration. Mid-year staffing adjustments may be considered in the future and staff will continue to work with union reps as school needs change.

Three years of funding has been provided by the Ministry to support an early learning and school child care administrative position. To address the increased responsibility and work involved to support development and implementation of a possible child care program, Amy Dearden has been appointed the full-time principal for early learning and child care. Johnson will return full-time as principal of SSE. Katharine Byers has been appointed to the position of Vice Principal of SSE. The Ministry has provided funding for an early learning and child care position, but not a funding model to support districts with implementation and operation of child care. JJEC is working on the creation of a CUPE job description.

(b) **2021/2022 Completion Rates**

Scott Benwell pointed to #7 of the Truth and Reconciliation Commission's Calls to Action to eliminate educational gaps between for Aboriginal and non-Aboriginal Canadians. The recently published completion rates indicate continued improvement for SD64 students. The district has now surpassed the provincial averages for Indigenous students (85%) and all resident students (93%). Although a discrepancy between Indigenous student rates and all student rates still exists across the province, the gap for Gulf Islands students is closing.

A recess was called at 2:09 p.m. and resumed at 2:18 p.m.

9. **SECRETARY TREASURER'S REPORT**

(a) **Monthly Financial Report**

Jesse Guy shared the monthly operating expense report for November. Expenses are currently within budget.



10. **COMMITTEE REPORTS**

(a) **Drake Road Steering Committee**

Rob Pingle and Jesse Guy attended the Steering Committee meeting on November 21. The property has been leased by the CRD to BC Housing. Challenges include riparian areas, slope of the land, and access to drinking water, and the fact that part of the school's basketball court is on what is now CRD land. CRD is asking for an easement to have access to the well, and to drill an additional well on the school property. A following meeting will be scheduled early in the new year.

Moved and seconded that the School Board directs staff to work with the CRD to establish an easement to access the proven well (#54644) and for new drilling permissions on school district property at 163 Drake Road as well as a license to continue access to and use of the basketball court by the School District on the CRD property at 161 Drake Road.

Moved and seconded that the motion be tabled to the in-camera meeting on January 11, 2023.

CARRIED 89/22

(b) **HR Committee**

The HR Committee summary 2022 11 23 was received.

(c) **Committee of the Whole**

The HR Committee summary 2022 11 23 was received.

(d) **Education Committee**

The Education Committee summary 2022 11 23 was received.

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

The FAF Committee summary 2022 11 23 was received

(f) **Policy Committee**

The Policy FAF Committee summary 2022 11 23 was received.

i. Procedure 120 Board Committees

Amendments were made to reduce the minimum number of standing committee meetings, include budgets for working committees, update references to Indigenous Education, and remove HR committee as a standing committee.

Notice of Motion: That the board approve amendments to Procedure 120 Board Committees. The policy will be circulated for feedback and considered by the Policy Committee on February 22, 2023. The Board will consider adoption of the motion at the April 12, 2023 public meeting.

ii. Diversity Policy/Procedure Review

It is the Board's intent to work with diverse community members and partners to amend the current policy and procedure.

Moved and seconded that the board directs staff to draft Terms of Reference for the formation of a working group to review/revise Diversity Policy and Procedure 215 for consideration at the January public board meeting.

CARRIED 90/22

11. **TRUSTEES REPORTS**

No trustee reports



MINUTES OF THE REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
School Board Office
2022 12 14

12. **OTHER BUSINESS**

13. **QUESTION PERIOD**

14. **NEXT MEETING DATES**

- (a) Regular Board Meeting: January 11, 2023
- (b) Committee Day: February 22, 2023

15. **ADJOURNMENT**

Moved that the meeting be adjourned 3:03 p.m.

CARRIED 91/22

Date: _____

Chairperson

Certified Correct:

Secretary Treasurer

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

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

**Record of Proceedings of the Regular In-Camera meeting held
at the School Board Office
2022 12 14**

Present:	Tisha Boulter	Board Chair
	Jeannine Georgeson	Trustee
	Deborah Luporini	Trustee
	Greg Lucas	Trustee
	Nancy Macdonald	Trustee
	Rob Pingle	Trustee
	Scott Benwell	Superintendent of Schools
	Jesse Guy	Secretary Treasurer
	D'Arcy Deacon	Associate Superintendent
	Boe Beardsmore	Director of Instruction, Learning Services
	Lori Deacon	Executive Assistant
Regrets:	Chaya Katrensky	Vice-Chair

The meeting was called to order at 12:22 p.m.

The agenda for the Regular Board meeting, In-Camera session held 2022 12 14 was adopted as presented.

The minutes of the Regular Board meeting, In-Camera session held 2022 11 09 were approved as presented.

The minutes of the Special Board meeting, In-Camera session held 2022 11 25 were approved as presented.

Items:

1. Trustee Appointment Letter

Lori Deacon, D'Arcy Deacon and Boe Beardsmore left the meeting at 12:25 pm.

2. Excluded Personnel
 - i. Parental Leave

Recess at 12:55 pm. and reconvened at 3:12 pm. Lori Deacon, D'Arcy Deacon, and Boe Beardsmore rejoined the meeting at that time.

- ii. Early Learning and Child Care

3. January Winter Dinner

The meeting adjourned at 3:31 pm.

Strategic Plan Review

January 11, 2023 Summary



Legend:

- ✓ This is going well.
 - X We've moved on. This is no longer a priority.
 - ? I am curious. Where are we at with this? What do my colleagues think?
-

Consider the strategic statements of Vision, Mission and Values

- a. Vision Igniting a passion for learning
3 ✓ 0 X 4 ?
- b. Mission providing learners with diverse and engaging opportunities leading to a future of fulfillment, joy and purpose
4 ✓ 0 X 3 ?
- c. Values We place students at the heart of our work through: Trust, Responsibility, Opportunity, Sustainability, Collaboration, and Diversity
6 ✓ 0 X 1 ?

Comments/suggestions regarding Vision, Mission, and/or Values statements:

Good opportunity to review recent history, events, wins, challenges from previous four years, time for re reading strategy, looking forward with new members and perceptions for future goals and challenges

I would love to see the Vision, Mission and Values as part of our School District 'branding

I feel the intention of the Vision and Mission is on point but we may be able to look at some current language to update the wording.

Should review this as it may need to include the notion of success and not just passion and fulfillment. We may want to consider slightly different language.

I would like to have a conversation around our Vision statement. I like it yet could use some word changes to reflect what we really mean by 'Igniting' and passion'.

Strategic Goal #1

Inspire Learning Providing healthy, welcoming and safe learning environments where all students flourish

4 ✓ 1 X 2 ?

Comments/suggestions regarding Goal 1 - Inspire Learning:

Review/discuss re: where our students are thriving, where our stats show we can do better, review latest initiatives ..ie health and wellness, ipass, fesl, for specific opps

I would love a regular opportunity to collect feedback and have input from students in all the schools.

Welcoming could be changed to inclusive

We can be stronger in this statement, bringing greater emphasis on success.

Some students have felt unsafe returning to school, therefore unwelcome. The lack of accountability placed on the peers of those who were involved/root of these situations with

their fellow students is a main reason some have chosen to not return to school and why others choose/feel unsafe to speak up when there are concerning situations regarding homophobia, racism, inequality, etc. If safe learning is a goal then we should ensure there's accountability included somewhere.

I am still excited by this statement and believe it reflects our learning community well.

I still feel this needs to be a corner stone as a goal.

Objective 1.1 Facilitate the engagement of students in relevant and inspiring experiences that promote curiosity, the acquisition of foundational skills and a life-long love of learning.

5√ 0X 2?

Actions (Objective 1.1)

- Instill practices that support students' physical, social, emotional and mental health, safety and well-being
- Ensure meaningful and effective planning for continuous improvement through the Framework for Enhancing Student Learning
- Enhance and expand methods of instruction and assessment practices that promote success for all learners
- Review evidence of program success on a regular basis

4√ 0X 3?

Comments/feedback regarding Objective 1.1 and/or Actions:

look at specific evidence for success, real challenges per our district, comparison with other districts and more feedback

I would like to see or hear about this regularly - monthly as a focus for our meetings

Both seem current and fulsome.

Lots of this is on track, but evidence of its action? How are we reporting to the public how we are doing? How do we measure success? School reports to the Board, and the public?

In terms of a plan I think it's good. In terms of how it will be in practice, I feel it will always be a works in progress and we will always need to circle back to the evidence to refine action on the ground.

Objective 1.2: Champion innovative practices, personalized learning, inquiry-based approaches and aboriginal ways of knowing.

2√ 0X 5?

Actions (Objective 1.2)

- Enhance and expand professional growth opportunities
- Ensure a balance of opportunities and programs by monitoring enrolment, impacts, access and sustainability
- Enhance learning through accessible and appropriate technology
- Review, implement and monitor school and district educational improvement plans including the Aboriginal Education Enhancement Agreement
- Co-create and share the concept and meaning of personalized learning through community engagement processes

0√ 0X 7?

Comments/feedback regarding Objective 1.2 and/or Actions:

Create time for further conversation, feedback, ideas, inspiration

I would like to know more about the Equity Agreement and Indigenous learning and supports from/for all the Islands.

Looking at the last bullet point of Actions and wondering how that is actualized in the district

Ok so are we doing this? are we monitoring improvement plans and learning how kids are doing? Does the community understand personalized learning or is that just understood as online? Have we monitored programs?

I need to learn a little more about the Indigenous learning within our district. I do see room for improvements for engagement with the Indigenous communities that call these lands and waters home if we are wanting to further enhance our Indigenous learning practices, and implementation of a language program.

I wonder if we should be expanding this section so that reconciliation is an objective of it's own.

I feel good about this objective and I believe we are actioning this, yet would appreciate a discussion to hear from others..

Strategic Goal #2

Integrate Sustainability Promoting and facilitating sustainable practices throughout the district

5√ 0X 2?

Comments/feedback regarding Strategic Goal 2 - Integrate Sustainability:

Good opportunity for review and reset for renew

You have done some 'heavy lifting' to ensure the future of the district is financially stable. Well done!

I'd like to look at the wording of this more closely. Promoting does not seem like a meaningful action word.

This community is focused on this issue.

Given that our climate crisis continues as a new 'normal', language like this needs to be in our Strat Plan.

Objective 2.1: Encourage connection to and individual responsibility for the natural environment.

3√ 0X 4?

Actions (Objective 2.1)

- Develop a sense of place though ecological literacy
- Utilize resources in a sustainable and environmentally-friendly manner

3√ 0X 4?

Comments/feedback regarding Objective 2.1 and/or Actions:

Review, ask our district and students

Objective 2.4 continues to be in progress. I would want this to continue in the strategic plan.

Model and encourage individual responsibility for and connection to the natural environment. Perhaps look at any more actions to update list based on current practices I think the district is moving along on this.....electric buses etc. I think most are focused on the environment.

I see and hear about ecological literacy opportunities throughout our district and it is great!
I feel as though the actions could be further refined

I would love a mechanism in place to show evidence that we are doing these actions.

Objective 2.2: Build and sustain a vibrant employee community.

3√ **0X** **4?**

Actions (Objective 2.2)

- Engage in leadership development at all levels
- Expand training, coaching and mentorship opportunities
- Ensure active succession planning
- Promote and support employee wellness

3√ **0X** **4?**

Comments/feedback regarding Objective 2.2 and/or Actions:

Open conversation w existing employees, hr, management openly as well as anonymous
I would like more information on this objective. What is occurring around the district which reflects this action?

I witness us taking these actions and would be curious if this is also 'Felt' by employees.
This is truly a challenge. The entire system has a need to work on this due to the loss of teachers, EA's etc for a variety of reasons. We probably need a task force for this issue. How do we 'sustain' an employee community? It should remain a goal for sure.....but the actions to accomplish? Task force.

I feel like our district excels at this objective but I am new to this role so not 100%.

Objective 2.3: Ensure the continuation of a healthy and stable financial environment.

7√ **0X** **0?**

Actions (Objective 2.3)

- Monitor/review district finances on an ongoing, timely and systematic basis
- Optimize the digitization of business functions
- Develop long-term Facilities Plan

4√ **X** **3?**

Comments/feedback regarding Objective 2.3 and/or Actions:

Review/renew

This needs to continue to happen on a regular basis, even if it is just a progress update. without 2.3 the rest of the plan could fall apart.

Arriving at a sustainable balanced budget has been a big undertaking and I feel this is going well. The job now will be maintaining the structures in place that ensure this long term.

I think we know our financial environment and it is being handled professionally. The actions need a little work, as some of this is obvious. There could be ensuring transparency

with the public etc. Providing comparisons with other districts.....honing in on a telling the financial picture for the lay people. More actions needed in this section.

I appreciate the level of work that goes into monitoring, maintaining, and improving the financial environment within our district.

I feel as though the actions could be further refined

Objective 2.4: Promote best practices in governance and leadership.

5√ 0X 1?

Actions (Objective 2.4)

- Engage in a modernization of Board processes by reviewing committee mandates, policy development and bylaw implementation
- Develop and implement regular Board and Superintendent professional growth processes and conduct performance reviews for both parties
- Create a Board competency matrix and conduct a needs assessment
- Establish a formal risk management framework to ensure proper risk mitigation

0√ 0X 7?

Comments/feedback regarding Objective 2.4 and/or Actions:

Review and reassess new membership

If we don't know how we are doing it is hard to focus on the 'right things' . Therefore a cyclical process of on going formative assessment and strategic plan review needs to occur.

Look at the action - create a Board competency matrix and conduct a needs assessment

Some of this is good, some of it isn't done. A lot of it needs to be expanded in its scope. Some of this isn't being done, and some of it is confusing.

Where are we with the matrix? I am appreciative of the opportunities provided by my fellow board members and staff to learn more about governance and leadership as a Trustee.

I feel as though the actions could be further refined

I like the objective and am curious about the actions.

Strategic Goal #3

Involve Community Enhancing learning and community engagement by building relationships throughout our local and global communities

5√ 0X 2?

Comments/feedback regarding Strategic Goal 3 - Involve Community:

Welcome discussion to further promote

I believe there is a lot of community engagement. This should continue with a focus on the successes and challenges we face as a learning organization. It needs to always be about the students and how we support them, directly and indirectly.

We can always do more to invest in community groups, yet do feel we have had success with CRD, Transitions Salt Spring, The Circle and Restorative Justice in partnering.

We try. But. The statement is too grand.....global? Engaging the community is hard, outside the PAC. What do we mean by building community?

Objective 3.1: Cultivate connections that enhance intellectual, human & social, and career development for our students.

4 ✓ **0** X **3** ?

Actions (Objective 3.1)

- Encourage strong collaborations between schools, islands and agencies
- Foster opportunities in the greater community for students to deepen their learning experiences and engage in real world inquiry

2 ✓ **0** X **5** ?

Comments/feedback regarding Objective 3.1 and/or Actions:

More conversation w community students and teaching staff to broaden

I am new to the school district and I need to know more about the present collaborations and relationships.

I think we need to look at how well we are doing this post covid and what is the capacity of educators to meet this objective

Some of this likely happens in a variety of ways. The latter statement may be moot given technology. Some of it is impossible.

I love this Objective and would be curious how its going.

I would like to know if these are items that can be implemented and reviewed by our operations team

Objective 3.2: Engage families and community in public education.

4 ✓ **1** X **2** ?

Actions (Objective 3.2)

- Develop a plan for consistent communication of district learning opportunities
- Strengthen public consultation and nurture partnerships that support student learning
- Publicly celebrate and promote contributions and achievements of our students, staff, schools and community partners

5 ✓ **0** X **2** ?

Comments/feedback regarding Objective 3.2 and/or Actions:

Review strategies

This needs to continue to be in the strategic plan.

I feel we have greatly improved on the Objective and wonder if it still needs to be an objective as our new Communication Plan seems to have improved us in this area?

Did we develop a plan? I think we celebrate well. We need to do a lot more public consultation.

SALT SPRING ISLAND CHALLENGE CUP
MAY LONG WEEKEND SOCCER TOURNAMENT

January 3, 2023

School District No.64
112 Rainbow Rd
Salt Spring Island, BC

To School District No. 64 Board Members and / or facility staff,

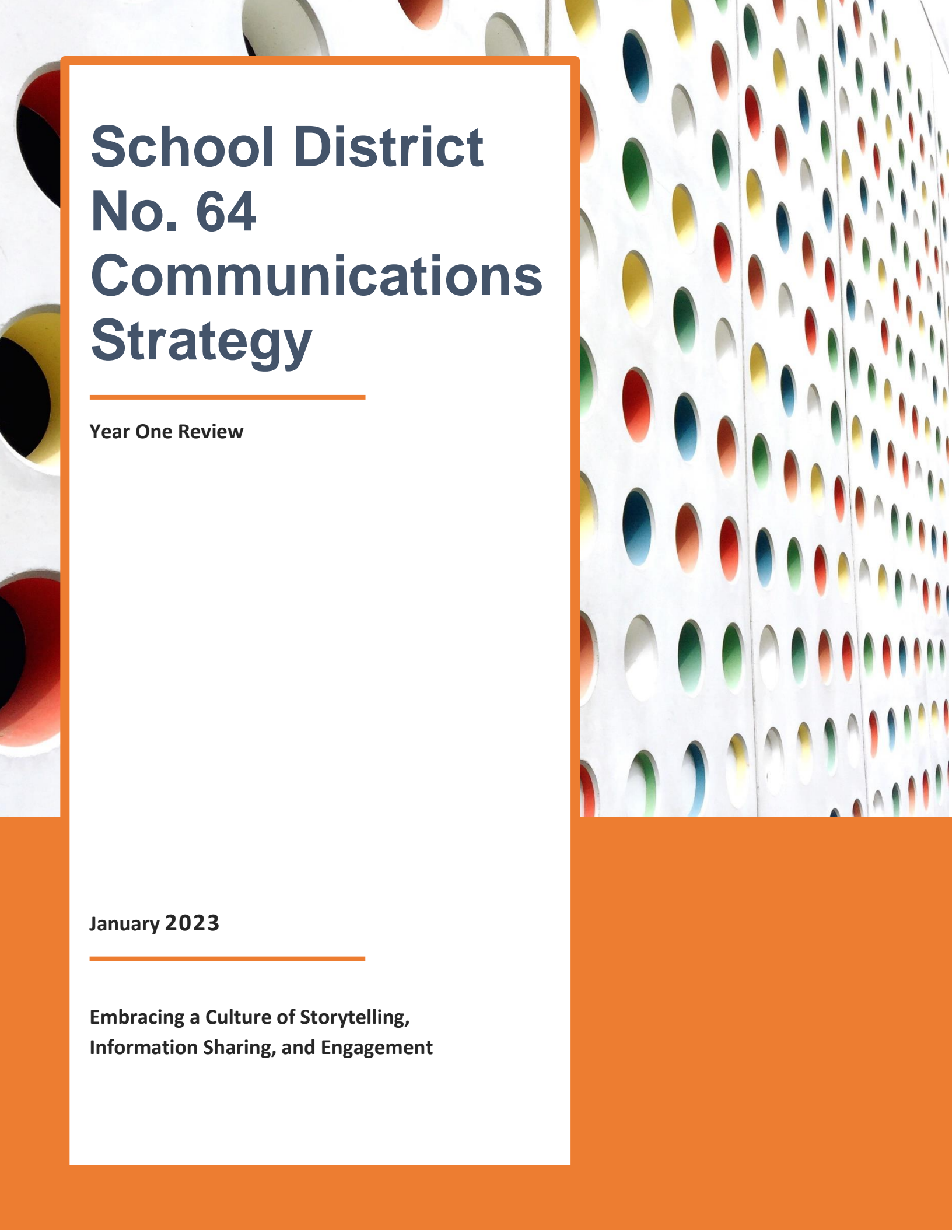
I, Corina Walde, am writing on behalf of the planning committee for the Salt Spring Island Challenge Cup May Long Weekend Soccer Tournament, to officially request the ability to use school district facilities for our tournament. We intend to host the 36th annual soccer tournament this coming May 19th to 22, 2023. This tournament started on what is now the middle school field in 1985 and has been held on the school property every year since, other than the two years that the pandemic caused us to cancel holding sporting events.

I have submitted a booking application to book field and washroom time for the event and am working my way through the Event Organizer Handbook to ensure we have all details covered for the facility booking request. We will provide Proof of Insurance, a Signed Liability Waiver and will complete the Provincial permit to serve liquor at a special event and follow all Island Health Food Service Guidelines.

I am writing to the board to ask permission to hold this event using school facilities, but also to specifically ask that we once again be allowed to run a beer garden on the GISS grounds. We do appreciate that school grounds are traditionally alcohol free and that we are asking for a special exemption to these rules, as we have each year of the tournament.

Our tournament has become more and more expensive to run each year, and the cost to soccer teams travelling here has grown exponentially. We have been able to keep our entry fees at a rate that still allows us to attract teams here by subsidizing the costs through the beer garden sales. We run the tournament with a plan to break even financially. That plan includes the profits from the beer garden. When we have looked at trying to run the tournament without bringing in any money from the beer garden sales we see that we would have to raise entry fees substantially, and lower prize money paid out significantly. We expect that would cause a sharp enough decline in registration that it would be unlikely that the annual tournament would be able to continue. I say all this to explain that being granted an exemption to run a beer garden on school grounds is critical to our tournament being able to continue.

We do work closely with our local RCMP detachment when running the beer garden. We discuss layout, security, hours of operation. They have been helpful to us with suggestions on how to run it successfully and work with us to come and do inspections.



School District No. 64 Communications Strategy

Year One Review

January 2023

**Embracing a Culture of Storytelling,
Information Sharing, and Engagement**

Year One Review

In July 2021, the Board engaged in a communications audit to improve its external communications practices. The audit helped identify areas of strength and challenge and informed the development of a district communications strategy. undertook an

As indicated in the Analysis and Review section of the School District 64 Communications Strategy (pg. 13), communications activities should be evaluated annually and a review of the Communications Strategy is recommended each time a new board is elected and/or the district strategic plan is revised. This report provides a summary of the strategies implemented, an analysis of the activities undertaken in the first year, and opportunities for future engagement.

Strategies and Tactics Implemented

The Communications Strategy highlights actions designed to engage, inform and inspire. An emphasis has been placed on tactics that foster a culture of storytelling, regularize communications, and enhance an online presence.

1. Storytelling. Spotlight64 is the primary strategy for sharing district stories and is easily consumed by the Gulf Islands learning community. Spotlight64 stories are shared broadly through global email groups including the education leadership team (ELT), administrative assistants, partner groups, and trustees. Stories are posted to the website and pushed out to those who have subscribed to receive automatic email notifications for [SD64 News](#). A total of 21 Spotlight64 stories have been published since starting in September 2021.
2. Regularize Timing. Efforts have been made to establish regular timing of routine communication activities so that audiences know when and where to expect information. In doing so, audiences are more likely and prepared to tune in.
 - a. Spotlight64 stories are published regularly every two to three weeks. Automatic email notification subscription forms are published at the end of every SD64News article (announcement, Sptotlight64, notice) on the website and schools are frequently prompted to encourage staff and families to subscribe.

-
- b. Board Highlights are a quick and easy read that summarize the work of the Board and senior staff. These unofficial meeting highlights are circulated to trustees, ELT, admin assistants, and partner groups the day following each regular scheduled public meeting of the board. Highlights are also posted promptly on the [Board Meetings](#) page of the district website.
 - c. The district has begun to regularize advertising in serial publications on Pender, Saturna, Mayne, and Galiano Islands, as well as Salt Spring Island, with expense remaining the primary limiting factor.

Although the communications strategy identifies a quarterly district newsletter as a strategy to be actioned, this has not yet been initiated.

3. Online Presence. Work is being done to refine and grow an organizational online presence.
 - a. The district website homepage sections and menus have been reorganized to improve navigation, readability, and engagement. Recent improvements include dedicated fly out menus for programs under the district tab (previously posted as links on a single “programs” page and not included under the “District” homepage menu). Additionally, a new link has been added to the “Bylaws, Policies and Procedures” page for draft policies and procedures in circulation. This new page link ([DRAFT Policies and Procedures in Circulation](#)) is designed to better engage partners and community members in the policy development and revision process.
 - b. [Gulf Islands School District - 64](#) LinkedIn account was launched in January 2022.
 - c. Administrative procedures have been drafted for the oversight of social media use. Published procedures would provide the necessary direction and expectations for appropriate use of social media and other electronic communications platforms as well as mitigate the school district’s, employee’s and student’s exposure to risk. It is recommended that Social Media Use policy/procedure be adopted before the district expands its online presence into the realm of Facebook or other online spaces.

Analysis and Review

Website Analytics: sd64.bc.ca

Since the initial reorganization of the district's homepage and site menus in September 2021, engagement has increased significantly. Website visits have grown from approximately 950 per week to just over 1200 visits on average.

Visits by page comparison:

September 2021

What pages do your users visit?

Page	Pageviews
/	4,895
/job-information/	3,665
/calendar/	1,428
/all-schools/	1,057
/transportation/	710
/district-contacts/	514
/faculty-tech-support/	302
/policies-and-procedures/	298
/saltspring/	269
/pender-school/	241

Sep 1, 2022 - Sep 30, 2022 ▼ [PAGES](#)

September 2022

What pages do your users visit?

Page	Pageviews
/job-information/	2,792
/	2,789
/calendar/	929
/all-schools/	762
/transportation/	408
/saltspring/	312
/gulf-islands-secondary/	291
/district-contacts/	285
/ferwood/	266
/pender-school/	222

Last 28 days ▼ [PAGES](#)

Most visited pages include the homepage, job information, school calendar, schools, transportation, district contacts, and tech support. Specific increases in page/post visits are seen when linked to a homepage banner, including SD64News posts (Spotlight, announcements, and notices).

The number of SD64News subscribers has increased to 97 and continues to grow.

Social Media Analytics: LinkedIn

The Gulf Islands School District-64 LinkedIn page is primarily used as a search objective and to direct potential new employees to the district website. Last month, the page drew 1,086 search appearances, up more than 800 from two months prior. The page has 59 followers. This number should increase significantly once the page is cross-directed from our district website. The intent will be to include a link on the district website to the district LinkedIn page once other social media pages (Facebook/Meta) are established.

Stakeholder Feedback: partner survey, and comments

Not yet undertaken.

Feedback and Testimonials

Board Meeting Highlights

The implementation of regular published unofficial Board Meeting Highlights has been well-received by all partner groups. Partner group reps and trustees have expressed appreciation for Highlights being easily readable, accessible, concise, and timely.

"These [highlights] are terrific!"

"This is really helpful. Thank you very much"

"Clear and informative; lets people know what is going on and shows how we are supporting the community"

"... a great way to informally share the business of the Board. Trustees can circulate this with their PAC agenda and use meeting time to talk more about whatever peaks parent interest."

"Good headlines and clear short summaries, easy reading/scanning. Lovely work!"

Spotlight64

The strength of Spotlight64 is its capacity to unite and empower as well as engage. It is a dynamic way of sharing information that invites others to become storytellers and nurture a collective voice that is diverse and inclusive. The uptake from all partner groups has been positive, with individuals submitting their own story ideas for publication.

“Great spotlight!”

“This is precisely the kind of proactive communications we need!”

“A great addition to my reading.”

“This is so awesome ...I'm going to share it ... 😊 I'll put this on our news tomorrow.”

“It is one of my goals to complete one or two Spotlight stories this year.”

“a fabulous story”

Future Considerations

Facebook

It is recommended that administrative procedures be developed prior to the district engaging deeply into social media. A procedure has been drafted for consideration.

Style / Branding Guide(s)

Style and branding guides are assets to bigger districts and organizations that rely on brand recognition to capture and secure their audience. While the size and geography of Gulf Islands School District is a limiting factor to both the need and capacity for implementing fulsome communications standards, guidelines for publications would help bolster the professional identity of the district and present a unified vision to the public.

Branding documents (guides/standards) are best developed in consultation with design experts in the field to ensure high-quality representation and consistency/alignment with industry standards of best practice.

School Website and Newsletter Standardization

This item should be considered project work. Time is the biggest resource needed to undertake a full standardization of school websites and newsletters. With the planned migration from Google sites, an opportunity exists for the Board to consider securing a unified communications platform to standardize and brand all district websites, newsletters, and social media accounts. (ie. SchoolBundle, Rally). Product demonstrations and information sessions and with relevant web solution vendors will be considered early in the new year in consultation with the district Information Technology Manager.



Draft Summary Policy Committee – SD 64 (Gulf Islands)

In attendance

Committee: Rob Pingle (committee chair), Deborah Luporini, Tisha Boulter (board chair, ex-officio), Scott Benwell (superintendent, ex-officio)

Trustees: Greg Lucas, Jeannine Georgeson, Nancy Macdonald

Staff: Jesse Guy (secretary-treasurer), D'Arcy Deacon (associate superintendent), Boe Beardsmore (director of instruction), Lori Deacon (executive assistant)

Guests: Anne Cooper, Ian Mitchell (GITA), Angela Thomas (CUPE), Adrian Pendergast (GIPVPA)

Regrets: Chaya Katrensky (trustee)

Chair Pingle called the meeting to order at 9:00 a.m. He acknowledged that the meeting is taking place on the traditional territories of the Coast Salish peoples - huy tseep q'u.

1. Adoption of Agenda

Adoption of agenda by consensus

2. Adoption of Summary

Adoption of November 23, 2022 summary by consensus.

3. Business Arising

a. Policy Review Presentation – Anne Cooper

Anne Copper presented the scope of work she intends to undertake in renovating the board's policies and procedures. She will review the manual section by section, beginning with governance, and suggest reorder, revision or restructure as needed and in alignment with governing legislation, ministry expectations, and collective language. The task is to create a healthy balance of written guidance so that everyone knows what is expected and how to proceed. She clarified the differences between policy and procedure and development and implementation. She confirmed that the board should enshrine any part of procedures into policy if it feels it most important, but separate the governance duties of the board from the operational duties of staff.

Policies should be formal and brief with high-level statements that embrace the mission, values, and goals, with a focus on desired results and not a means of implementation. Some policies may provide guidelines – statements that are not mandatory, rather a suggestion for intended approach. Procedures describe process for what to do, when to do it, and under what criteria and serve as a quick reference to provide timely response. Procedures should be nimble so that they remain current and effective while staying within the constraints of policy.



Action: Anne will prepare an initial categorization of policies and work with Jesse and Rob regarding next steps in advance of the next policy committee meeting in February.

b. Policy and Procedure 525 Attendance Areas

Policy and Procedure were revised to reflect current configuration, naming conventions, and process and include changing the name to Catchment Areas.

Further amend policy to incorporate SEEC into Saturna Elementary Secondary School (K-5 Saturna Island / 10-12 district wide). Remove reference French Immersion from SSE.

Action: Recommend that the policy be brought to the board at the January public meeting Notice of Motion, circulation and feedback

Amendment to strike “residential” from section 5 of the procedure. Discussion regarding application and approval timelines and limitations, the impact on classroom configuration planning, and balance of ensuring space for new neighbourhood students.

Action: Tabled until the February policy committee meeting.

4. **New Business**

a. Policy and Procedure 410 Student Transportation

Action: Tabled until the February policy committee meeting.

5. **Other Business**

6. **Next Meeting:** February 22, 2023

7. **Adjournment:** 12:12 a.m.



POLICY 525 Catchment Attendance Areas

Rationale:

The Gulf Islands School District supports "neighbourhood schools" ~~for children at the K-8-7 level,~~ and encourages enrolment of children in the school that serves their area of the school district, in order to sustain local school populations and maintain vibrancy in our schools and communities.

Policy

1. The School District No. 64 Board of Education:
 - a. establishes residential ~~catchment~~attendance areas for all students in the Gulf Islands and encourages students to attend the "neighbourhood school" in their designated area;
 - b. believes that, where practicable, students should be able to attend a school out of their catchment area;
 - c. establishes procedures for a parent or guardian who wishes to enroll their child in a school or program outside their ~~attendance~~catchment area.

2. ~~Attendance-Catchment~~ areas shall be as follows:
 - a. Galiano Community School, Grades K-~~12~~7, for students who live on Galiano Island.

 - b. Saturna Island Elementary Secondary School, Grades K-~~12~~5, for students who live on Saturna Island and 10-12 for students district wide.

 - c. Mayne Island School, Grades K-~~12~~7, for students who live on Mayne Island.

 - d. Pender Islands Elementary Secondary School, Grades K-12, for students who live on Pender Island. It is also the school of attendance for:
 - i. Grades 6-9 for students who live on Saturna Island
 - ii. Grades 8-9 for students who live on Mayne and Galiano Islands
 - iii. Grades 10-12 as a choice for students district wide

 - e. Fulford Community Elementary School, Grades K-~~5~~7, for students who live in the southern region of Salt Spring Island, including those who live on roads that empty onto Fulford Ganges Road, Horel Road, (the segment emptying onto Fulford Ganges Road) and south, Isabella Point Road and Beaver Point Road.

 - f. Salt Spring Elementary School, Grades K-~~5~~7, for students who live in the central

region of Salt Spring Island including those who live on roads that empty on to Fulford Ganges Road, north of Horel Road, Lower Ganges Road, south of Central, Long Harbour Road and Robinson Road as far north as Mansell Road. ~~6 and~~

~~f.g.~~ Fernwood Elementary School, Grades K-~~57~~, for students who live in the northern region of Salt Spring Island, including those who live on roads that empty onto Vesuvius Bay Road, Sunset Drive, North End Road, Walker Hook Road and Upper Ganges Road.

~~g. Saltspring Island Middle School Grades 6-8, for Salt Spring Island students, and other district students for approved program reasons.~~

h. Phoenix Elementary School, Grades K-~~78~~, for students residing on district-wide Salt Spring Island, including those receiving hospital homebound service, ~~including those enrolled in a flexible learning program (in this case, learning partners program) in keeping with district Policy and Procedure 5700.~~

i. Gulf Islands Secondary School, Grades ~~98-129~~, for students district-wide: who live on Salt Spring Island. Gulf Islands Secondary School is a school of choice for Grades 10-12 for students district wide.

j. ~~Windsor House School, Grades K-12, for students living in the Greater Vancouver area.~~



SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

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Terms of Reference (DRAFT)

- Name:** Diversity Policy Working Committee (DPWC)
- Type:** SD 64 (Gulf Islands) Working Committee (Policy 120-Board Committees)
- Purpose:** To review the board's Diversity policy and procedure 215 and determine if any updates or changes are recommended. The current Diversity Policy and Procedure 215 should be reviewed based on the context of current events and in consultation with those with lived experience to ensure alignment with the intentions and expectations of the board. The DPWC will take into consideration other relevant Board Policies and historical record of Policy 617 LGBTTIQQ.
- Scope:** The Policy Committee of the Board of Education for School District 64 (Gulf Islands), recognizes that considerations around the diversity of the sexual orientation and gender Identity of staff and students is an important component to decision making as the district delivers the educational mandate of the Board. The DPWC will have powers of recommendation and advisement to the Policy Committee.
- Authority:** The DPWC is not empowered to make operational decisions on behalf of the district or the board of education. This Committee is for gathering information, meeting with interested parties, and providing recommendations on identified areas of improvement related to policy and procedure 215 Diversity to the Policy Committee.
- Membership:**
- | | | | |
|-----------|---|---|--|
| Required: | Board of Education | 2 | Provides Committee Chair, and minute summary taker |
| | Staff | 1 | |
| Invited: | Student (per school)
DPAC, CUPE,
GITA, GIPVPA | 1 | 1 each of invited groups |
| Guest: | Community members or relevant groups as required | | |
- Meetings:** Meetings will be arranged by the working group to conduct the intended work.
- Reporting:** The DPWC will write a report outlining its recommendations to the Policy Committee for changes to the current Diversity policy and procedure.
- Duration:** The DPWC will serve at the discretion of the Policy Committee and will cease at the earlier of: the intended recommendation report being delivered or June 30th, 2023.