



**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

**OPERATIONS COMMITTEE NOTES
Held on Thursday, May 15, 2014 at 12:30 p.m.
At the School Board Office – Gibsons, BC**

PRESENT: TRUSTEES: Dave Mewhort, Chair; Lori Pratt; Betty Baxter; Greg Russell; Silas White

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Rob Collison, Manager of Facilities and Transportation; Allyson Fawcus, DPAC; Erica Reimer, Recording Secretary

REGRETS: Greg Kitchen, Assistant Superintendent; Paul Bishop, Principal

The meeting was called to order at 12:31 pm.

1. Five Year Capital Plan

Secretary-Treasurer Weswick reported that the Ministry of Education has not yet requested that school districts submit Five Year Capital Plans. The committee reviewed the previous year's plan. It was noted that funding for Elphinstone boiler upgrades has been approved through the Carbon Neutral Capital Program and would be removed from the list when and if a request is made to submit new plans. It was also noted that West Sechelt Elementary capacity upgrades could potentially be moved to the top priority if a Project Identification Report (PIR) is completed.

2. Emergency Response Update

Superintendent Bocking reported on behalf of Assistant Superintendent Kitchen. A chart was provided which demonstrates the flow of communication on the Sunshine Coast in the event of an emergency. It was reported that the school district is included with local governments in the chart and a request has been made to add the district specifically to that box.

Emergency supplies have been provided to all school sites and a refresh schedule is in place for consumables and other items with expiry dates. It was noted that there is some confusion as to the responsibility to refresh items and senior administration agreed to update principals on the schedule and process. It was further reported that maintenance staff have completed Rapid Damage Assessment training that will allow them to assess damage to buildings after the occurrence a natural disaster. The committee discussed the Sunshine Coast Emergency Response plan and the districts place within it, as well as the districts own response plan. The committee agreed that additional information on the district's plan should be readily available to schools, PACs and stakeholders.

3. Facility Plan: Gibsons Elementary Projections

The long-range projections for Gibsons Elementary School were distributed at the meeting. Secretary-Treasurer Weswick indicated that watchful monitoring of registration at GES should continue and that a review out-of-catchment registration may be required in the event of enrolment surges. Current figures show enrolment within capacity for the new building. The nominal capacity for the new school is reported at 340 students, with an average of 25 students in grades 1 to 7 and 20 students in kindergarten classes. Typically, buildings can exceed capacity by a small percentage. It was noted that maps were inverted in the meeting package and the corrected information would be republished to the district website.

The meeting adjourned at 1:11 p.m.

Next meeting: June 19, 2014