



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

Held on Tuesday, November 12, 2013
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: S. White (Chair), B. Baxter (Vice-Chair), L. Dixon,
D. Mewhort, L. Pratt, G. Russell, C. Younghusband

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

#21. Call to Order

The meeting was called to order at 7:03 p.m.

Chair White opened the meeting by acknowledging that it was taking place on the traditional territory of the Squamish Nation.

#22. Swearing-in of Student Trustee

Sophie Garmulewicz, Elphinstone Secondary student and representative on the District Student Leadership Team, introduced herself and other team members: Liam Moore (Elphinstone Secondary), Cody Broski and Jaimi McLennan (Sunshine Coast Alternative School), Brian Ingram and Maya Treuheit (Chatelech Secondary), and Autumn LaFrance and Jace Landry (Pender Harbour Secondary).

Ms. Garmulewicz recommended on behalf of the DSLT that Maya Treuheit be accepted by the board as student trustee for the 2013/2014 school year. Chair White accepted the nomination.

Secretary-Treasurer Weswick swore in the student trustee.

Chair White read a letter of congratulations from Minister of Education, Peter Fassbender.

#23. Public Question Period

There were no questions.

#24. Adoption of the Agenda

MOTION: Mewhort/Pratt

“THAT the agenda of November 12, 2013 be adopted.”

Carried.

#25. Approval of Minutes of Prior Meetings

MOTION: Baxter/Mewhort

“THAT the minutes of the Regular Meeting of October 8, 2013 and the Record of the Closed Meeting of October 8, 2013 be adopted as circulated.”

Carried.

#26. Reports

a. Executive Report

i. Strategic Plan Update: Careers Education

Superintendent Bocking reported that a discussion surrounding careers education had taken place at the Education Committee table in October.

ii. Other Reports

1. Superintendent's Report

The report was submitted as written. Superintendent Bocking highlighted upcoming changes to the provincial curriculum – noting that orientation, awareness, and training to support the new curriculum would follow.

Trustee Baxter requested an update on environmental education program offerings at the secondary school level. Assistant-Superintendent Kitchen reported that that secondary principals continue to plan for appropriate delivery and marketing. It was noted that the program could be a good recruiting tool for international education. The program is planned to begin during the 2014/2015 school year.

a) Learning Improvement Fund (LIF) Summary

Assistant Superintendent Kitchen reported that Learning Improvement Funds are being used to support improved access to counseling, a behaviour support program at Kinnikinnick Elementary School, and additional SETA support at many schools in the district.

2. Secretary-Treasurer's Report

The report was submitted as written. Secretary-Treasurer Weswick highlighted the impact of higher than expected enrolment on the district budget.

3. Administrative Regulations to be Received:

Secretary-Treasurer Weswick reported that although feedback had been received and considered regarding the draft regulations, no substantive changes were made.

a. Reg 1770 – Scent Considerate Environment

b. Reg 5900 – Volunteers in Schools

MOTION: Mewhort/Pratt

“THAT Regulation 1770 (Scent Considerate Environment) and Regulation 5900 (Volunteers in Schools) be received.”

Opposed: Russell
Carried.

iii. Information Items

1. Larger Cheques Written in the Month of October 2013

The report was submitted as written.

b. Board/Committee Reports

i. Board Report

The report was submitted as written.

Trustee Pratt provided additional information on the BCSTA Conflict of Interest Working Group.

ii. Committee of the Whole – October 22, 2013 (*motion*)

The notes were submitted as written. Trustees Russell and Baxter requested that the meeting notes be updated to reflect two statements made at that meeting. Trustees agreed to both additions.

Chair White reported that the board policy dealing with corporate sponsorship had been flagged as one to amalgamate into a regulation, however upon further reflection it was felt that the policy should remain as is. He further suggested that both the policy and regulation be reviewed in the future.

MOTION: Russell/Mewhort

“THAT the Board of Education for School District 46 (Sunshine Coast) amalgamate the following policies with their corresponding regulations or other policies, to reduce overlap and conflict between governance policies and administrative regulations, and to make our collection of policies/regulations more user-friendly:

- Policy 14 ‘Hiring Process for District Administration’ to point 10.1 within Policy 10 ‘District Administration’
- Policy 22 ‘Employee Freedom of Expression’ with Regulation 1360
- Policy 24 ‘School Attendance Areas/Cross Boundary Transfers’ with Regulation 1800
- Policy 25 ‘School Planning Councils’ with Regulation 2740
- Policy 26 ‘School Closures’ to point 23.1 within Policy 23 ‘Neighbourhood Schools’
- Policy 27 ‘Disposal of Land of Improvements’ with Regulation 3350
- Policy 28 ‘Naming of Facilities’ into Regulation 3450
- Policy 29 ‘Rental of School Facilities’ with Regulation 3550
- Policy 32 ‘Donations’ with Regulation 4220
- Policy 34 ‘Volunteers’ with Regulation 5900
- Policy 35 ‘Food in Schools’ to the Preamble of Regulation 1550, under amalgamated title ‘Food in Schools’
- Policy 36 ‘Life Threatening Allergies’ with Regulation 1080
- Policy 37 ‘Tobacco Use’ with Regulation 1810 (and renamed ‘Smoking and Tobacco Use’)
- Policy 38 ‘Substance Abuse’ with Regulation 2850
- Policy 39 ‘Head Lice’ with Regulation 1590”

Trustees debated the motion. The main concerns raised were:

- Specific policies should remain to drive the development of regulations.
- There is a motion that has been referred to committee to strike a Policy Committee.

- That the updated cross-references policies listed on the revised regulations may not be accurate.

MOTION: Mewhort/Russell

“TO table the motion until cross-referenced policies are reviewed for accuracy.”

Opposed: Baxter, White, Pratt,
Younghusband
Defeated.

Trustees resumed debate on the main motion. It was noted that references to policies on the revised regulations would be corrected as necessary. Upon voting the motion carried.

Opposed: Russell
Carried.

MOTION: Baxter/Pratt

“THAT the Board of Education for School District 46 (Sunshine Coast) remove the Policy preamble #20 ‘Stewardship’ and categorize all policies as ‘Governance Policies.’”

Trustee White noted that a new preamble has been developed for the district’s website which includes language from the ‘Stewardship’ preamble, as well as definitions for “policy”, “regulation” and “bylaws” as requested by the committee.

Opposed: Dixon
Carried.

MOTION: Younghusband/Pratt

“THAT the Board of Education of School District No. 46 (Sunshine Coast) revise Policy 11 (Role of the Superintendent), as follows:

11 ROLE OF THE SUPERINTENDENT

The Superintendent shall function as chief executive officer of School District No. 46 (Sunshine Coast). Board authority for the educational and administrative leadership of the district shall be specifically delegated through the Superintendent. Decisions, or delegations of decision-making, by the collective Board are binding upon only the Superintendent. Authority and accountability of staff, as far as the Board is concerned, is considered to be the accountability of the Superintendent. Included in the Superintendent’s role are direct responsibilities to the Board, and on behalf of the Board to the Ministry of Education. The Board determines the degree of authority delegated to the Superintendent through its policies and authorizes the Superintendent to lead and manage the school district in compliance with these policies. Consequently, the Superintendent shall:

- 11.1 Provide leadership in all matters relating to education in the district, including leadership of all staff employed by the school district.*

- 11.2 *Ensure that educational programs and student assessment are delivered in a manner designed to meet the academic needs of all students.*
- 11.3 *Ensure that available resources are allocated to: optimize learning opportunities to meet the academic needs of all students, and provide staff with training to achieve district learning goals.*
- 11.4 *Ensure that all practices, activities, decisions and organizational circumstances are lawful, ethical, prudent, and in compliance with Board policies.*
- 11.5 *Treat, and ensure the treatment of, students, parents, staff and the public in a way that is ethical, reasonable, fair, dignified and in compliance with Board values and policies.*
- 11.6 *Maintain a safe, healthy and respectful environment for learning and working.*
- 11.7 *Tolerate no form of harassment or intimidation of any employee, volunteer, student, family or community member while on school district-related business.*
- 11.8 *Ensure that decisions on assigning, promoting, evaluating, or disciplining students or staff are based only on fair and consistent criteria.*
- 11.9 *Adhere to all collective and other staff agreements.*
- 11.10 *Operate with fair and consistent procedures for hiring and terminating staff.*
- 11.11 *Hire, retain and re-assign principals, vice-principals and other district administration positions with Board consultation.*
- 11.12 *Provide the Board with adequate information to make informed decisions regarding staff compensation, benefits and other terms of employment.*
- 11.13 *Delegate duties and authority to appropriate officials in the school system, holding them responsible for all aspects falling within their purview.*
- 11.14 *Ensure that succession planning is in place for district administration and executive staff.*
- 11.15 *Assist the Board in formulating policies and making informed decisions, providing options, implications and recommendations supported by accurate, thorough and up-to-date information.*
- 11.16 *Submit required information, recommendations and reports in a timely, accurate, and understandable fashion.*
- 11.17 *Commit the Board to ~~significant~~ legal action only with the approval of the Board.*
- 11.18 *Report in a timely manner all matters that are important to the Board including, but not limited to, the following:*
 - (a) *actual or anticipated non-compliance with any policy of the Board or Ministry of Education directive;*
 - (b) *relevant trends;*
 - (c) *anticipated media coverage and public reactions;*
 - (d) *external and internal changes which have implications for the Board;*
 - (e) *significant parent/student/staff complaints and discipline;*
 - (f) *significant union grievances.*

- 11.19 *Develop administrative regulations cross-referenced to corresponding Board policies, clauses of the School Act, or ministerial orders. The Board may request the development or review of regulations by Board motion.*
- 11.20 *Ensure the timely handling of appeals to the Board by students, parents, staff and community when established avenues in policy, regulation and contractual agreement have been exhausted.*
- 11.21 *In collaboration with the Board Chair, be responsible for public communications on behalf of the school district, including acting as official spokesperson, delegating communications to other officials, and overseeing communications from schools, programs or staff.”*

Opposed: Dixon
Carried.

MOTION: Younghusband/Baxter

“THAT the Board of Education of School District No. 46 (Sunshine Coast) revise Policy 12 (Role of the Secretary Treasurer) as follows:

12 *ROLE OF SECRETARY TREASURER*

The Secretary-Treasurer is identified by the School Act as the Board’s corporate financial officer. Furthermore, the Secretary Treasurer is responsible to the Superintendent for all business functions pertaining to the school district’s operations, including the financial health, assets and stability of the school district. Consequently, the Secretary-Treasurer shall:

- 12.1 *Partner with the Superintendent to support the Board on all operational and strategic issues as they arise; provide strategic recommendations to the Board based on financial analysis and projections.*
- 12.2 *Undertake staff responsibility and leadership for the annual budget development process, cost management, and regular financial reporting to the Board and Superintendent.*
- 12.3 *Receive, process or disburse funds under controls that are sufficient to meet the Board-appointed auditor’s standards, and invest or hold funds only in secure instruments.*
- 12.4 *Permit expenditures to exceed revenues at the end of the fiscal year only if authorized by the Board.*
- 12.5 *Not unnecessarily expose the school district, the Board or staff to claims of liability.*
- 12.6 *Oversee School District No. 46 (Sunshine Coast) physical assets, including property, facilities and vehicles, including providing a program of regular and preventative maintenance.*

- 12.7 *Oversee any transportation the Board offers to students to and from school.*
- 12.8 *Take into consideration the Board's intention to protect the cultural, heritage and environmental assets of the school district whenever possible.*
- 12.9 *Acquire, encumber or dispose of real property only with Board approval.*
- 12.10 *Consult with the Board before entering into any significant partnerships or contracts."*

Opposed: Dixon
Carried.

MOTION: Younghusband/Baxter

“THAT the Board of Education of School District No. 46 (Sunshine Coast) revise Policy 3 (Role of the Trustee) as follows:

3 *ROLE OF THE TRUSTEE*

The Board and Trustees shall operate in an ethical, respectful and professional manner. This policy shall be recognized as the Board's Code of Conduct. Consequently, trustees shall:

- 3.1 *Be prepared for the work of the Board by devoting time, thought and study to meeting agendas, policies and bylaws, rules of order, provincial educational issues, community issues, the Board strategic plan and other relevant information.*
- 3.2 *Attend all Board meetings, working sessions, and meetings of all committees of which they are Board-appointed members, except when absence is necessary.*
- 3.3 *Work harmoniously with all other trustees in the spirit of openness, cooperation and trust; respect and encourage the free and appropriate expression of opinions by other trustees.*
- 3.4 *Immediately share with the Board and/or senior administration, through the Board Chair, any significant information that may impact the Board or School District No. 46 (Sunshine Coast), and not withhold from the Board any information necessary to make an informed decision.*
- 3.5 *Be knowledgeable and respectful of the roles of those who work with and for the Board.*
- 3.6 *Endeavour to fairly, impartially and equitably ensure the district and schools are administered by the most qualified and appropriate personnel.*
- 3.7 *Be loyal and accessible to the community at large, superseding any conflicting loyalties to employee, advocacy or interest groups; political parties; other councils or boards; individual employees, schools, electoral areas or communities; or personal interests.*

- 3.8 *Respect and maintain the confidentiality of confidential business of the Board and School District No. 46 (Sunshine Coast), including individual statements and opinions expressed in closed sessions.*
- 3.9 *Conduct themselves in a manner that represents the Board and School District No. 46 (Sunshine Coast) in a positive light, taking no action that compromises, or will compromise, the Board and its decisions.*
- 3.10 *Recognize that any interactions they have as individuals with staff, the public, press or other entities lack board authority; and always clarify, within reason, that personal, individual opinions do not reflect the corporate position of the Board.*
- 3.11 *Refrain from getting involved in or expressing judgments on any school-level disputes or concerns, but listen to complainants and refer them to the district's Complaints and/or Appeals process.*
- 3.12 *When appointed to a liaison position, faithfully keep apprised of any concerns or circumstances of the particular school, PAC or external organization that are relevant to the Board, and report them to the Board Chair for the arrangement of appropriate discussion, decision or delegation.*
- 3.13 *Share any materials or ideas gained from external professional development activities with the Board.*
- 3.14 *Carry out their fiduciary duty to vote on every motion before the Board, expressing their opinions during Board debate, but always abiding by majority decisions of the Board.*
- 3.15 *Make no disparaging remarks or accusations, in or out of Board meetings and including in election campaigns, about other members of the Board or their opinions, nor about Board employees.*
- 3.16 *Disclose the nature of any conflict of interest to the Board, and avoid exerting any influence on any school district issue when in conflict of interest—as defined by legislation, policy or personal declaration—including absenting oneself from discussing or voting on issues when in a conflict of interest.*
- 3.17 *Refrain from sitting on the board or executive of any corporation or organization that receives funding from School District No. 46 (Sunshine Coast).*
- 3.18 *Refrain from sitting on any specific school-related or program-related group in the district, including Parent Advisory Councils except as a liaison from the Board.*
- 3.19 *Comply with Policy 3 (Role of the Trustee), and all policies and bylaws of the Board of School District No. 46 (Sunshine Coast)."*

Trustees debated the motion. Concerns were raised regarding the prescriptive nature of policy 3.18. A suggestion was heard that the motion to change the policy was premature, as discussion surrounding the policy had not been completed. Those speaking in favour of the motion indicated that the changes provide helpful guidelines for trustees.

Opposed: Dixon, Russell
Carried.

iii. Education Committee Notes – October 23, 2013

The notes were submitted as written. Trustee Younghusband gave thanks to District Principal Phil Loporini for his presentation at that meeting and invited student representation from the District Student Leadership Team to future meetings.

iv. Operations Committee Notes – October 17, 2013

The notes were submitted as written. A correction to the notes was requested as Trustee Pratt's regrets were missing from the draft notes.

MOTION: Mewhort/Russell

“THAT the Board of Education of School District No. 46 (Sunshine Coast) proceed with public consultation around the redefinition of catchment areas for West Sechelt and Kinnikinnick Elementary Schools.”

Carried.

MOTION: Mewhort/Russell

“THAT the Board of Education of School District No. 46 (Sunshine Coast) direct the superintendent to initiate a process to honour Mr. & Mrs. Bragg by striking a committee and bringing a recommendation to the board.”

Carried.

MOTION: Russell/Younghusband

“THAT the reports be received, with amendments.”

Carried.

#27. Correspondence

- a. Minister Fassbender – Student Representative (Ref: 170309)
- b. P. Moonen – Cool School Letter of Support
- c. L. Barnett – Wi-Fi and Sunshine Coast Schools

MOTION: Russell/Pratt

“THAT the correspondence be received.”

Carried.

#28. Questions and Enquiries from the Public Relating to the Board Meeting

- A comment was heard expressing disappointment that no changes were implemented in the regulations despite submitted feedback through the regulation response process.
- Additional information was requested regarding the specific schools that would benefit from the counseling identified in Assistant Superintendent Kitchen’s LIF report. Assistant Superintendent Kitchen agreed to provide that information.
- A suggestion was made to advertise the upcoming West Sechelt Catchment Area Consultation to families with children approaching school age in the affected areas.
- A suggestion was made to promote soft career options as well as the trades.

#29. Next Meeting

The next public board meeting will be held on December 10, 2013.

The following changes were made to committee agendas:

- Operations Committee –“Community Link Funding” to December agenda
- Committee of the Whole – Adjust meeting duration to 9:30-12:30 pm

MOTION: Younghusband/Pratt

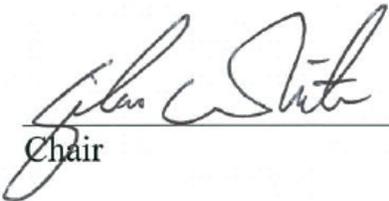
“TO approve the committee agendas, with amendments.”

Opposed: Russell
Carried.

#30. Adjournment

MOTION: Younghusband/Pratt

There being no further business, the meeting adjourned at 8:32 p.m.



Chair



Secretary-Treasurer