



**MINUTES OF THE REGULAR MEETING OF THE
SUNSHINE COAST BOARD OF EDUCATION
(SCHOOL DISTRICT NO. 46)**

**Held on Tuesday, February 14, 2012
At the School Board Office, Gibsons, B.C.**

PRESENT: TRUSTEES: S. White, Chair; B. Baxter, Vice-Chair; L. Dixon;
D. Mewhort; L. Pratt; C. Younghusband

REGRETS: Trustee G. Russell

STAFF: P. Bocking, Superintendent of Schools
G. Kitchen, Assistant Superintendent of Schools
N. Weswick, Secretary-Treasurer
C. McPhedran, Administrative Assistant

#58 Call to Order

The meeting was called to order at 7 p.m.

Chair White acknowledged the meeting was taking place on the traditional territories of the Squamish Nation. He welcomed Christine Wood, Coast Reporter; Carolyn Smith and Ruth Emerson, CUPE Executive; Sharon MacKenzie, DPAC Secretary; Erin Brooks-Wilson, DPAC President and K. Mahlman, District Principal.

#59 Presentation

Superintendent Bocking introduced A. Chow.

(a) Celebrating Education – “*Shutterfly*” – A. Chow

Ms. Chow, a grade one/two teacher at Langdale Elementary School, provided an informative presentation to the Board using *Shutterfly*, an internet-based photo publishing and printing service, which she uses to better communicate with the parents of her students.

(b) “Self-directed & Collaborative Professional Development in SD46” – P. McCallum

Chair White introduced SCTA PD Chair, P. McCallum.

P. McCallum reported to the Board on the Professional Development (Pro D) in the district and the direction they hope to continue to move towards in the future. He explained the Pro D goal is to learn and grow professionally in order to enhance teaching and learning. He emphasized that this is an investment in people. He

explained that it is most effective when it is teacher chosen, career specific, inquiry based, self directed and collaborative. He asked the trustees to continue their support for the Mentorship Program and encouraged them to take part in the Pro D events.

Discussion followed.

#60 Public Question Period

There were no questions at this time.

#61 Adoption of the Agenda

MOTION: Pratt/Younghusband

“THAT the agenda of February 14, 2012 be adopted as circulated.”

Carried.

#62 Approval of Minutes of Prior Meetings

MOTION: Baxter/Mewhort

“THAT the minutes of the Regular Meeting of January 10, 2012 and the Record of the Closed Meeting of January 10, 2012 be adopted as circulated.

Carried.

#63 Reports

(a) Superintendents Report

(i) Strategic Plan Update

(1) Early Learning

Report as presented.

Superintendent Bocking showed a short video on You Tube, titled *Change the First Five Years and You Change Everything*. This can be viewed at <http://www.youtube.com/watch?v=GbSp88PBe9E>. He reported that the video is an excellent representation of the investment that the Board has made in Early Learning in the district.

(2) 2011/2012 Amended Annual Budget Bylaw

Secretary-Treasurer Weswick provided a slide presentation (attached to these minutes). He reviewed the breakdown of the 1.2 million dollar District Enhancement Plan, which includes money for health and safety, technology, training, facility improvements, international education and direct school allocations. Secretary-Treasurer Weswick reviewed the budget cycle and Assistant Superintendent Kitchen spoke to Health and Safety and Superintendent Bocking to future training.

Discussion followed at which time trustees thanked staff for meeting with and listening to the various stakeholder groups before finalizing the Enhancement Plan.

Secretary-Treasurer Weswick thanked Assistant Secretary-Treasurer Pritchard for his assistance in the preparation of the amended budget and requested the following motions:

MOTION: Dixon/Pratt

“THAT the School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw, in the amount of \$38,465,765 for the fiscal year 2011/2012 be read for a first time.”

Carried.

MOTION: Pratt/Mewhort

“THAT the School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw, in the amount of \$38,465,765 for the fiscal year 2011/2012 be read for a second time.”

Carried.

The Board unanimously agreed to proceed with a third reading.

MOTION: Younghusband/Pratt

“THAT the School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw, in the amount of \$38,465,765 for the fiscal year 2011/2012 be read for a third time, passed and adopted.”

Carried.

(3) Strategic Plan Process

Superintendent Bocking reported that the current three-year Strategic Plan is reaching completion and in January he was instructed by the Board to bring forward a process for consultation, discussion and review of this current strategic plan. He went on to say that the next step in the process is to have consultation with our stakeholders and community to understand where we need to go in preparation for a new draft Strategic Plan and for this to be ready for possible approval at the June board meeting.

Superintendent Bocking provided a slide presentation outlining the proposed 2012 Strategic Plan Development Process (*attached*).

Discussion followed on the process and how public input will be collected. An online survey was suggested. Superintendent Bocking replied that face-to-face is always best but that online input would be developed as well.

(ii) Other Reports

(1) February Report

Report as written.

(iii) Information Items

(1) Larger cheques written in the month of January 2012.

(b) Chair's Report

Report as written.

Chair White reported that we have confirmation from BCPSEA that we can ratify the agreement with CUPE 801. He thanked Trustee Mewhort and staff for their involvement in this process.

Chair White invited the trustees to comment on recent conferences that they have attended.

Trustee Baxter reinforced that all conversations at the recent BCPSEA Symposium and BCSTA Trustee Academy were very positive to teachers. She reported that only respect was given in all the discussions about the teacher's positions. She went on to say that our Board stood up at these meetings to say that negotiations should continue.

Trustee Dixon said she was pleased to see the encouragement of parental participation. She reported that British Columbia Confederation of Parent Advisory Councils (BCCPAC) had a table at the recent conference.

(c) Board/Committee Reports

(i) Education Committee – January 25, 2012

Trustee Younghusband spoke to the report.

MOTION: Younghusband/Baxter

“THAT the Board of School District No. 46 (Sunshine Coast) start an informational consultation process on a “Balanced School Day.”

Trustee Younghusband provided a brief explanation for the motion. Superintendent Bocking asked for clarification on the scope of the motion and it was determined that it would be at his discretion.

Carried.

Chair White reviewed the remaining three recommendations on the Education Committee report. He commented that these recommendations had already been addressed and it was decided that motions were not necessary.

Discussion followed with Trustee Dixon commenting on the possible revival of Coastal Parents Actively Sharing (CPAS). Chair White said that continued efforts would be put into the District Parent Advisory Council (DPAC) as part of the Strategic Plan.

Discussion followed with Trustee Baxter suggesting that the topic of CPAS could go back to the Education Committee for further discussion.

(ii) Finance and Facilities – January 19, 2012

Report as written. The next meeting will be on March 15, 2012 at the Sechelt Learning Centre with agenda items being Zero Waste and Facilities Plan Review.

Chair White commented on the importance of the Energy Efficiency Measures report provided by Facilities Manager, R. Collision and the need to better publicize this information. He suggested a possible press release.

Discussion followed with various recommendations.

Secretary-Treasurer Weswick provided information on SmartTool. Explaining that it's a data collection tool developed for the Ministry to understand exactly how much carbon we are emitting district-wide. Discussion followed.

MOTION: Pratt/ Baxter

“THAT the Board of Education of School District No. 46 (Sunshine Coast) recommends that a Green Initiative section be placed on the website to track our green initiatives to promote our quest for carbon neutrality.”

Discussion followed.

Defeated.

MOTION: Baxter/Mewhort

“THAT the Board of Education of School District No. 46 (Sunshine Coast) inform the public about our initiatives to improve the environmental impact of our operations.”

Discussion and clarifications followed.

Carried

(iii) DPAC – update

Trustee Pratt announced the following DPAC Executive election results:

Erin Brooks-Wilson – Chairperson
Mara Matson – Vice Chairperson
Eric Stephen – Treasurer
Sharon MacKenzie – Secretary

Trustee Baxter commented that the Roberts Creek PAC meetings are in conflict with the DPAC meetings.

MOTION: Pratt/Youngusband

“THAT the reports be received.”

Carried.

#64 Correspondence

- (a) B. O'Neill, president – CUPE BC Division
- (b) G. Abbott, Minister of Education – Appointment of Fact Finder

MOTION: Mewhort/Baxter

“THAT the correspondence be received.

Carried.

#65 New Business

(a) Regulations for Circulation

- Regulation 3600 – School Board Vehicles (circulation until April 9, 2012)
- Draft Response Form

(b) Regulation to be Received

- Regulation 6500 – Inclement Weather

MOTION: Younghusband/Pratt

“THAT the regulations be received.”

Carried.

#66 Questions and Inquiries From the Public Relating to the Board Meeting

1. E. Brooks-Wilson asked how much of the Early Learning program’s funding comes from the operating budget or direct grants. She voiced her concerns that if there were significant amounts coming from the operating budget this would take from other student’s needs. Assistant Secretary-Treasurer Pritchard provided an overview of the Early Learning Program’s funding and Secretary-Treasurer Weswick agreed to come to the March board meeting with a brief analysis of the StrongStart funding.
2. Coast Reporter, C. Wood asked about the consultation process for the unrestricted funding. The process was reviewed. She also questioned how much surplus was left for a buffer and Secretary-Treasurer reported that \$600 - \$800,000 is the usual buffer. Her third question was in regards to Emergency Preparedness and Chair White said there is a plan in process and will be completed this year. She also was encouraged about a possible report on Green Initiative and said the Coast Reporter would gladly write about it.
3. S. MacKenzie asked about Emergency Preparedness supplies and training. Secretary-Treasurer commented saying that what didn’t make it to the amended budget would be addressed in next year’s preliminary budget. She also asked about future training and would it involve support staff. Superintendent Bocking confirmed that SETA’s would also be part of this discussion.

4. R. Emerson made a comment for C. Smith (who had to leave the meeting prior to discussion period) about B. O'Neill's letter received in the Board's correspondence. As our community is small, she encouraged our dollars to be kept in the community. R. Emerson asked that all CUPE staff be considered in future staff training. Assistant Superintendent Kitchen confirmed that through the Health and Safety Plan there are funds allocated to support administrators, teachers and CUPE staff. There are also plans for training for Maintenance and Custodial staff.

Chair White went on to say that when voting is taking place at BCSTA on behalf of the school district her comments about the B. O'Neill's letter will be kept in mind and he would report back about motions that are past.

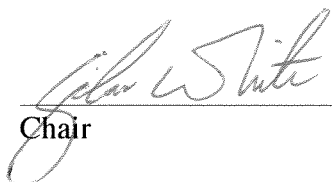
#67 Next Meeting

The next Regular Board Meeting will be held at the School Board Office on March 13, 2012.


#68 Adjournment

MOTION: Younghusband/Mewhort

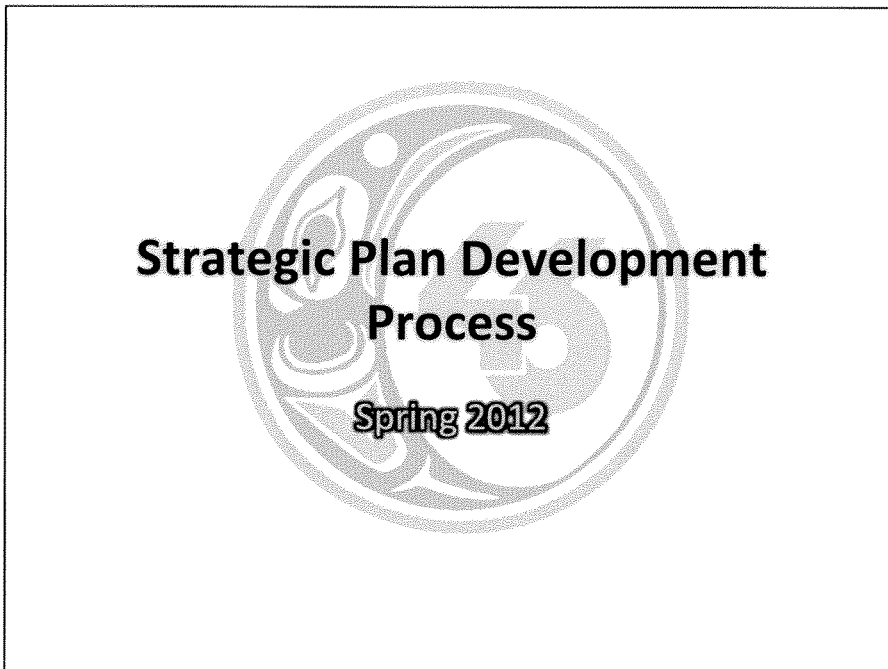
There being no further business, the meeting was adjourned at 9:23 p.m.



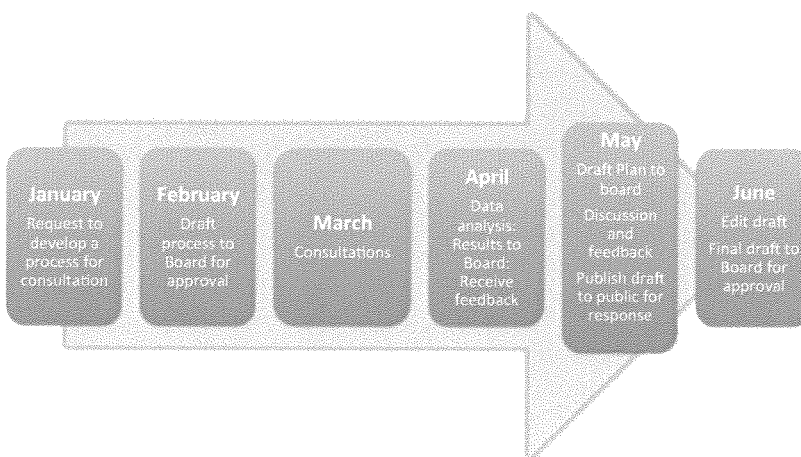
Chair



Secretary-Treasurer

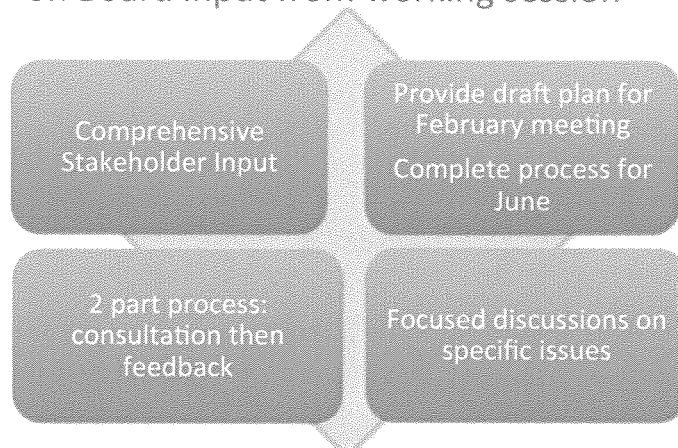


Overview for Strategic Plan Process 2012

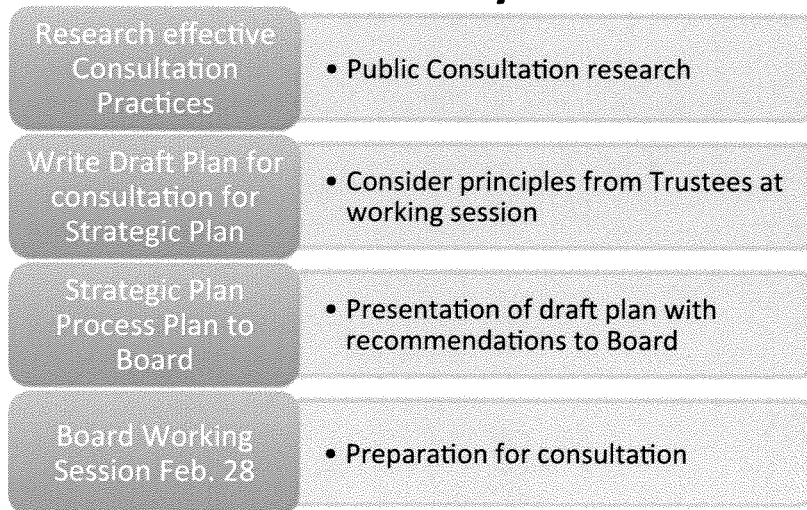


January

Planning principles to consider based on Board input from working session



February



March - Consultations

Formal Groups Directly impacted <small>- Direct Trustee participation</small>	<ul style="list-style-type: none">• DPAC• CUPE• Students• Principals• SCTA
Community – less impact but still concerned	<ul style="list-style-type: none">• Online Survey• Community consultation / information
Uninvolved, but should be informed	<ul style="list-style-type: none">• Web presence of process• Other information sources?

April

Data analysis	<ul style="list-style-type: none">• Analyze feedback from constituents
Results to Board	<ul style="list-style-type: none">• Prepare summary report for Board
Receive feedback	<ul style="list-style-type: none">• Board discussion / possible motion for next steps

May

Draft Plan to Board

- Prepared Draft Strategic Plan to the Board

Discussion and feedback

- Board discussion and further direction

Publish draft to public for response

- Information out: online, utilize formal meeting structures in place

June

Edit draft

- Consider feedback from stakeholders on draft plan

Final draft to Board for approval

- Formal draft to Board for consideration and possible adoption

Prepare Business Plan for implementation

- Summer work to prepare business plan for implementation
- Business Plan for Strategic Plan to the Board in September 2012

Amended Annual Budget and Unrestricted Surplus

Presentation at Public Meeting
February 14, 2012

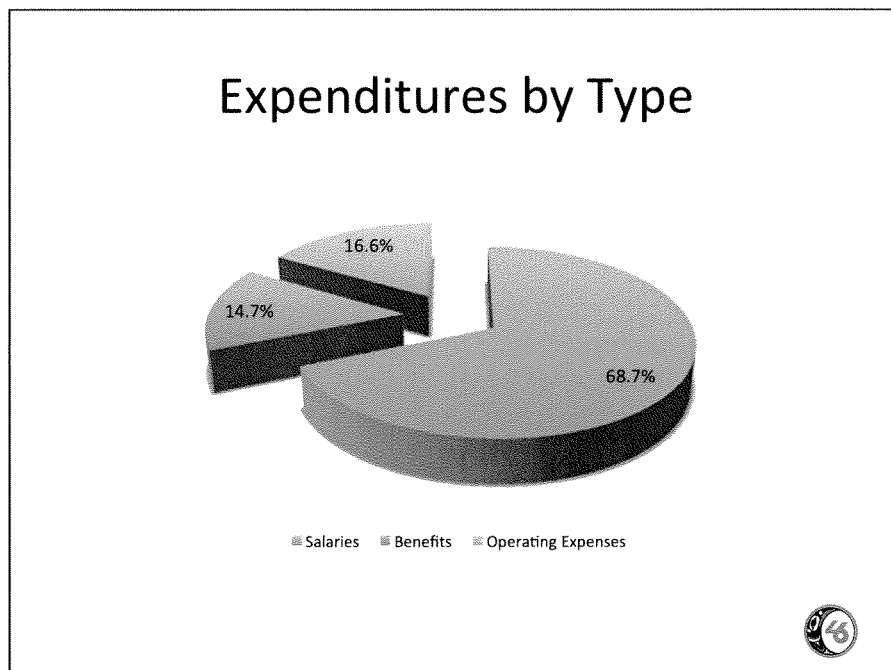
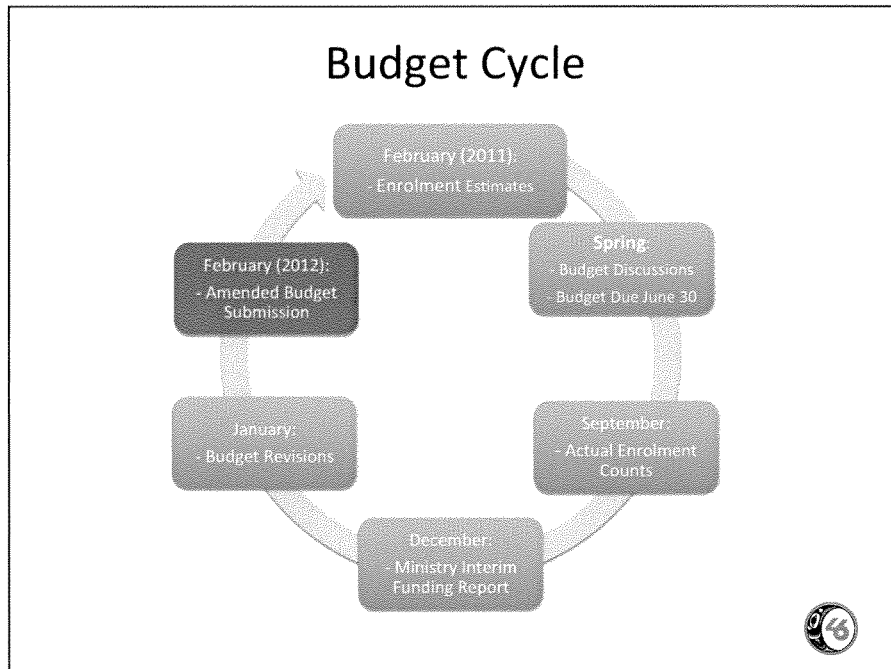
School District No. 46 (Sunshine Coast)

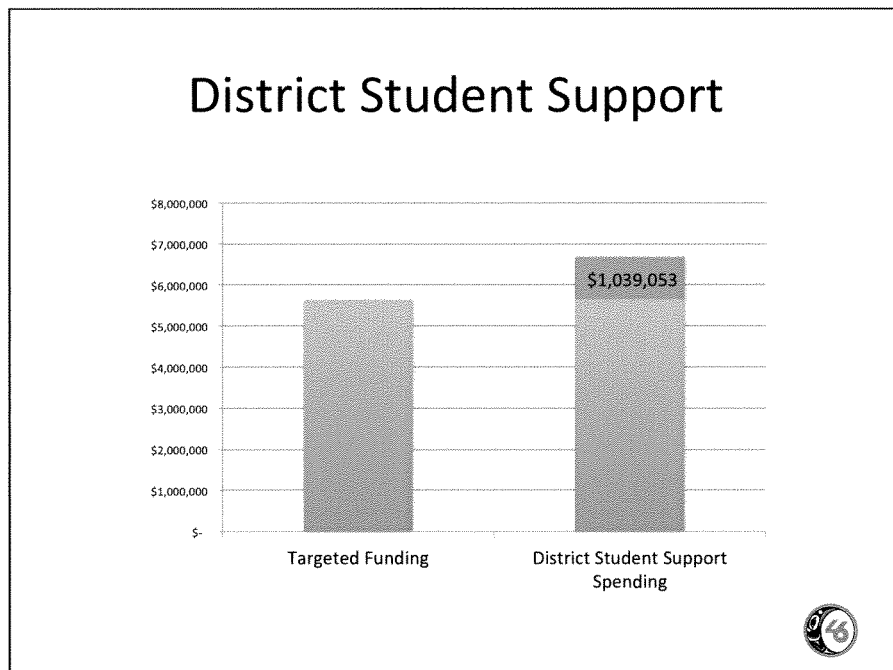
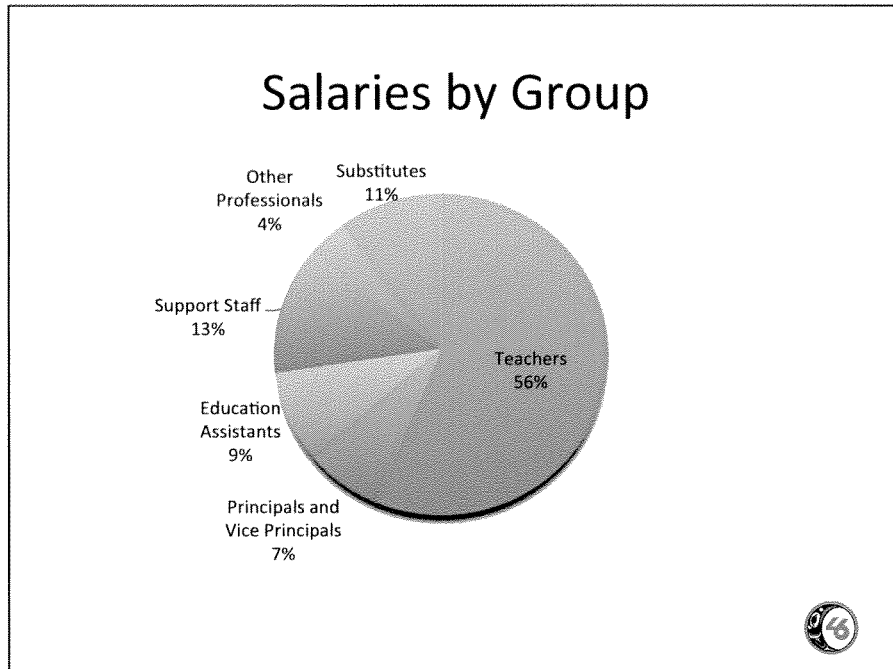


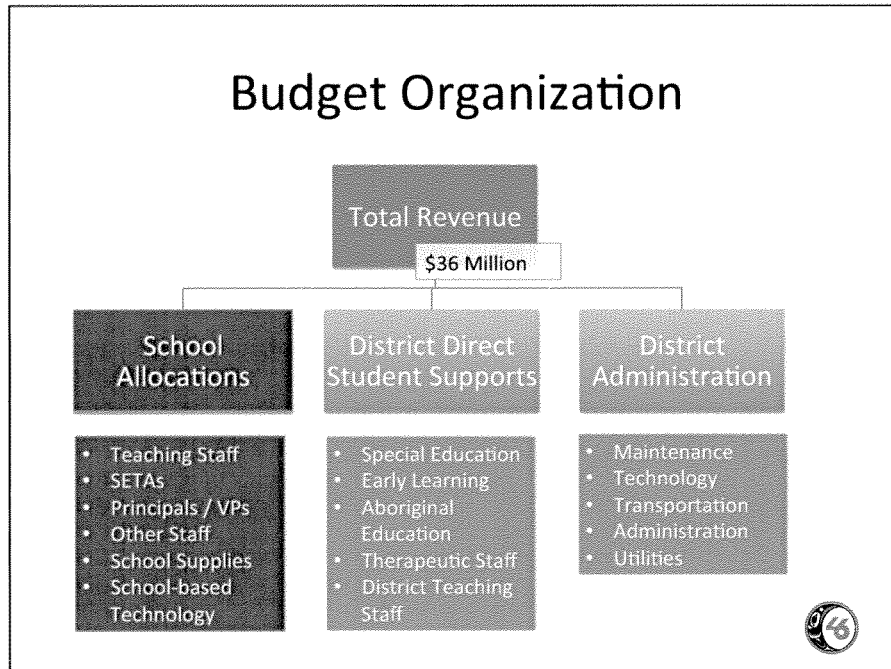
Overview

- Budget Cycle
- Amended Annual Budget Update
- Unrestricted Surplus Plan









Amended Budget Revenue Analysis

	Preliminary Annual Budget	Amended Annual Budget	Net Change
Enrolment-based Funding	\$21,424,053	\$21,355,542	\$(68,511)
Unique Student Needs Funding	5,863,760	6,405,255	541,495
Salary Differential Funding	795,930	757,650	(38,280)
Enrolment Decline Funding	181,750	263,794	82,044
Funding Protection	686,587	0	(686,587)
Holdback Allocation	0	362,573	362,573
Other Revenue		174,215	<u>174,215</u>
Total			\$366,949

		AMENDED ANNUAL BUDGET
REVENUE (Schedule A2)		
620 Provincial Grants - Ministry of Education		\$35,146,858
640 Other Revenue		735,104
650 Rentals and Leases		50,000
660 Investment Income		<u>50,000</u>
	Total Revenue	<u>35,981,962</u>
EXPENSE (Schedule A3)		
Salaries		
110 Teachers		14,392,372
105 Principals and Vice Principals		1,932,944
123 Educational Assistants		2,401,753
120 Support Staff		3,848,443
130 Other Professionals		1,102,682
140 Substitutes		<u>2,815,991</u>
	Total Salaries	26,494,185
Employee Benefits		<u>5,688,204</u>
	Total Salaries and Benefits	32,182,389
Services and Supplies		<u>6,283,376</u>
	Total Expense	<u>38,465,765</u>
NET REVENUE (EXPENSE)		(2,483,803)
BUDGETED PRIOR YEAR OPERATING SURPLUS APPROPRIATION		2,483,803



Unrestricted Surplus Criteria

- Support of SD46 Mission and Strategic Plan
 - Student Achievement
 - Engaging Leadership
 - Fiscal Sustainability

- Invest in employees and district to achieve the best possible long-term impact to students

- Avoid significant future layoffs due to one-year staffing increases



Stakeholder Consultations

- Principals and Vice Principals
- CUPE Representatives
- SCTA Representatives
- District Staff
- District Parent Advisory Council



Identified Categories

- Health and Safety
- Technology
- Training and Collaboration
- Facilities
- International Education
- Direct School Allocations



District Enhancement Plan

Health and Safety:	91,950
Technology:	180,000
Training and Collaboration:	378,720
Facilities:	140,000
International Education:	105,000
Direct School Allocations:	<u>285,000</u>
Total Cost of District Enhancement Plan	<u>\$1,180,670</u>



Health and Safety - \$91,950

- Development of Comprehensive District Safety Plan
- Development of Joint Health and Safety Committee
- Emergency Preparedness Supplies



Technology - \$180,000

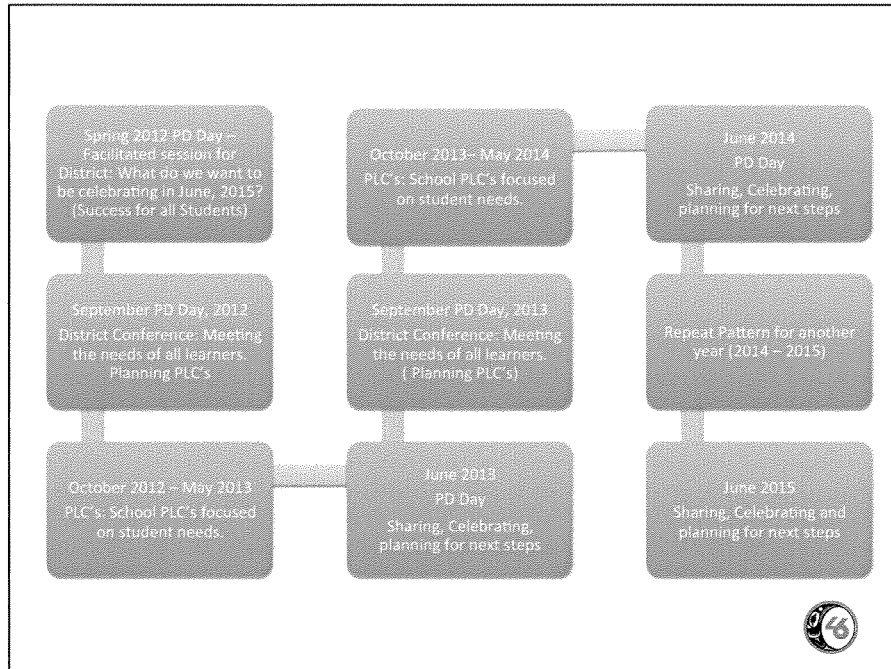
- Wireless Access and Bandwidth Upgrades
- School Equity Technology Grant



Training and Collaboration - \$378,720

- Professional Learning Community Initiative
- Student Services Staff Training
- Leadership Program
- Other District Training Needs





Facilities and District Fleet - \$140,000

- Green Energy Initiatives
- Maintenance Vehicle Replacement Plan
- Equipment
- School Cosmetic Enhancements

International Education - \$105,000

- Initial Staffing Costs Prior to Enrolment Increase
- Program Development and Promotional Materials



Direct School Allocations - \$285,000

- School-Based Decision-Making Allocation
- Maintenance of District Class-size Averages
- High-need School Allocation



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