



**MINUTES OF THE REGULAR MEETING OF THE  
SUNSHINE COAST BOARD OF EDUCATION  
(SCHOOL DISTRICT NO. 46)  
Held on Tuesday, May 8, 2012  
At the School Board Office, Gibsons, B.C.**

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**PRESENT: TRUSTEES:** S. White, Chair; B. Baxter, Vice-Chair; L. Dixon;  
L. Pratt; G. Russell; C. Younghusband

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

**REGRETS:** Trustee D. Mewhort

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**#91** Call to Order

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

Chair White opened the meeting by acknowledging that it was being held on the traditional territories of the Squamish Nation. He welcomed Chief G. Feschuk and those attending the meeting in a district capacity: district principals, P. Luporini and D. Galazka, principals D. Luporini and J. Brisebois, DPAC President E. Brooks-Wilson and S. MacKenzie, CUPE Representatives, C. Smith and R. Emerson.

**#92** Presentation

(a) UStart, Capilano University – J. Brisebois

J. Brisebois, principal of Chatelech Secondary spoke to the Board on the proposed partnership with Capilano University. This would involve grade 12 students taking English 12 in the first semester and if eligible, being able to take an English 100 course in the second semester that would be transferable to any post secondary in Canada. The criteria would be for students who receive 'A' in English 12 along with teacher and administrator approval. Mr. Brisebois went on to say that this would allow students to have a soft transition into post secondary.

Discussion followed.

Chair White thanked him for presenting.

Chair White asked that the Board take a few moments in silence to recognize the recent and unexpected passing of Michael Bryant, an Elphinstone Secondary School student.

(b) Elementary School Counselling – U. Hardwick, Counsellor

U. Hardwick first had her colleagues D. Schmirler and M. Scott, Elementary School Counsellors introduce themselves. She then presented a slide presentation, which outlined the services counsellors provide for students. She explained that the Counsellors work together to provide service to nine elementary schools. Each counsellor is the primary counsellor for a designated area and is a member of the school community.

Discussion followed.

#93 Public Question Period

- i) E. Brooks-Wilson asked several questions pertaining to the Draft Annual Budget that was being presented to the Board for approval. Secretary-Treasurer Weswick answered her questions explaining that the Budget format is different than other years with the new reporting guideline of the Public Sector Accounting Board (PSAB).
- ii) Chief G. Feschuk spoke to the Board first by reading a letter regarding the Sechelt Indian Band (SIB) Council's concerns with the recently reported 2012-13 Administrative Assignments and how they view the Aboriginal Education partnership to be affected. He reported that the SIB Council would like to meet with the Board to discuss the changes. Chair White confirmed that although the Board did attempt to set up meetings in prior weeks a meeting would be set up shortly for further discussion.

Discussion followed.

- iii) Ms. McCrone asked when teacher's opinions would be counted in the decision regarding UStart. Superintendent Bocking said he would work with J. Brisebois in deciding how dialogue with teachers could take place.

#94 Adoption of the Agenda

MOTION: Baxter /Younghusband

“THAT the agenda or May 8, 2012 be adopted as circulated.”

Carried.

#95 Approval of Minutes of Prior Meetings

MOTION: Pratt/Dixon

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

Carried.

#96 Reports

(a) Executive Report

(i) Strategic Plan Update

**1. Annual Budget Bylaw for the fiscal year 2012-13**

After providing a brief overview, Secretary-Treasurer Weswick requested the following motions:

(i) MOTION: Baxter/Pratt

“THAT the School District No. 46 (Sunshine Coast) Annual Budget Bylaw for the fiscal year 2012/13 in the amount of \$38,721,598 be read for a first time.”

Carried.

(ii) MOTION: Baxter/Russell

“THAT the School District No. 46 (Sunshine Coast) Annual Budget Bylaw for the fiscal year 2012/13 in the amount of \$38,721,598 be read for a second time.”

Carried.

As the Board did not unanimously agree to having a third reading, it was agreed to bring this item back to the June 8, 2012 Board Meeting.

**2. Capital Bylaw – Gibsons Elementary School Replacement**

Secretary-Treasurer Weswick requested the following motions:

(i) MOTION: Russell/Baxter

“THAT the School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 114755 Gibsons Elementary School Replacement in the amount of \$16,334,392 be read for a first time.

Carried.

(ii) MOTION: Russell/Youngusband

“THAT the School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 114755 Gibsons Elementary School Replacement in the amount of \$16,334,392 be read for a second time.”

Carried.

The Board unanimously agreed to move to a third reading.

(iii) MOTION: Russell/Pratt

“THAT the School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 114755 Gibsons Elementary School Replacement in the amount of \$16,334,392 be read for a third time, passed and adopted.”

Carried.

### **3. Capital Bylaw – Annual Facilities Grant 2012-13**

Secretary-Treasurer Weswick requested the following motions:

(i) MOTION: Russell/Baxter

“THAT the School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 126399 Annual Facilities Grant in the amount of \$689,185 be read for a first time.”

Carried.

(ii) MOTION: Russell/Pratt

“THAT the School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 126399 Annual Facilities Grant in the amount of \$689,185 be read for a second time.”

Carried.

The Board unanimously agreed to move to a third reading.

(iii) MOTION: Russell/Youngusband

“THAT the School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 126399 Annual Facilities Grant in the amount of \$689,185 be read for a third time, passed and adopted.”

Carried.

(ii) Other Reports

1. May Report

Superintendent Bocking submitted his report as written and highlighted the Early Year Fair that took place on April 28<sup>th</sup> saying that it was a very positive experience for young children and their parents.

2. Community LINK Funding

In reply to questions asked by Trustee Russell, Superintendent Bocking explained that he and a group of five principals developed the criteria to meet the Board's expectations regarding equitable distribution of funds throughout the district so all vulnerable students are supported. The funds will be distributed equally to the twelve schools not including the Sunshine Coast Alternative School. This process will be evaluated in subsequent years.

(iii) Information Items

1. Larger cheques issued in the month of April 2012.

(b) Board/Committee Reports

(i) Chair's Report – as written.

MOTION: Baxter/Pratt

“THAT the Board of Education of School District No. 46 (Sunshine Coast) address a letter to District of Sechelt Council and in that letter tell them that we have some concerns about references in their Strategic Plan for the Sechelt Learning Centre.”

Discussion followed with Trustee Baxter explaining the motivation behind the motion.

Carried.

Chair White reported that Speed Watch has remarkable success in slowing down traffic just by their presence at Gibsons Elementary School; however, it is disconcerting to observe the speeds when there isn't this presence. This concern will be an ongoing topic for the Transportation Committee.

(ii) Education Committee Notes – April 25, 2012

The report was submitted as written and the following recommendations were requested:

1. MOTION: Younghusband/Baxter

“THAT the Board of Education of School District No. 46 (Sunshine Coast) schedules a formal visit of all schools and facilities yearly.”

Carried.

2. MOTION: Younghusband/Russell

“THAT Course Offerings at Secondary Schools be added to the Education Committee Meeting May Agenda.”

Carried.

Trustee Younghusband also reported on the tentative plans to have the May 23<sup>rd</sup> Education Committee Meeting at the Botanical Gardens in Sechelt.

(iii) Finance, Facilities and Transportation Notes – April 19, 2012

The following recommendations are requested:

1. MOTION: Russell/Baxter

“THAT the Board of Education of School District No. 46 (Sunshine Coast) explores options with overcrowding at specific schools in the Sechelt area at the next Committee Meeting.”

Discussion followed.

Carried.

2. MOTION: Russell/Pratt

THAT correspondence from the Town of Gibsons regarding Gospel Rock be added to the May Finance, Facilities and Transportation meeting.”

Carried.

(iv) Policy Committee Notes – April 17, 2012

Chair White passed the Chair to Trustee Baxter so that he could speak to the Policy Changes.

Trustee Pratt provided a review of the motions saying that at the last board meeting there were first and second bylaw readings. At that time the recommended bylaw changes were referred back to the Policy Committee for further discussion. Discussion did take place and now the bylaw changes are being presented to the board for approval. Trustee Baxter said that the Policy Changes had not yet been addressed and as they only needed one reading she would deal with those first. The following motions were requested:

1. MOTION: Pratt/Youngusband

“THAT the Board of Education of School District No. 46 (Sunshine Coast) approves the changes to **Policy 1.1 Vision, 1.3 Values Statement and Policy 1.7 Role of the Board** as follows:

**1.1 VISION**

Our Vision is a community engaged in lifelong learning and educational excellence.

*Note: deleted 'the pursuit of'*

**1.3 VALUES STATEMENT**

**1.3.1 Engaged, Lifelong Learning for a Diverse, Creative Community.** We believe in a dynamic, invigorating and safe educational environment that engages learners educationally, intellectually, physically, socially and emotionally. We support and enhance the Sunshine Coast's identity as a centre for innovation, creativity, critical thinking, environmental awareness, and participation in community, volunteerism and the arts. Families and communities play a key role in the education of children, and it is vital that our public schools are welcoming, diverse and inclusive centres for family involvement and lifelong learning. We feel honoured to operate on the traditional territories of the Sechelt and Squamish Nations, to welcome their cultures into our schools, and to work together for our students' educational needs and values.

*Note: switched last sentence with 1.3.2, traded 'engaged, current' for "diverse, creative" in title, 'safe' in sentence 1.*

**1.3.2 Accessibility, Safety and Equity of Opportunity** Public education on the Sunshine Coast is an authentic reflection of our unique local communities – yet also reaches far beyond. Schools on the Sunshine Coast offer a broad exposure to opportunities in a safe and accessible environment. We ensure that every student has the support, resources, options and teaching in order to realize and reach his or her full potential. The cultural diversity of our students, employees and communities is an asset to be treasured and respected in our schools. We are excited about the opportunities and choices our students will have in the global community – as responsible, informed, skilled and compassionate citizens.

*Note: switched last sentence with 1.3.1. Added 'safety'; 'diversity' moved to 1.3.1 "Schools' replaces 'no other educational choice or organization...'*

**1.3.3 Health, Social Responsibility and Environmental Sustainability.** It is essential that our students and employees are safe, healthy and comfortable in their learning and working environments. Emotional and physical health must be free from bullying and discrimination, and enriched through physical activities, extra-curricular opportunities, positive social interactions and community connections. Environmental sustainability is key to both responsible citizenship and a healthy future, and we play a fundamental role in advancing it through education, from our schools on out to our local and global communities.

*Note: added 'employees' and 'working environments'*

**1.3.5 Honesty, Trust, Respect and Recognition.** Co-operation holds our local public education system together. For a function as imperative and sensitive as the education of our children, we place strong ethics in high regard. Especially in a small “community of communities,” it is critical that we foster and maintain an atmosphere of mutual trust and respect. The contributions and achievements of students, employees, parents and other community members are to be recognized, celebrated and cherished.”

*Note: moved 'Respect' to title, replaced 'staff' with 'employees.'*

## **1.7 Role of Board Committees**

**The Board may meet as a Committee of the Whole**, and will appoint Standing Committees and Ad Hoc Committees, to help carry out its governance responsibilities in accordance with its Procedural Bylaw. Consequently, committees:

1.7.4 Shall have their agendas managed by Committee chairs, but every item must be either assigned by the Board, or by the Board's agenda-setting process.

1.7.8 Shall include but not be limited to:



**i) Education Standing Committee:**

Terms of Reference: The Education Standing Committee shall review and consider the governance of education issues including curriculum; programs; education, administration and stewardship policy; student assessment; and student achievement.

**ii) Operations Standing Committee:**

Terms of Reference: The Operations Standing Committee shall review and make recommendations on budget issues including the annual budget and consultation process; proposed plans related to school sites and buildings; the Annual Facilities Grant budget and Carbon Neutral Action Report/Plan; the Annual Capital Plan budget submission to the Ministry of Education; matters related to community use of school facilities; finance and facilities policy; local government land-use and planning referrals; and transportation service levels and costs.

**iii) Trustee Honorarium Ad-hoc Committee:**

Terms of Reference: At the beginning of the second year of each Board's term, the Chair will strike an ad hoc committee to review trustee honorariums and the Committee shall bring recommendations to the Board on or before the regular Board meeting in March of that year."

**DELETED:**

**Policy Standing Committee:**

Terms of Reference: The Policy Committee shall draft revisions to existing policies and bylaws, review draft regulations prior to receipt by the Board and present all such drafts to the Board for its consideration. By board motion, the Policy Committee shall be directed to draft and revise specific policies and bylaws. The Committee shall maintain a constant, orderly review of all Board policies.

Discussion followed.

Opposed: Russell  
Carried.

**2. MOTION: White/Russell**

"THAT the Board of Education of School District No. 46 (Sunshine Coast) agrees to the third reading of Bylaw Changes 10.0 Voting and passes and approves the changes as follows:

## **10.0 Voting**

10.1 It is expected that all trustees present at a meeting will vote on each issue unless they are in a conflict of interest. **Procedural Bylaw 5.5 specifies when the Chair may vote.**

Carried.

### **3. MOTION: White/Pratt**

“THAT the Board of Education of School District No. 46 (Sunshine Coast) agrees to amend Bylaw 12.0 Committees as follows:

## **12.0 Committees**

**12.1 The Board will establish the mandate of each of its Standing Committees in Board Policy.**

12.2 Appointments to **Standing** Committees shall be made annually at the January Regular Board Meeting and otherwise as required. **There shall be no more than three trustees officially appointed to a Standing Committee.**

**12.3 The trustee members of each Standing Committee shall select their Committee Chair at the January Regular Board Meeting by consensus, or by the election procedures outlined in Procedural Bylaw 1.0, presided by the Board Chair. If no Committee Chair is elected, the Board Chair shall appoint one.**

12.4 Each Standing Committee shall choose a regular time to meet throughout the school year. **The meetings shall be scheduled so that the meeting notes can be received by the Board Office 8 days prior to the Board’s regularly scheduled meeting day, to be included in the next Board agenda package.**

**12.5 The Board may meet in a Committee of the Whole “working session” in order to review the Strategic Plan; prepare the Preliminary and Amended Budget; perform major hires and evaluations; conduct trustee orientations; discuss significant facility and program options and processes; and review the Governance section of board policies and bylaws.**

12.6 Public Committee meetings will have their agendas **confirmed in the regular public meeting agenda package** and published on the School District No. 46 (Sunshine Coast) website **at least 7 days prior to Committee Meetings. Committee meeting agenda packages will be distributed to Committee members at least 4 days prior to the meetings.**

12.7 The Superintendent of Schools and/or designate, should attend all Committee Meetings.

12.8 All Committees will be open to public attendance and participation, except when a Committee is specifically addressing confidential matters covered in Bylaw 4.1. Any trustee may attend any meeting of any Committee, and may participate in the proceedings.

**12.9 Committees' rules of order may be relaxed at the discretion of the Committee Chair to encourage open and in-depth discussion: a Committee including Committee of the Whole shall take no actions that replace debate or actions at a public Board meeting, hence will have no motions or formal votes. Speakers must still be recognized, speak no longer than five (5) minutes at one time, stay relevant to the agenda item under consideration, and the Chair shall offer speaking priority to those who have not yet participated in each discussion.**

**12.10 Committee recommendations to the Board will be reached by consensus. If a single recommendation cannot be agreed upon, the Committee Chair will ensure the notes reflect the differing points of view.**

12.11 Committees shall make recommendations to the Board in writing, with final wording agreed upon at the Committee meeting. No recommendation of any Committee shall be binding on the Board until the action is formally approved by the Board.

12.12 Committees shall provide written reports to the Board on any matters discussed by the Committee. It is the responsibility of the Committee Chair (or designate) to record and confirm **the meeting notes. The Chair of the Committee of the Whole must report any record or recommendations from Committee of the Whole to the regular public Board meeting.**

12.13 All Ad Hoc Committees are to be appointed by the Board Chair and shall follow the same operating procedures as those of Board Standing Committees. Ad Hoc Committees are time-limited and are normally appointed to complete a task, at which time they cease to exist.

**12.14 By motion, the Board may move into Committee of the Whole at any regular or closed session to accommodate open and in-depth discussion when deemed necessary."**

Discussion followed.

Opposed: Russell  
Carried.

4. MOTION: Pratt/White

“THAT the Board of Education of School District No. 46 (Sunshine Coast) agrees to a third reading of **Bylaw 12.0 Committees** as amended and passes and approves the changes.”

Opposed: Russell  
Carried.

5. MOTION: White/Pratt

“THAT the Board of Education of School District No. 46 (Sunshine Coast) agrees to the first reading of changes to Bylaw 11.0 Reports as follows:

Carried.

**11.0 Reports**

11.2 Reports from Board representatives and **committees** will be received by motion and are not debatable. Recommendations contained therein require a motion to adopt and are debatable.

**DELETE:** 11.3 A Committee of the Whole report will be received by motion, requires a seconder and is not debatable. Recommendations contained within the report require a motion to adopt, require a seconder and are debatable. Motions require a simple majority to pass.

**DELETED BYLAWS:**

Each of the Standing Committees shall determine its Terms of Reference and submit it to the Board for approval.

The Chair of the Board shall be an ex-officio member of all Standing Committees.

All information discussed in a Committee meeting will be treated as confidential until distributed to the full board. Committee attendees, both trustees and non-trustees, will be asked to respect this confidentiality.

6. MOTION: Pratt/White

“THAT the Board of Education of School District No. 46 (Sunshine Coast) agrees to the second reading of changes to Bylaw 11.0 Reports.”

Carried.

7. MOTION: Pratt/White

“THAT the Board of Education of School District No. 46 (Sunshine Coast) unanimously agrees to a third reading of changes to Bylaw 11.0 Reports and passes and approves.”

Carried.

8. MOTION: Pratt/White

“THAT the Board of Education of School District No. 46 (Sunshine Coast) agrees to a first reading to remove Bylaw 2.7 Unscheduled Presentations as follows:

2.7 Unscheduled Presentations

2.7.1 Individual members of the public attending a regularly scheduled Board meeting may be permitted to address the Board spontaneously for a five (5) minute period.

2.7.2 Spontaneous addresses shall be permitted in the following circumstances:

- (a) if the issue is urgent;
- (b) if the information is significant to a decision to be made by the Board at that meeting;
- (c) if the issue has arisen since the deadline in 2.6.1;
- (d) if new information has come to light since the deadline in 2.6.1.

2.7.3 Decisions to permit a spontaneous address or to extend the time limit shall be made by Board motion.”

Carried

9. MOTION: White/Pratt

“THAT the Board of Education of School District No. 46 (Sunshine Coast) agrees to a second reading to remove Bylaw 2.7 Unscheduled Presentations.”

Discussion followed regarding the proposed bylaw removal with arguments made for keeping it.

Opposed: Younghusband, Russell,  
Dixon

Defeated

10. MOTION: Pratt/Russell

“THAT the Board of Education of School District No. 46 (Sunshine Coast) adjusts the numbering of our bylaws to better correspond to, and differentiate from, board policies.

Carried.

11. MOTION: Pratt/Younghusband

“THAT the Board of Education of School District No. 46 (Sunshine Coast) approves that policy discussion be an agenda item for the Committee of the Whole at least every second meeting.”

Carried.

The chair was handed back to Chair White.

(v) LGBT Ad Hoc Committee Notes – May 2, 2012

Trustee Baxter submitted the report as written and commented that the Draft Policy included in her report was not being submitted at this time for approval. The committee will invite a student representative and their teacher sponsor to the next committee meeting.

(vi) BCSTA Report

Trustee Pratt explained that the report consisted of the resolutions from the February BCSTA Provincial Council.

MOTION: Russell/Pratt

“THAT the reports be received.”

Carried.

#97 Correspondence

(a) VOICE on the Coast, J.M. Boyd – April 6, 2012

Chair White said that this would be discussed in the Committee of the Whole meeting.

(b) SCRD, Julie Clark – March 28, 2012

(c) UBCM, Peter Ronald – March 26, 2012 – R.C. Community Use Room

(d) Minister G. Abbott – April 27, 2012 – Ref: 159002

(e) Minister G. Abbott – Capital Project Approval, GES Replacement

MOTION: Russell/Pratt

“THAT the correspondence be received.

Carried.

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

E. Brooks-Wilson announced that the May DPAC meeting to be held at Chatelech has been moved to May 29<sup>th</sup>.

R. Emerson would like CUPE Representatives to be considered in future district professional development discussions.

C. Wood, Coast Reporter asked if the Administrator assignments had been finalized. Chair White confirmed that Administrator assignments were finalized, however the Aboriginal staffing has not been finalized.

R. Emerson asked if a breakdown for the Annual Facilities Grant could be provided. Secretary-Treasurer Weswick replied that these would be made available in the next committee notes.

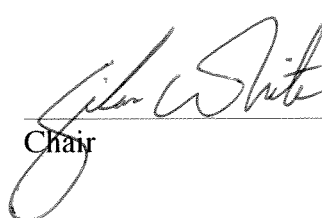
#99 Next Meeting

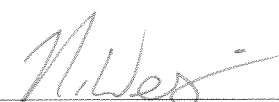
The next Regular Board Meeting will be held at the School Board Office on June 12, 2012.

#100 Adjournment

MOTION: Pratt/Younghusband

There being no further business, the meeting was adjourned at 8:55 p.m.

  
Chair

  
Secretary-Treasurer