



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

Held on Wednesday, November 8<sup>th</sup>, 2017  
At the School Board Office, Gibsons, B.C.

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PRESENT: TRUSTEES: B. Baxter (Chair), D. Mewhort, G. Russell, P. Ruth, L. Pratt,  
C. Youngusband, P. Deasey (Student Trustee)

STAFF: P. Bocking, Superintendent of Schools  
P. Bishop, Director of Instruction  
V. White, Director of Instruction  
N. Weswick, Secretary-Treasurer  
E. Reimer, Executive Assistant (Recording Secretary)

REGRETS: L. Dixon, Trustee

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#19. Call to Order

The meeting was called to order at 7:00 p.m.

Chair Baxter acknowledged that the meeting was taking place on the territory of the Squamish Nation.

#20. Public Question Period

- There were no questions.

#21. Adoption of the Agenda

**MOTION:** Ruth/Pratt

"THAT the agenda of November 8, 2017 be adopted."

Carried.

#22. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings

- a. Regular Meeting – October 11, 2017
- b. Record of Closed Meeting – October 11, 2017

**MOTION:** Pratt/Ruth

"THAT the minutes of Regular Meeting of October 11, 2017 and the Record of the Closed Meeting of October 11, 2017 be adopted."

Carried.

#23. Reports

- a. Executive Reports
  - i. Superintendent's Report

Superintendent Bocking spoke to his report.

1. Administrative Regulations in Circulation:

a. Regulation 4220 – Donations

The revised regulation includes a minor change to increase the threshold over which the superintendent must report on their use to the board. The revised regulation will circulate for feedback until January 5, 2018.

2. Administrative Regulations to be Repealed:

a. Regulation 3720 - School Vans

ii. Strategic Plan Update:

1. Goal 1.i. – Technology

Superintendent Bocking spoke to his written report.

2. Goal 2.j. – Sustainable Practices

Secretary-Treasurer Weswick spoke to his written report and highlighted the solar projects at Langdale Elementary, Davis Bay Elementary and Pender Harbour Secondary.

iii. Secretary-Treasurer's Report

Secretary-Treasurer Weswick reported back on the use of transportation funding and an increase in teacher benefit costs. Further information can be found in his written report.

1. Larger Cheques Written in the Month of October 2017

The report was submitted as written.

Trustees requested clarification on items in the report.

b. Board/Committee Reports

i. Board Report

The report was submitted as written. Vice-Chair Pratt reported on her experience at the Howe Sound forum and suggested that the school district report on environmental initiatives at a future forum.

1. BCSTA Report

Copies of the BCSTA Provincial Council "Synopsis", including a disposition of motions, was provided at the meeting. Trustee Ruth reported back on the Provincial Council meeting and spoke to motions carried by the council.

2. BCPSEA Report

Trustee Younghusband reported back on conversations regarding BCPSEA board governance.

3. Student Trustee Report

Student Trustee Deasey reported the following:

- DSLT Facebook page is active and available to secondary school students,
- Halloween festivities took place at all schools,
- Remembrance day ceremonies took place at all schools,

- Chatelech Secondary held a Post Secondary Information day
- Pender Harbour Secondary is raising funds for diabetes,
- Chatelech Secondary is hosting a dodge ball tournament.

ii. Education Committee Notes – October 18, 2017

The notes were submitted as written.

iii. Operations Committee Notes – October 19, 2017

The notes were submitted as written. Vice-Chair Pratt highlighted an upcoming catchment area review.

iv. Committee of the Whole Notes – October 23, 2017

The notes were submitted as written.

v. Policy Committee – October 23, 2017

**MOTION:** Youngusband/Pratt

“THAT the following new policy be adopted:

*Role of PAC/DPAC*

*The Board of Education of School District No. 46 (Sunshine Coast) believes that parents are partners in our educational system. The Board believes that parent engagement contributes to a positive learning environment, provides input to school planning, and promotes an open, two-way communication between parents, schools, and the District. Parental input, advice and feedback are essential elements in the development of positive relationships between home, school, and the District. The Board encourages that all schools have a Parent Advisory Council (PAC) and representatives from these PACs form the District Parent Advisory Council (DPAC), as per Section 8 of the School Act. All parents are welcome to attend PAC and DPAC meetings.*

Carried.

**MOTION:** Youngusband/Ruth

“THAT the board support PACs in running meetings, developing elections, passing motions and other governance processes”

Carried.

**MOTION:** Youngusband/Pratt

“THAT the updated Appeals Bylaw, attached to these minutes, be read for a first time.”

Carried.

**MOTION:** Pratt/Youngusband

“THAT the updated Appeals Bylaw be read for a second time

Carried.

Trustees agreed unanimously to proceed to a third reading. Secretary-Treasurer Weswick confirmed that a legal interpretation was sought which confirmed the board's interpretation that the 45 day limit commences the date the appeal is received at the board office.

**MOTION:** Pratt/Ruth

"THAT the updated Appeals Bylaw be read for a third time, passed and adopted."

Carried.

**MOTION:** Russell/Youngusband

"TO receive the reports."

Carried.

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

- There were no questions.

#25. Next Meeting

The next public board meeting will be held on December 13<sup>th</sup>, 2017.

**MOTION:** Russell/Youngusband

"TO approve the committee agendas."

Carried.

#26. Adjournment

**MOTION:** Pratt/Mewhort

The meeting adjourned at 8:17 p.m.

Carried.

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Chair

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Secretary-Treasurer

## 70 APPEALS BYLAW

The *School Act* requires that the Board set up a procedure enabling a student or his/her parents/guardians to appeal any decision made by an employee of the Board that significantly affects the education, health or safety of the student. The Board expects its employees to make any necessary decisions regarding students but appreciates that those affected may not always agree, hence the need to provide for appeals. For the purpose of this bylaw, the failure to make a decision may be considered as a decision in that a non-decision may have a significant effect on a student.

### Objectives

- To provide a means of appealing decisions.
- To safeguard the rights of students and their parents and to ensure their fair treatment.
- To ensure that procedural and administrative fairness and due process have been adhered to and conform to Board policy.

70.1 The Board requires that an appeal of any decision made by its employees which significantly affects the education, health or safety of a student be heard first at the school level and then, if necessary, at the district administrative level on a consultative basis per administrative regulations.

70.2 If the Administrative Regulation 5350 (How to Communicate with Us) fails to satisfy the student and/or parent/guardian bringing the appeal, he/she/they may appeal to the Superintendent of Schools. The basis of the appeal to the Superintendent is to be filed in writing.

70.3 If the appeal to the Superintendent cannot be resolved to the satisfaction of the complainant, the Board will review the complaint.

70.4 The Superintendent or designate will prepare a report for the School Board concerning the matter and will provide a copy to the complainant.

70.5 The appeal will be heard in-camera at a Special Closed Meeting of the Board and render a decision within 45 days as per Section 11(7) of the *School Act*.

70.6 The complainant and/or his/her advocate have the right to appear before the Board. At least forty-eight (48) hours prior to the meeting the complainant must notify the Superintendent of who will be attending the meeting.

70.7 The Board may request the presence of the complainant or any person who was involved in the matter giving rise to the appeal before the Board or in the dispute resolution efforts to date. At least forty-eight (48) hours prior to the meeting the complainant will be advised who will be attending the meeting.

70.8 The scope of the review shall be based on the criteria that:

- (a) the policies of the School Board have been followed;
- (b) the administrative regulations of the school district have been followed;
- (c) relevant information was considered by administration and the decision under appeal has been based on that evidence;
- (d) the procedures followed have been fair to the complainant.

- 70.9 The Board will deliberate in the absence of all persons who were involved in the dispute or dispute resolution efforts to date.
- 70.10 The Board shall make a decision on the matter in question as soon as feasible after listening to the appeal and shall give written reasons for the decision to the complainant. Such decision shall be final.
- 70.11 No person shall penalize or otherwise discriminate against a person who brings a complaint, gives evidence or otherwise assists in the investigation, inquiry or reporting of a complaint to the administration or Board.
- 70.12 Information about the appeals procedure provided to a complainant and/or their advocates shall contain information about how to access the office of the Ombudsman and when it is appropriate to do so.
- 70.13 The Board shall conduct an annual review of this bylaw.