



REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District #64 (Gulf Islands)
SALTSPRING ISLAND MIDDLE SCHOOL
2018 11 07 at 9:00 a.m. and 1:00 p.m

A G E N D A

Swearing in of Trustees – 9:00 a.m.
(School Board Office)

Board Elections
Chairperson
Vice Chairperson
BCSTA Representative and Alternate
BCPSEA/VILRA Representative and Alternate

1. **ADOPTION OF AGENDA**
2. **APPROVAL OF MINUTES**
 - (a) Minutes of the Regular Meeting, Public Session held 2018 10 10 (attachment)
3. **IN-CAMERA SUMMARY**
 - (a) Summary of In-Camera meeting held 2018 10 10 (attachment)
 - (b) Summary of Special In-Camera meeting held 2018 10 24 (attachment)
4. **BUSINESS ARISING**
5. **CORRESPONDENCE**
6. **DELEGATIONS**
 - (a) Saltspring Island Middle School Learning Celebration
7. **CHAIRPERSON'S REPORT**
 - (a) Board Elections
 - (b) Draft 2019-2020 School Calendar (attachment)
 - (c) Naloxone Training
 - (d) SSI PARC proposal for Fernwood Playing Field Improvements (attachments)
8. **CHIEF EXECUTIVE OFFICER'S REPORT**
 - (a) Learning in School District No. 64
 - (b) Administrative Staffing

9. CORPORATE FINANCIAL OFFICER'S REPORT

(a) Financial Update

(b) COMMITTEE REPORTS

- (a) Committee of the Whole (attachment)
- (b) Human Resources Committee (attachment)
- (c) Education Committee (attachment)
- (d) Policy Committee (attachment)

(c) TRUSTEE'S SCHOOL REPORTS

Aboriginal Education (Strategic Plan Objective 1.2 - Actions #4) *Review, implement and monitor school and district educational improvement plans including the Aboriginal Education Enhancement Agreement*

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

12. OTHER BUSINESS

13. QUESTION PERIOD

14. NEXT MEETING DATES

- (a) Committee Day – November 21, 2018 at the School Board Office
- (b) Regular Board Meeting – December 5, 2018 at the School Board Office

15. ADJOURNMENT



MINUTES OF REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
MAYNE ELEMENTARY/JR. SECONDARY SCHOOL
2018 10 10 at 1:00 p.m.

Present:

Rob Pingle
May McKenzie
Nancy Macdonald
John Wakefield
Anna Herlitz
Shelley Lawson
Susanne Middleditch

Chairperson
Vice Chairperson
Trustee
Trustee
Trustee
Trustee
Trustee

Lisa Halstead
Rod Scotvold
Cindy Rodgers
Linda Underwood
Lori Deacon
Scott Benwell

Superintendent of Schools
Secretary Treasurer
Manager of Finance
Director of Instruction, Human Resources
Executive Assistant
Incoming Superintendent

Larry Melious
D'Arcy Deacon
Amy Dearden
Janelle Lawson

CUPE President
Principal, Mayne Elem./Jr. Sec.
Vice Principal, Mayne Elem./Jr. Sec.
Trustee Elect

Regrets:

Deb Nostdal
Doug Livingston

GITA President
Director of Instruction, Learning Services

The meeting was called to order at 1:00 p.m. by Vice Chair McKenzie. She acknowledged that this meeting is taking place on the traditional territory of the Coast Salish people – huy ch q'u.

1. ADOPTION OF AGENDA

It was moved and seconded that the agenda for the Regular Board Meeting, Public Session held 2018 10 10, be adopted as amended with the following additions:

Science Fair Achievements (7c)
Emergency Services Student Volunteers (7d)

CARRIED 88/18

2. APPROVAL OF MINUTES

It was moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2018 09 12, be approved as presented.

CARRIED 89/18

3. IN-CAMERA SUMMARIES

It was moved and seconded that the Board of Education adopts the In-Camera Summary of 2018 09 12 as presented.

CARRIED 90/18

4. BUSINESS ARISING

5. CORRESPONDENCE

6. DELEGATIONS

(a) Mayne School Learning Celebration (D'Arcy Deacon, Principal / Amy Dearden Vice Principal)



D'Arcy Deacon and Amy Dearden presented a shared reflection on student learning at Mayne School past, present and future. They focused on individual and cohort learning goals, the importance of being part of a greater community serving students and families, and the value of connecting students locally, globally and beyond.

7. **CHAIRPERSON'S REPORT**

(a) **School District Elections**

October 20th is election day. All trustees have been acclaimed except on Galiano. New trustees will be sworn in at November meeting.

(b) **Financial Health Working Group**

BCSTA is offering two days of service to school districts to look over district finances. The district will use the time to support the new Board with examining current practices and providing training around financial health planning and reporting.

(c) **Science Fair Achievements**

Trustee Herlitz announced that a Pender student, who won at the Canada-Wide Science Fair and was invited to present at the G7 Summit, has since been invited to Singapore to an Ocean's Summit.

(d) **Emergency Services Student Volunteers**

Many GISS students attend the emergency services boot camp on Pender Island. Last year, students participated in a mock emergency as a practice event for first responders. Trustee Herlitz received a letter from a parent stating how impactful the event was for the students involved.

8. **CHIEF EXECUTIVE OFFICER'S REPORT**

(a) **Learning in School District No. 64 (Gulf Islands)**

Superintendent Lisa Halstead reflected on the direction the district has taken since developing the strategic plan in May 2016. She spoke about the implementation of the Framework for Student Learning, inquiry-based student and professional learning, School Plans, and changes to the district planning cycle. The district will continue to work on collaboration and collective efficacy to ensure a year of input equates a year of success for learners, while maintain a focus on Indigenous Education, curriculum and assessment, and strong foundations for learning. The district remains unapologetic, undeterred and relentless in its work on behalf of learners, families and communities.

(b) **Staffing and Enrolment Update**

(i) **Enrolment**

Ms. Halstead reported district enrolment, as of September 30th, to be 1733 not including approximately 58 international students.

(ii) **Staffing**

Ms. Underwood reported that most CUPE and teaching staff are in place. She stated that the district has already received several high-quality applications for the Secretary Treasurer position.

(c) **Review of Framework Day**

Ms. Halstead reported that the September 21st Framework for Enhancing Student Learning Day was well-attended. The day included breakout sessions for schools, DPAC/PACs, Early Childhood Educators, and clerical staff. She reported that Administrators will be revising current school plans at the District Review Day on October 25.

(d) **District Configuration Review**



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Ms. Halstead recommended that, in light of current and future changes and ongoing financial pressures, the Board undertake a review of district configuration.

It was moved and seconded that the Board accepts the recommendations of the Superintendent that in preparation for the funding formula announcement of March 2019, the district analyze a variety of configurations that support the best educational outcomes for students in addition to maximizing cost effective education delivery.

DEFEATED

It was moved and seconded that the district initiates a process to review configurations that support the best educational outcomes for students in addition to maximizing cost effective education delivery.

It was moved and seconded that the resolution be amended to include a closing date for the review process for implementation in the 2020 school year.

DEFEATED

It was moved and seconded that the resolution be amended to include community-based consultation.

CARRIED 91/18

It was moved and seconded that the district initiates a community-based consultation process to review configurations that support the best educational outcomes for students in addition to maximizing cost effective education delivery.

CARRIED 92/18

9. CORPORATE FINANCIAL OFFICER'S REPORT

(a) Salt Spring Community Energy Proposal – Electric School Bus

Rod Scotvold shared a proposal from the Salt Spring Community Energy Society to undertake a feasibility study regarding electric school buses. He recommended that the Board support the proposal.

It was moved and seconded that the Board support, in principle, the SD64 Electric School Bus proposal.

CARRIED 93/18

10. COMMITTEE REPORTS

(a) Committee of the Whole

Agenda items for the Committee of the Whole meeting on September 26, 2018 included: financial health working group, Phoenix Elementary property, Fernwood playing field, and electric school bus proposal. The offer of financial health support from the BCSTA was brought to the October regular board meeting as an action item.

Moved by consensus to receive the Committee of the Whole summary for 2018 09 26.

CARRIED 94/18

(b) Human Resources Committee

Agenda items for the Human Resources Committee meeting on September 26, 2018 included: transportation/maintenance staffing and teacher bargaining. Action items for staff included the transportation supervisor posting, and submission of the BCPSEA employer consultation survey.

Moved by consensus to receive the Human Resources Committee summary for 2018 09 26.

CARRIED 95/18

(c) Education Committee

At the September 26, 2018 meeting, Jason Donaldson and Amelia McClusky presented to the committee on



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the Gulf Islands School of Performing Arts. Agenda items included school plans, Framework for Enhancing Student Learning, and integrating sustainability/involving community.

Moved by consensus to receive the Education Committee summary for 2018 09 26.

CARRIED 96/18

(d) Policy Committee

Trustee Wakefield reported that all policies and procedures have now been updated and posted to the district website.

- i. Procedure 402 was amended to incorporate language from the Ministry document to include follow up procedures. It was moved at the policy committee meeting to waive the notice of motion.

Moved by consensus to adopt Procedure 402 Physical Restraint and Seclusion as amended.

CARRIED 97/18

- ii. Procedure 133 was amended to change procedure for dealing with complaints at the school level. It was moved at the policy committee meeting to waive the notice of motion.

Moved by consensus to adopt Procedure 133 Addressing Concerns as amended.

CARRIED 98/18

11. TRUSTEES' SCHOOL REPORTS

It was moved by consensus to receive Trustee School Reports as submitted.

CARRIED 99/18

Student Success (Strategic Plan Objective 1.1 - Actions #2 & #4): Ensure meaningful and effective planning for continuous improvement through the Framework for Enhancing Student Learning. Review evidence of program success on a regular basis.

Fernwood Elementary School

Fernwood prides itself on being a data driven school where learning about our students' strengths and challenges informs our practice and decisions. During September, classroom observations as well as meetings with families, teachers and EA's help steer decisions about placement of intentional supports and strategies to maximize student success opportunities. Using the Spirals of Inquiry, the Fernwood team previously set a goal around reading outcomes. The Fernwood Growth Plan will continue to focus on reading and literacy. Reading data (as well as general literacy data and math data) from previous report cards, early identification through Kindergarten screening results (with district SLP team), evidence from standardized baseline assessments in September, and Class Reviews will help shape plans, decisions and structures. Framework Day, Class Reviews, as well as our monthly "Professional Conversations" (at the beginning of each staff meeting) has 'Student Success' as an ongoing focus point.

Fulford Community Elementary School

At Fulford School we review evidence of our program successes regularly throughout the year to determine program efficacy and to effectively plan for continuous improvement. Every September we conduct assessments with students who are new to our school to identify students who may require additional supports. Teachers also conduct classroom assessments in preparation for our Class Review process where we meet with each classroom teacher to identify strengths, challenges and goals of the class in general, as well as identifying students who require additional support in their learning. Information from the Class Review process helps to



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inform our school goals when we come together for a day of school planning on District Framework Day. The information from Class Reviews also helps us to plan how we can most effectively use our resources and maximize support for learners. In addition we collect school based data throughout the year to help us to gauge how effective our professional learning and practices are, which allows us to refine and revise as needed. At the end of June, we look back on our year to identify what worked well for student learning and what we might do differently the following year.

Galiano Community School

It has been a positive and focused start to the year for both staff and students at Galiano Community School. With an emphasis on using evidence of student learning we are using instructional approaches that are responsive to individual student needs. While the re-establishment of classroom routines is an important part of the start of the school year, the intimate knowledge we have about each learner at GCS allows us to dive right into effective strategies for individual learners.

An important area of strength for GCS is strong connections to community programs and resources. This is an area where student involvement will remain a high priority as we seek to ensure meaningful and effective learning is rooted in experiences beyond the walls of our classrooms. Building new relationships and maintaining long term partnerships continues to guide our work in this area.

With a mindset of professional responsibility and taking action, we are connecting our school improvement goals to relevant research-based instructional practices. As we continue to monitor learning progress in all areas, GCS will respond to changing needs in a structured and careful approach that is part of a systematic process. We look forward to sharing our progress and celebrating important gains throughout the school year.

Gulf Islands Secondary School

Student Success is our school focus this year. We continue to analyze our data and one area we need to improve on is our grad rate. By all our students crossing the stage in their grade 12 year will ensure we have supported our students to be successful on their learning journey. We have made a commitment to speak to this area of focus with our students at the opening assembly and our grade assemblies - focusing on school expectations, attendance and a commitment to learning. We are also holding teacher start up meetings in which we are discussing a personal and school commitment to supporting each student's learning journey. These discussions will be the catalyst to our conversations at Framework Day.

We are also collaborating with our parents at this month's PAC meeting and "meet the teacher" night.

Mayne Elementary/Jr. Secondary School

It has been a positive and focused start to the year for both staff and students at Mayne Island School (MIS). While the re-establishment of classroom routines is an important part of the start of the school year, the intimate knowledge we have about each learner at MIS allows us to dive right into effective strategies for individual learners. With an emphasis on using evidence of student learning we are intentionally using instructional approaches that are responsive to individual student needs.

MIS staff have met informally and formally to discuss the importance of meaningful and effective planning for continuous improvement in alignment with student needs, school goals and the SD64 strategic plan. With a mindset of professional responsibility and taking action, we are working to ensure learning and teaching are highly visible in all we do. This includes publicly declaring our school improvement plan goals, increased focus on relevant research-based instructional practices and sharing learning progress with all members of the MIS community in an ongoing and consistent way.

MIS has many strong connections to community that provide meaningful and relevant learning opportunities to improve student success. It is our belief that these opportunities will be enhanced through an increased



visibility and presence. MIS is adopting a carefully planned communications strategy to further engage community and to celebrate learning progress in a regular, ongoing manner. Work in this area is progressing. As we continue to monitor learning progress in all areas, MIS will respond to changing needs in a structured and careful approach that is part of a systematic process. We look forward to sharing our progress and celebrating important gains throughout the school year.

Pender Islands Elem./Sec. School

1. All education partners are responsible for student learning, each with unique responsibilities:

In first week of September, Pender Staff discussed the needs of our most vulnerable students (ie. health related issues, social-emotional needs) and delegated personnel to be the primary support for each student identified. We also made commitments to view each student, regardless of what class they are in as our collective responsibility;

Weekly opportunities to meet with the SBT to discuss ongoing support plans for designated students and this has been in place and since the first week of September;

Aboriginal student meetings with parents of Aboriginal students and their teachers were completed in September and instructional plans were developed (including a review cycle) and put in place to enrich aboriginal learning opportunities;

Student/Parent/Teacher meetings were conducted in September so that parents and students could begin a dialogue in order to contribute to their learning experience and to make it more meaningful, impactful, flexible and realistic.

2. Focus on student learning, to ensure that each student achieves his or her potential:

Teachers have been establishing a baseline understanding of each learner's competency in literacy, numeracy and social-emotional learning;

Teacher mentorship in early primary literacy and numeracy assessment is ongoing and providing teachers with an evidence-based, strength-based profile for each student so as to develop learning goals that engage each student with learning opportunities that place them in their zone of proximal development;

Created fluidity in student placement (ie. between different teachers and classes) so that students may be grouped in novel ways that best support their learning;

Class reviews, and the DMA being conducted for grades 4 and up;

Individualized course selection and goal setting took place in early September for our secondary students.

Phoenix Elementary School

Phoenix Elementary will continue to focus on the areas of mental wellness and literacy/numeracy development. The school schedule has changed to reflect its focus. Each morning includes the whole school enjoying breakfast, engaging in mindfulness/meditative practice and/or body movement sessions and dedicating essential learning time for literacy/numeracy.

The essential learning times include reorganized classes into smaller groups, called Earth, Wind and Fire to move away from "grade" assignments. These are fluid groupings based on abilities with social/emotional consideration. They provide more Teacher-Student contact which creates greater opportunity to develop a deeper understanding of each student's needs, strengths, interests, passions and personalize each student's



learning (using assistive technology to support or extend their learning). This also gives the ability to provide the most effective Tier 1 supports (under the UDL framework) and gather baseline information through student assessment results (DMA, DART, EPRA, PM Benchmarks) to inform our practice.

Saltspring Island Middle School

Our focus has been to make effective assessment practices more efficient and convenient so that teachers will be able to address the specific learning needs of all of our students. At SIMS we use formative assessments such as DARTS, DMA, and School-wide writes. Teachers are provided dedicated, committed time to have individual conferences with their students about the results so that learning plans can be created and goals set collaboratively.

As well, we are building capacity for our teachers by creating opportunities for them to collaborate with their colleagues. Our school plan has focussed on taking steps to create a collaborative culture so that this process can become normalized.

This year we will use existing structures to check for substantive improvement over the course of the year:

- Best practices- learning
- Class Review review
- DART summative assessment
- Numeracy summative assessment
- Summative assessment based on school-wide write results from beginning of the year
- Report card data

Addressing learning/behavioural needs:

- Satisfaction survey data
- Student survey
- Student culminating conferences
- Teacher reflection

Salt Spring Elementary School

Working together to plan meaningful and effective learning experiences is very important to the staff of SSE. During the first week of September our staff spend numerous hours looking at class configurations with the aim of creating the most balanced and effective learning environments possible. Information from staff, students and parents informs this process. At Framework day we look at our school data and collaborate around our school goals using the Spirals Of Inquiry. Every October we meet again to do class reviews which helps inform the learning supports we provide to our students. Each year, our staff applies for a group Pro-Growth grant, so that we can collaborate on student learning, creating a more cohesive approach to teaching and learning.

We set aside time at staff meeting to discuss student needs. This year we are starting a new process at our monthly staff meetings. Teachers will work in pairs to discuss these three questions:

1. How are my students doing?
2. What is working?
3. How can we push the learning forward?

Finally, in June we use an Appreciative Inquiry process to examine what worked well and what changes are needed for the next year. Then we begin again in September...

Saturna Elementary School/SEEC

Saturna Elementary School has undergone significant change over the past year. With the retiring of Bruce Inglis as our elementary school teacher and Principal, we have welcomed a new staff member, Amy Jones to



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take up his place in K-4. Martin Anevich has transitioned from the SEEC teacher to the Vice principal, which has created new partnerships with Dan Sparanese, the Principal at Pender and now Saturna. In regards to this shift in staffing, we are reflective towards an emergent culture.

Our key term for the year has been baseline.

As we experience the challenges and potential of change in the first month, we are articulating and reflecting upon the baseline of success that we are working to establish? We are in the process of gathering evidence to inform the routines and relationships that are forming, as our baseline moving forward. As a school team, we started off our first staff meeting discussing the core values we hold as a district, and how these translate into a community agreement of expectations amongst ourselves as practitioners in a workplace. Anticipating that new staff will bring a new set of skills and perspectives, we are taking the opportunity to observe, in situ, the daily practices and acts that provide dynamic and safe spaces to ignite passion for learning.

Windsor House School

Windsor House continues on its "pathway to e-portfolios" and gathering of evidence of student learning through parent, student, teacher conferences and the "snap shot" reporting system. Linking the ministry of education's performance standards guides to student artifacts can demonstrate meaningful student improvement over time in both numeracy and literacy. Planning for student success, measured using the performance guide as a continuum-based assessment tool, aligns with our "can do" report card and allows for staff at Windsor House to further engage students in areas of their interest while addressing areas of needed "further development". Planning for student engagement requires a collaborative dialogue with students, where teachers and students develop programming based on interests and core competencies. Further development in areas where students and teachers identify next steps for learning, form the basis for short- and long-term goals for students as they map out their personal learning paths.

12. OTHER BUSINESS

13. QUESTION PERIOD

14. NEXT MEETING DATES

- (a) Committee Day – October 24, 2018 at the School Board Office
- (b) Regular Board Meeting – November 7, 2018 at Saltspring Island Middle School

15. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 3:30 p.m.

CARRIED 100/18

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 Mayne Elementary/Jr. Secondary School on 2018 10 10

Present:

Rob Pingle
May McKenzie
Susanne Middleditch
Shelley Lawson
John Wakefield
Nancy Macdonald
Anna Herlitz

Chairperson
Vice Chairperson
Trustee
Trustee
Trustee
Trustee
Trustee

Lisa Halstead
Linda Underwood
Rod Scotvold
Lori Deacon
Scott Benwell

Superintendent of Schools
Director of Instruction, Human Resources
Secretary Treasurer
Executive Assistant
Incoming Superintendent

Regrets:

Doug Livingston
Cindy Rodgers

Director of Instruction, Learning Services
Manager of Finance

The meeting was called to order at 8:40 a.m.

The agenda for the Regular Board meeting, In-Camera session held 2018 10 10 was adopted as presented.

The minutes of the Regular Board meeting, In-Camera session held 2018 09 12 was approved as presented.

Items:

1. Enrolment
2. Staffing - Staffing recommendation approvals
3. District configuration
4. Budget update
5. Draft School Calendar, 2019-2020

The meeting adjourned at 11:12 a.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 at the School Board Office
2018 10 24**

Present:	Rob Pingle	Chairperson
	Shelley Lawson	Trustee
	Nancy Macdonald	Trustee
	John Wakefield	Trustee
	Anna Herlitz	Trustee
	Susanne Middleditch	Trustee
	Cindy Rodgers	Manager of Finance
	Lisa Halstead	Superintendent of Schools
	Doug Livingston	Director of Instruction, Learning Services
	Lori Deacon	Executive Assistant
Regrets:	May McKenzie	Vice Chairperson
	Rod Scotvold	Secretary Treasurer
	Linda Underwood	Director of Instruction, Human Resources

The meeting was called to order at 9:02 a.m.

Agreement to hold a Special In-Camera meeting, waiving the required 48-hour notice and adoption of agenda.

Items:

1. Staffing – staffing recommendation approval

The meeting adjourned at 9:10 a.m.

School District No. 64 (Gulf Islands)

2019/2020 Four-Day Instructional Week Calendar

<p><i>September 2019</i></p> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>17</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><i>October 2019</i></p> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table> <p>19</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><i>November 2019</i></p> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>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>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table> <p>16</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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Require 156 instructional days (students in attendance)

Stat holidays

September 20, 2019 – Framework Day – this is a day of work (non-instructional day)

5 Pro D days (non-instructional days)

- ▶ October 25 Provincial Day
- ▶ November 22 School Based
- ▶ January 17 School Based

- ▶ February 21 District Pro D Day (GITA sponsored)
- ▶ April 24 School Based

Winter and Spring Breaks/ Vacation

S1 exam week TBD. Could be January 27 to 31 (Ministry exam/assessment schedule not yet posted)

S2 exam week TBD. Could be June 22 to 26 (Ministry exam/assessment schedule not yet posted).

June 26, 2020 – Administrative Day

Fernwood Elementary School Athletic Field Upgrading Project

2018 Supplementary Report

SALT SPRING ISLAND
PARKS AND RECREATION COMMISSION (PARC)
October 4, 2018

LEFS
ASSOCIATES
LANDSCAPE ARCHITECTS + PLANNERS



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Overview of Changes & Concept.....	3
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INTRODUCTION

The 2012 report prepared by LEES+Associates provides details of how the existing playing field at Fernwood Elementary School on Salt Spring Island can be improved to provide two good quality baseball diamonds and a practice soccer field, to partially address community need for additional playing fields. The report was used to support an infrastructure improvement grant application which was unfortunately not successful, so the project did not proceed at that time, due to lack of funding.

More recently, another opportunity for a grant application has been identified and LEES+ Associates was retained to update the report, with particular attention to the preliminary cost estimate, to reflect current site conditions and present-day costs.

OVERVIEW

The need for additional athletic fields continues to be a priority issue in the community. Support for this project remains high and very little has changed at the Fernwood Elementary School site. The grass field is virtually the same as it was in 2012, although the perimeter jogging trail has become overgrown due to limited use. When viewed at the beginning of October, the turf field had recovered well from the extreme summer drought conditions experience on Salt Spring Island earlier.

Currently a small shelter is being constructed by the school at one corner of the playground, outside the footprint of the proposed field reconstruction area. In addition, a small timber-edged platform has been built around a tree adjacent to the planned left-field dugout at the south backstop. The platform can be easily removed, and the tree will be protected with a small retaining wall during construction of the backstop.



Figure 1. Existing field – view from south
October 2018



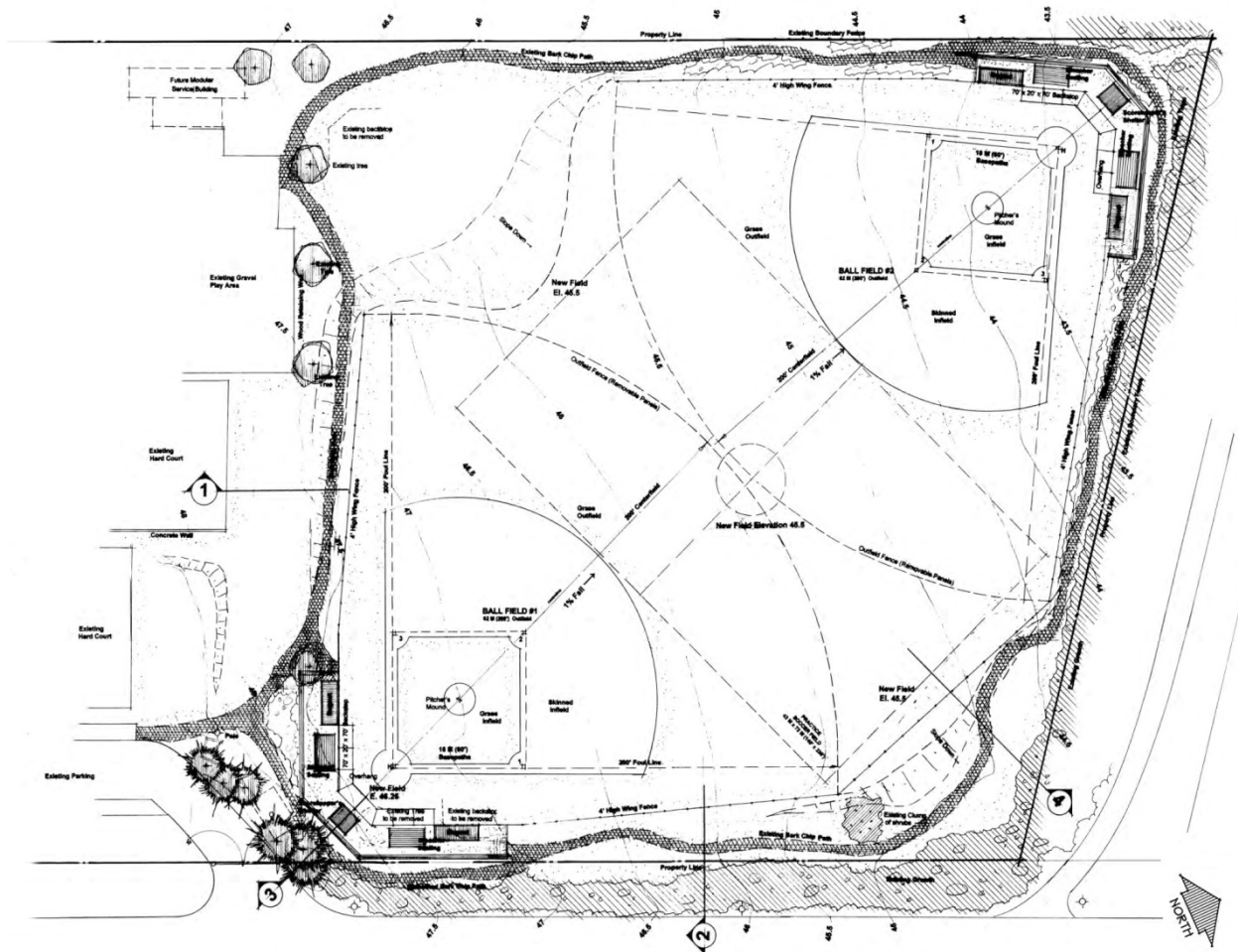
Figure 2. New playground shelter
October 2018



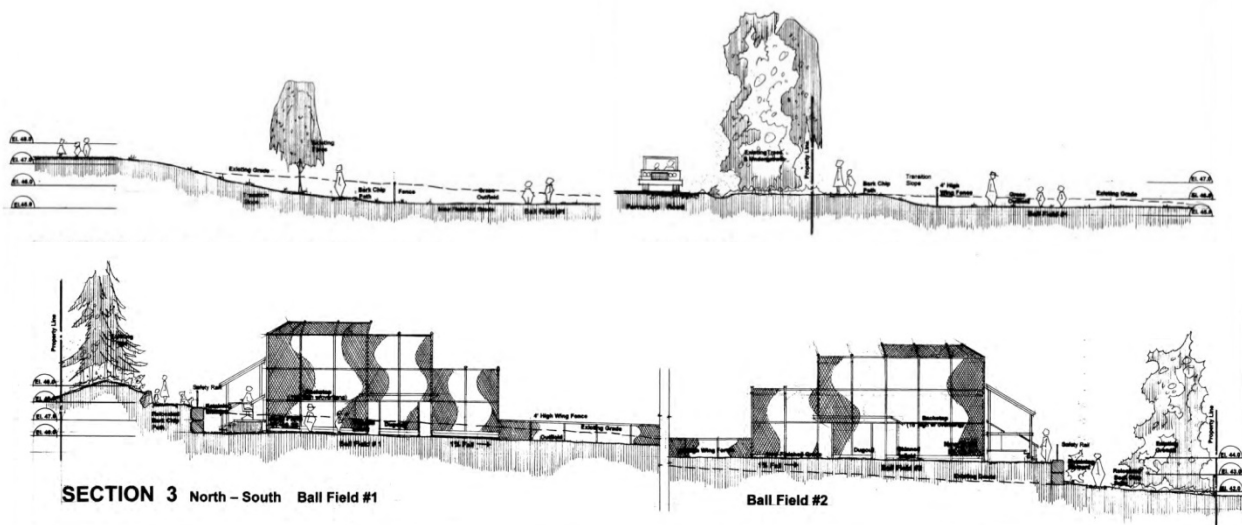
Figure 3. Timber Platform Around Tree
October 2018

CONCEPT

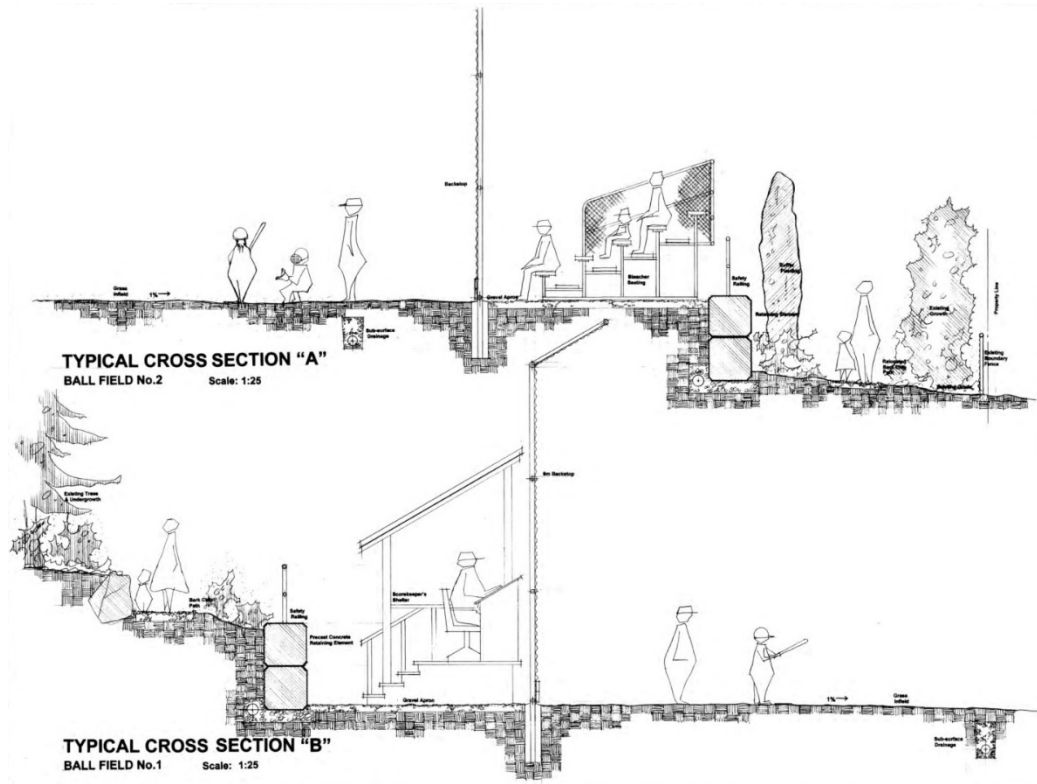
The athletic field upgrading concept involves re-contouring the site to produce a more moderate playfield slope, installation of sub-surface drainage, reconstruction of the playing surface, installation of updated amenities, and provision for community use after school hours, while retaining amenities that can be utilized by school classes.



Graphic 2. Conceptual site plan.



In conjunction with reconfiguration of the existing topography to produce an acceptable playing surface for all user groups, retaining walls will be incorporated to ensure that the grade changes provide adequate player safety. By placing simple modular block walls adjacent to ball field backstop areas, seating areas for spectators can be created, as well as separation from the perimeter exercise pathway.



COSTS

Summary of Estimated Athletic Field Improvement Costs

Item	Measurement	Unit Price	Allowance
A1.0 Site Preparation			
.1 demolish & remove two backstops	.1 2-10x10x10 backstops	.1 Approx. \$500 each	.1 Volunteer
.2 remove and store play equipment & sitting area @ tree	.2 misc. items + 300 sq. m. bark & timber edging	.2 Approx. \$600	.2 Volunteer
.3 remove existing trees & clear growth; grub undergrowth	.3 1 tree + 250 sq. m. undergrowth	.3 \$300-tree removal \$115/sq. m. clear & grub	.3 \$28,750
.4 clear & strip existing 300mm (average)turf & organic layer; stockpile & compost on site for re-use as planting medium	.4 ±100m x 100m area x 300mm depth = ±3,000 cu. m.	.4 \$350/hr machine time (2 machines) say 2 days x 10hrs/day	.4 7,000
.5 excavate to design subgrade and move approved granular material to low side of site; place and compact to design subgrade	.5 ±9,000 cu. m. granular material	.5 \$350/hr machine time (2 machines) say 8 days x 10hrs/day	.5 28,000
.6 Haul and dispose of waste and unusable material	.6 allow for ±1,000 cu. m. waste material	.6 \$10 cu. m. allow.	.6 10,000
Total Site Preparation			\$73,750
A2.0 Field Drainage System			
.1 field drainage system	.1 100m x 100m area – perf. PVC in drain-rock	.1 \$34,500 allowance	.1 \$34,500
.2 drainage collectors	.2 trenches w/ filter cloth wrap	.2 \$60 lin. m.	.2 21,000
.3 junction fittings & cleanouts	.3 350m - 200mm solid PVC	.3 \$85 each	.3 8,500
.4 catch basins & area drains	.4 say 100 units	.4 \$1,200 each	.4 12,000
.5 1050 precast conc. manholes	.5 10 CBs & ADs	.5 \$5,000 each	.5 10,000
.6 drainage medium (aggregate)	.6 2 manholes	.6 \$90 cu. m.	.6 36,000
.7 filter fabric	.7 400 cu. m	.7 \$3 sq. m.	.7 3,000
Total Field Drainage System			\$125,000
A3.0 Field Irrigation System			
.1 basic “travelling irrigation system”	.1 water canon & traveler	.1 \$5,000 allowance	.1 \$5,000
.2 new water service & standpipe	.2 50mm (2”) standpipe	.2 \$5,000 allowance	.2 5,000
.3 Rainwater harvesting/drainage recycling	.3 below grade storage & filter system	.3 \$100,000 allow.	.3 100,000
Total Field Irrigation System			\$ 110,000
A4.0 Retaining Elements			
.1 aggregate base	.1 500mm x 1m x 110 lin. m. = 60 cu. m.	.1 \$90 cu. m.	.1 \$ 5,400
.2 wall drainage – tie to field drain collection	.2 150 m - perf . PVC	.2 \$80 lin. m.	.2 12,000
.3 install Lok-Block or other modular retaining wall systems (assume 1% field fall south to north)	.3 110 lin.m.-2 blocks h.	.3 \$330 lin. m.	.3 36,500
.4 safety railings	.4 110 lin. m. x 1.5m h.	.4 \$90 lin. m	.4 9,900
Total Retaining Elements			\$63,800

A5.0 Natural Turf Playing Field Surface			
.1 planting medium-screen, amend & supplement existing stripped material, spread and level to design grade	.1 ±3,400 sq. m. x 300mm = 1,020 cu. m. per field plus common area – say 3,000 cu. m. total	.1 \$25 cu. m.	.1 \$75,000
.2 hydro-seeded grass	.2 ±3,400 sq. m per field	.2 \$2 sq. m	.2 13,500
.3 infield ball diamond aggregate – base & topping	.3 ±820 sq. m. x 300mm = 246 cu. m. x 2 fields = 492 cu. m.	.3 \$200 cu. m	.3 98,500
Total Natural Turf Field Surface			\$ 187,000

A6.0 Ball Backstops, Wing Fencing, Outfield Fencing, gates			
.1 2 - 12m x 6m x 12m backstops (60 lin. m total)	.1 6m. h. w/ overhangs	.1 allow \$36,000 ea.	.1 \$72,000
.2 4 - chain link dugouts w/ steel roofs & benches	.2 2.5m w. x 6m l.	.2 \$7,000 each	.2 contributed
.3 4 - wing fences- 2 per backstop x 48 m. l.	.3 1.2m h. x 192m	.3 \$130 lin. m	.3 contributed
.4 2 sets portable outfield fence panels	.4 35 panels each field	.4 \$500 per panel	.4 contributed
Total Fencing & Gates			\$72,000

A7.0 Support Amenities			
.1 bleacher seating – welded aluminum/ wood planks- approx. 36 persons per unit	.1 2 sets - 3 rows x 4 m. l.	.1 allow \$4,000/ set	.1 \$8,000
.2 signage - information and regulatory	.2 as needed - min. req.	.2 allow \$1,000	.2 1,000
.3 park identification sign	.3 temporary painted Sign	.3 allow \$1,000	.3 Future
.4 trash receptacles, doggie bag stations, etc.	.4 as needed	.4 allow \$1,000	.4 1,000
Total Support Amenities			\$10,000

A8.0 Landscaping & Site Dressing			
.1 grade & seed grass margin around fields	.1 as needed	.1 \$6,000 allowance	.1 \$ 6,000
.2 tree planting	.2 as needed	.2 \$1,000 allowance	.2 Future
.3 gravel apron behind backstops	.3 150 sq. m x 150mm d. each backstop	.3 45 cu. m @ \$100 cu. m	.3 4,500
.4 reinstate perimeter bark chip jogging path	.4 contributed/volunteer	.4 \$8,000 value	.4 Volunteer
Total Landscaping & Site Dressing			\$ 10,500

SUBTOTAL CONSTRUCTION COST			\$ 652,050
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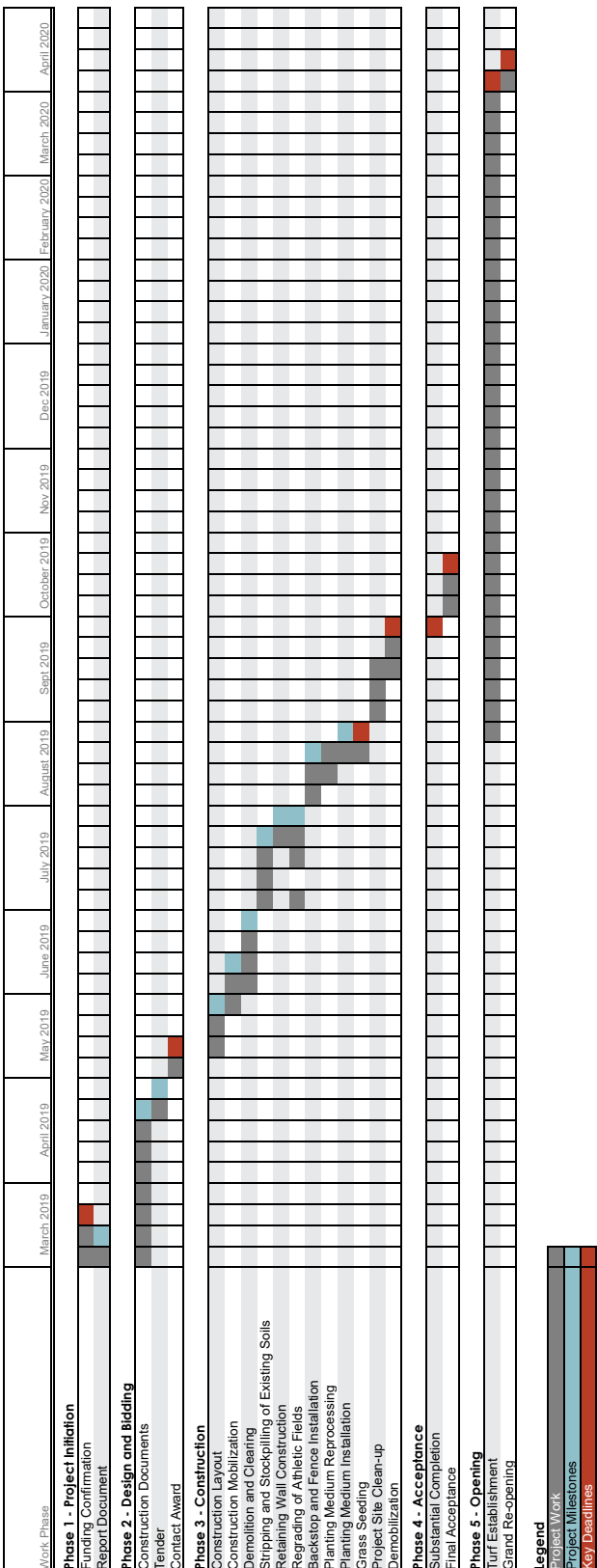
A9.0 Contingency - 15% of estimated construction cost (\$652,050)			\$ 97,800
Total Contingency			\$97,800

TOTAL CONSTRUCTION COST ESTIMATE			\$ 749,850
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10.0 Design & Construction Inspection			
.1 Consultant services – detailed design & construction inspection		.1 8.5% of constr. cost	.1 \$55,400
.2 Sub-consultant service allowances		.2a \$3,000 allowance	
a. geotechnical engineering (construction insp.)		.2b \$12,000 allow.	.2 17,000
b. civil engineer (drainage & water harvesting)		.2c \$2,000 allowance	
c. structural engineer (retaining walls)			
Total Design & Construction Inspection			\$ 72,400

TOTAL ESTIMATE	\$ 822, 250.00
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Construction Schedule



AMENDED RECOMMENDATIONS

The 2012 report recommendations remain largely unchanged but have been restated here to reflect the new grant program title, and grammatical corrections:

1. That PARC and the Capital Regional District apply to the *Investing in Canada Infrastructure Program - British Columbia - Community, Culture and Recreation Infrastructure Program* for funding to assist with improvements to the Salt Spring Island Fernwood Elementary School athletic fields.
2. That PARC identify and commit additional capital funds to augment the project budget once the level of grant funding and user-group contributions is established.
3. That Salt Spring community Minor Baseball, Minor Soccer, and other stakeholders be encouraged to confirm their commitment to provide support for the project in the form of “sweat equity”, fundraising efforts and other monetary contributions.
4. That PARC endorse inclusion of automatic irrigation in the project design, and that if funding is insufficient to include irrigation in the first phase of construction, provision be made to add a system in the future.
5. That if financial resources do not permit installation of automatic irrigation in Phase 1, the first stage of development should include provision of an on-site hydrant or stand-pipe to supply an interim manual water-canon style of irrigation system.
6. That consideration be given to providing a multi-component system that will permit rainwater/drainage water harvesting, in conjunction with other back-up features, to provide a reliable source of field irrigation water.
7. That PARC proceed with preparation of construction documentation for the project in a timely fashion to ensure the project can proceed immediately after funding sources have been confirmed, and to maintain momentum of stakeholder interest.
8. That PARC and other community stakeholders aggressively pursue additional sponsorships, grants and related sources of funding to further augment the project resources.

MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT dated for reference this _____ day of _____
BETWEEN:

Board of Education of School District No. 64 (Gulf Islands)
112 Rainbow Road, Salt Spring Island V8K 2K3

(hereinafter called the “SD64”)

AND:

CAPITAL REGIONAL DISTRICT – Salt Spring Island Parks and Recreation Commission
625 Fisgard Street, Victoria, BC V8W 1R7

(hereinafter called the “CRD”)

The project will consist but many not be limited to the levelling of the playing field area, enhancement of the soils and creation of a soccer field across the outfield of the ball fields as well as a walking track around the periphery of the complex. In addition SSI Parks and Recreation, or its partner groups will provide the backstop, infield bases and soccer goals and bleachers as necessary.

1. The CRD will take on the responsibility of planning, developing and funding the eastern school playing field complex at Fernwood School.
2. The timing of the construction phase of the project will be such that there is minimal disruption of SD64 use of the playing fields.
3. The CRD will accept responsibility for the annual maintenance of the fields’ complex upon completion of the construction phase. The timing of the maintenance will be arranged in cooperation of the Fernwood School Administration to ensure minimal disruption of school activities.
4. SD64 will continue to have full use of the playing field facilities from 7:30 AM till 4:00 PM on school days.
5. The CRD will be responsible for field bookings outside of school hours.
6. SD64 will have the right to schedule a Sports Day and Play Day in May/June till 5:00 PM, the specific timing of these 2 events is not known until late April, as well an all-day Fun Fair day may be scheduled the 1st Friday after Victoria Day, but subject to rescheduling due to inclement weather.
7. SD 64 will be able to bump a CRD event with 14 days’ notice.
8. The CRD will provide and maintain port-a-potties in sufficient numbers to serve the community user groups..
9. The CRD will install and maintain garbage cans in sufficient numbers to handle any and all garbage generated by the community user groups.
10. SD64 is responsible for general cutting of grass.
11. The MoU shall be effective on the date of signing by both parties (“Effective Date”) and will remain in effect until the project is completed to the satisfaction of the NCC or until one of the parties provides written notice to the other party of its withdrawal from the MoU.
12. With the consent of both parties, the MoU can be amended at any time;

IN WITNESS WHEREOF the Parties have hereunto affixed their signatures as of the day and year first written above.

CRD – SSI Parks and Recreation
By its authorized signatories

Board of Educations No. 64
By its authorized signatories



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

In attendance

Committee: Rob Pingle (board chair), Anna Herlitz (trustee), Nancy Macdonald (trustee), Susanne Middleditch (trustee), John Wakefield (trustee), Shelley Lawson (trustee)

Staff: Lisa Halstead (superintendent), Doug Livingston (director of instruction, learning services), Cindy Rodgers (manager of finance, Lori Deacon (executive assistant)

Guests: Kelly Binette, Judy Smith (via teleconference)

Regrets: May McKenzie (vice-chair), Rod Scotvold (secretary treasurer), Linda Underwood (director of instruction, human resources)

Called to order 9:25 a.m.

1. Committee Reports

Discussion regarding how best to receive/approved committee reports. It was agreed that board packages and adopted committee summaries will be posted to the district website.

Action: Ms. Deacon will distribute agenda templates to committee chairs.

2. United Way Presentation

Ms. Kelly Benette of the United Way presented on the work, administration, and fundraising initiatives of; and the programs and services provided by United Way Canada. United Way supports many organizations through private sector funding and work-placed campaigns. Ms. Benette spoke about bc211.ca, a web platform that help individuals find and access services. She shared this year's theme "Show your local love" and asked trustees to consider making a charitable donation to United Way Canada.

3. Adoption of September 26, 2018 minutes

Trustee Pingle provided an overview of the September 24 Committee of the Whole meeting.

Minutes were amended to include governance in the financial health working group item, and to indicate Salt Spring Community Energy Society in the electric bus proposal item.

The minutes were adopted by consensus as amended.

4. Draft Annual Board Governance Calendar

Trustee Herlitz shared a draft Board Governance Calendar. This was an action item from the June Committee meeting.

Action: Ms. Deacon will format the document and circulate to trustees.

5. Adjourn: 10:56 a.m.



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

In attendance

Committee: Nancy Macdonald, Shelley Lawson, Rob Pingle (board chair, ex-officio), Lisa Halstead (superintendent, ex-officio)

Trustees: Susanne Middleditch, John Wakefield, Anna Herlitz

Staff: Doug Livingston (director of instruction, learning services), Cindy Rodgers (manager of finance), Lori Deacon (executive assistant)

Regrets: May McKenzie (chair) Rod Scotvold (secretary treasurer), Linda Underwood (director of instruction, human resources)

Called to order 9:10 a.m.

1. Secretary Treasurer Hiring Update

Ms. Halstead updated the Board on the secretary treasurer posting and the applications received to date.

2. Adjourn: 9:20 a.m.

3. Reconvene 11:00 a.m.

4. Adoption of September 26, 2018 minutes

Minutes amended to remove John Wakefield's name from those in attendance.

The minutes were adopted by consensus as amended.

5. Adjourn: 11:02 a.m.



Draft Summary Education Committee – SD 64 (Gulf Islands)

In attendance

Committee: Nancy Macdonald (chair), Anna Herlitz, Rob Pingle (board chair, ex-officio), Lisa Halstead (superintendent, ex-officio)

Trustees: Susanne Middleditch, Shelley Lawson; John Wakefield

Staff: Doug Livingston (director of instruction, learning services), Cindy Rodgers (manager of finance), Lori Deacon (executive assistant)

Guests: Maggie Allison, Deb Nostdal, Judy Smith

Regrets: May McKenzie (vice-chair), Rod Scotvold (secretary treasurer), Linda Underwood (director of instruction, human resources)

Called to order 11:10 a.m.

1. Adopt the Agenda

Moved the Career Development Engagement presentation to the bottom of the agenda (for a 1:00 p.m. start).

Agenda was adopted by consensus as amended.

2. Adoption of September 26, 2018 minutes

Amended the minutes to indicate school plans to be presented at the December board meeting.

The minutes were adopted by consensus as amended.

3. Inspire Learning - Lisa Halstead: Aboriginal Education Equity Scan

An SD64 team attended the orientation meeting in Saanich on October 11th. The district is one of three regional districts participating in equity scan this year. The team will hold its first planning meeting on November 19 to look at district practices and how best to engage parents and early learners. Working on equity through the four pillars of the scan (pedagogy, governance, environment, and student profiles) benefits all students.

4. Integrate Sustainability -Lisa Halstead: Intersection between Strategic Planning & the Framework for Enhancing Student Learning

Ms. Halstead expressed pride in the work the Board has accomplished with its strategic planning. She reported on the Superintendents meeting, and the Deputy Minister's stated commitment to the Framework for Enhancing Student Learning model of accountability, including consultation around incorporating values into the Framework and ensuring District goals align with Provincial vision.

Ms. Halstead requested feedback for setting district goals and priorities and how best to align finances with goals. Discussion on the revised funding formula being tied to student



achievement, proposed changes to the graduation program and assessment, and the merits of writing letters to the Minister and the BCSTA Board.

Judy Smith and Cindy Rodgers left the meeting at 11:19 a.m.

Recessed from 12:20 p.m. to 1:00 p.m.

5 Maggie Allison – Career Development Engagement (K-12 and beyond) Presentation

Ms. Allison shared a synopsis of the new K to 12 Career Education curriculum and a career programs progression timeline for the district. She shared online resources available to support learners at all grade levels, and provincial funding initiatives that help provide hands-on learning opportunities for students.

Ms. Allison showcased trades days and apprenticeship programs in schools and the value that students gain from participating in career programs. Although the district shares agreements with many colleges across the province for dual credit courses, Ms. Allison explained that the Ministry does not fund diploma programs such as the Early Childhood Educator program. Trades and apprenticeship programs provide a multitude of opportunities to Gulf Islands students, as students transition from high school into the work force. The district is fortunate to have the support of families and community partners.

Ms. Allison and Ms. Nostdal left the meeting at 1:40 p.m.

4. Next meeting: November 21, 2018

5. Adjourn: 1:40 p.m.

6. Meeting Reconvened: 1:43 p.m.

Continued discussion regarding strategic planning and the Framework for Enhancing Student Learning, and how best to address post-election concerns with the Ministry of Education.

Action: Board Chair Pingle will reach out to the BCSTA Board Chair, the BCSTA regional rep, and VISTA President, and other Board Chairs as to the current climate of concern.

Trustees agreed that inquiry should consist of proposed changes to grad assessments and how Boards can collectively express shared concerns.

7. Adjourn: 2:18 p.m.



Draft Summary
Policy Committee – SD 64 (Gulf Islands)

In attendance

Committee: John Wakefield (*chair*), Anna Herlitz, Susanne Middleditch, Rob Pingle (*board chair, ex-officio*), Lisa Halstead (*superintendent, ex-officio*)

Trustees: Nancy Macdonald, Shelley Lawson

Staff: Doug Livingston (*director of instruction, learning services*), Cindy Rodgers (*manager of finance*), Lori Deacon (*executive assistant*)

Guests: Deb Nostdal, Judy Smith

Regrets: May McKenzie (*vice-chair*), Rod Scotvold (*secretary treasurer*), Linda Underwood (*director of instruction, human resources*)

Called to order 11:03 a.m.

1. Adoption of Agenda

Additions:

- 3a Procedural Bylaw #2

Agenda was adopted by consensus as amended.

2. Adoption of September 26, 2018 minutes

Minutes were amended to correct the time the meeting was called to order as well as to correct the next meeting date.

The minutes were adopted by consensus as amended.

3. Other business

a. Procedural Bylaw #2

A numbering error was found. Trustee Wakefield confirmed that a section had been removed due to redundancy with the *School Act*. The required amendments are housekeeping in nature and a revised policy has been posted to the website.

4. Next Meeting: November 21, 2018

5. Adjournment: 11:09 a.m.