



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

REGULAR MEETING AGENDA

March 10, 2015 at 7:00 p.m.
At the School Board Office, Gibsons, B.C.

1. **Call to Order**
2. **Presentations**
 - a. Celebrating Education: International Education – G. Kitchen
3. **Public Question Period** (*10 minutes in total*)
4. **Adoption of the Agenda**
5. **Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings**
 - a. Regular Meeting – February 10, 2015 Pg. 3-7
 - b. Record of Closed Meeting – February 10, 2015 Pg. 8
6. **Reports**
 - a. **Executive Reports**
 - i. Strategic Plan Update:
 1. Student Support Services Pg. 9-10
 - ii. Superintendent’s Report Pg. 11
 - iii. Secretary-Treasurer’s Report Pg. 12
 1. Kinnikinnick Elementary School Crown Land Tenure (*bylaw*) Pg. 13
 - iv. Information Items:
 1. Larger Cheques Written in the Month of February 2015 Pg. 14
 2. Expenditures by Object Pg. 15
 - b. **Board/Committee Reports**
 - i. Board Report Pg. 16
 1. BCSTA Report
 2. Student Trustee/DSLIT Report
 - ii. Committee of the Whole Notes – February 12, 2015 Pg. 17-18
 - iii. Committee of the Whole Notes – February 24, 2015 (*motion*) Pg. 19
 1. 2015/16 School Calendar (*motion*) Pg. 20-21

MOTION: “THAT the 2015/16 School Calendar be adopted.”
 - iv. Operations Committee Notes – February 19, 2015 Pg. 22
 - v. Education Committee Notes – February 26, 2015 Pg. 23-24

MOTION: “TO receive the reports.”
7. **Correspondence**
 - a. Min. Fassbender – Aboriginal Six-Year Completion Rate Pg. 25
8. **Questions and Enquiries from the Public Relating to the Board Meeting**

9. Next Meeting

The next public board meeting will be held on April 14, 2015.

MOTION: “TO approve the committee agendas.”

10. Adjournment

COMMITTEE MEETINGS 2014 – 2015			
MONTH	EDUCATION School Board Office 1:00 – 2:30 pm	OPERATIONS School Board Office 12:30 – 2:00 pm	COMMITTEE OF THE WHOLE School Board Office 9:30 – 11:30 am
September	24	18	23
October	22	30	28
November	26	-	25
December	-	-	-
January	28	27	27
February	26	19	12
March	24	26	24
April	22	23	28
May	27	21	26
June	24	18	23

Agendas for Upcoming Meetings:

Education Committee – March 24, 2015 from 1:00-2:30 pm at the SBO

1. Environmental Education
2. Grad Survey Update
3. Satisfaction Survey Update
4. Foundational Skills Assessment Update
5. Parent Engagement

Operations Committee – March 26, 2015 from 12:30-2:00 pm at the SBO

1. Budget – School Allocation Rates
2. Staffing Timelines
3. 2015-16 Carbon Neutral Capital Funding Program

Committee of the Whole – March 24, 2015 from 9:30-11:30 am at the SBO

1. Appeals Bylaw Review
2. Visions for Learning Update



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

Held on Tuesday, February 10, 2015
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: B. Baxter, D. Mewhort, L. Pratt, G. Russell, P. Ruth,
C. Younghusband, K. Pritchard (Student Trustee)

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

REGRETS: Trustee L. Dixon

#55. Call to Order

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

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

#56. Presentations

- a. Celebrating Education: Nature Education for Sustainable Todays and Tomorrows (NEST) Program – Glen Smith, Linda Russell and Jenny Groves

Davis Bay Principal, Glen Smith, introduced the NEST program to trustees and provided information on the program's purpose. NEST teachers, Linda Russell and Jenny Groves, spoke to their practice as teachers for the program, providing a summary of a typical day for students. The program has received support from the superintendent to shed traditional reporting scales, rather parents will be advised to their child's progress at school through the Fresh Grade reporting program. Trustees requested additional information on how the program aligns with changes to the curriculum.

#57. Public Question Period

- There were no questions.

#58. Adoption of the Agenda

MOTION: Russell/Younghusband

“THAT the agenda of February 10, 2015 be adopted.”

Carried.

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

MOTION: Ruth/Pratt

“THAT the minutes of the Regular Meeting of January 13, 2015 and the Record of the Closed Meeting of January 26, 2015 be adopted as presented.”

Carried.

#60. Reports

a. Executive Reports

i. Strategic Plan Update

1. Community Partnerships

Superintendent Bocking spoke to his written report.

2. International Education

Assistant Superintendent Kitchen spoke to his written report.

ii. Superintendent's Report

Superintendent Bocking highlighted the district music program, the transition to the MyEducationBC system and the new hot breakfast program at Kinnikinnick Elementary School.

iii. Secretary-Treasurer's Report

The report was submitted as written. Secretary-Treasurer Weswick drew attention to the cross boundary changes at Gibsons Elementary School.

iv. Information items

1. Larger Cheques Written in the Month of January 2015

Submitted as written.

b. Board/Committee Reports

i. Board Report

Submitted as written. Chair Baxter responded to questions from trustees.

1. BCPSEA Report

Submitted as written. Trustee Younghusband spoke to the report and the amended motion regarding the request for a return of trustee governance in the bargaining process.

2. BCSTA Proposed Motions

Trustee Baxter indicated that the proposed motions were included as placeholders for discussion.

MOTION: Pratt/Younghusband

“TO move to into a Committee of the Whole.”

Carried.

Trustees discussed proposed motions relating to mental health and conflict of interest. provided in the meeting package. Trustees indicated their support of a motion relating to supports for youth mental health.

MOTION: Pratt/Younghusband

“TO move out of a Committee of the Whole.”

Carried.

MOTION: Younghusband/Pratt

“To urge the Minister of Education to review mental health support and increase collaboration between all provincial ministries that works with youth.

To urge the minister to increase financial support for school district to address student mental health”

Carried.

MOTION: Younghusband/Ruth

“THAT the Board of Education of School District No. 46 (Sunshine Coast) write a letter to the Minister of Education regarding student mental health.”

Carried.

3. Student Trustee / DSLT Report

Student Trustee Pritchard spoke to her experiences attending the school visits with trustees.

ii. Committee of the Whole Notes – January 27, 2015

Submitted as written.

MOTION: Pratt/Mewhort

“THAT section 5.8 (iii) of board policy 5 (Role of Board Committees) be updated as follows:

(iii) Superintendent Evaluation Committee

*Terms of Reference: The Superintendent Evaluation Committee shall be responsible for promoting professional growth and development through ongoing dialogue with the Superintendent, providing opportunities for reflection and collaboration. The Committee shall be chaired by the Board Chair, and will include **all** trustees. Its meetings, called in coordination with the Superintendent Evaluation Cycle, will be Closed Sessions due to personnel matters.”*

AND THAT section 5.8 (v) be added to board policy 5 (Role of Board Committees) as follows:

(v) Committee of the Whole

Terms of Reference: The Committee of the Whole shall consider board orientation and evaluation; review the Governance section of board policies and bylaws; strategic planning and public consultation; appeals bylaw review and review school calendar and school growth plans each year. The Committee of the Whole shall act as the Audit committee for the school district. The Committee of the Whole is also the forum where the Board as a whole may discuss emerging issues in the structure and planning of provincial education and educational organizations and authorities, e.g.: BCPSEA, BCSTA or Ministry of Education consultations or initiatives.”

Carried.

iii. Operations Committee Notes – January 27, 2015

Submitted as written.

1. Amended Annual Budget Bylaw

MOTION: Russell/Younghusband

“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2014/2015 be read for a first time.”

Carried.

MOTION: Russell/Mewhort

“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2014/2015 be read for a second time.”

Carried.

Trustees agreed unanimously to a third reading of the amended budget bylaw.

MOTION: Russell/Pratt

“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2014/2015 be read for a third time, passed and adopted.”

Carried.

iv. Education Committee Notes – January 28, 2015

Submitted as written. Trustee Younghusband highlighted the course proposal from Pender Harbour Secondary School.

MOTION: Younghusband/Russell

“THAT the Board of Education of School District No. 46 (Sunshine Coast) support the Board/Authority Authorized Course Proposal: *Coastal Ecological Stewardship*.”

Carried.

MOTION: Russell/Younghusband

“TO receive the reports.”

Carried.

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

- A member of the press shared information on a youth summit supporting youth mental health.

#62. Next Meeting

The next public board meeting will be held on March 10, 2015.

MOTION: Pratt/Ruth

“TO approve the committee agendas.”

Carried.

#63. Adjournment

MOTION: Younghusband/Mewhort

The meeting adjourned at 8:34 p.m.

Carried.

Chair

Secretary-Treasurer

DRAFT



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

RECORD OF CLOSED MEETING

Held on Tuesday, February 10, 2015
At the School Board Office, Gibsons, B.C.

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

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

Call to Order

The meeting was called to order at 5:30 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
 - Personnel
 - Exempt Update
 - Students
 - Student Appeal Response
- **Items for Disclosure**
 - No items to disclose.

Adjournment

The meeting adjourned at 5:50 p.m.

Chairperson

Secretary-Treasurer

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

Strategic Plan Report: Student Support Services

Submitted by Patrick Bocking

March 10, 2015

*“The True Measure of Any Society can be found in how it treats its
most vulnerable members” – Ghandi*

Background:

Student Support Services enable students who are designated as requiring special support in their learning, including students who require English language learning support, to successfully move forward in their education. The Sunshine Coast has a very strong culture, as supported through the district’s Strategic Plan, that all students are welcome, supported and cherished. Key concepts from the stated values in the plan include: engaged, diverse, creative, accessibility, equity, respect and recognition. Student Services exists to support, in partnership with school communities and other district departments, these values.

Discussion:

Student Support services student numbers have been quite stable overall. However, students in the Moderate Behaviour/Mental Illness category did increase. Resource teachers and counselors participate in regular sessions to enhance professional skill and certification.

We know that many of our students experience stress in their daily lives. Interpersonal and mental health issues interfere with learning and personal growth. To enable our students to deal successfully with life challenges the counselors in the Student Support Services department work with students, families, community agencies and staff. Proactive programs are in place and being enhanced to surround students with a wide continuum of support.

Student Support Services helps all educators as well using the concept that what may be necessary for some students with special needs, is often, in fact, very beneficial for all students. The use of RTI (Response to Intervention) as a framework is being encouraged in all schools and there is a gradual shift to encouraging more classroom-based support.

Highlights and Next Steps:

- All counselors and interested teachers received updated Suicide Intervention Skills Training (ASIST) in February 2015
- SafeTalk training was offered to all classroom teachers, principals and CUPE members

- District Principal was sent for Train-the-Trainer in-service for Mental Health First Aid (MHFA)
- Two sessions of MHFA have been offered in District, two more planned before June
- All counselors attended 3 in-service sessions with our local doctors on Depression, Anxiety and ADHD
- Sexual Health Education training will be offered to all counselors and interested teachers April 15th and 16th, 2015
- Middle Years Development Instrument (MDI) was administered to all Grade 4's and 7's and breakout sessions are planned for the Spring when our results come back.
- District team will be attending Level 3 VTRA/ERASE training in Squamish in May
- SD46 will be hosting the ACEbc Conference in April 2015 "The Heart of the Matter"

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

Superintendent's Report
March 10, 2015

1. Academic Programming

- a. Support Services
 - i) **Heart of the Matter** conference on April 9th and 10th
http://www.sd46.bc.ca/files/Community%20Info/ACEbc2015_Heart.pdf
 - ii) A great deal of training is taking place – suicide intervention for counselors and community groups as well as Mental Health First Aid training. (See attached Student Support report for further information).
- b. The district is anticipating running three **ACE-IT programs** next year including Carpentry, Automotive Technician and Professional Cook.
- c. The School District **International Education Website** is now accessible from our primary website. Information about district secondary schools and the Sunshine Coast community is available in words, pictures and video messages.
- d. The **Healthy Buddies Program** (SD46 had a significant role in the program development) is a finalist in the 2015 Cmolik Prize competition for the Enhancement of Public Education in BC.

2. Operational

- a. Spring Break takes place from March 16th to March 20th.
- b. **District Parent Advisory Committee:** Thursday, March 26th at 7:00 p.m. in the Chatelech Secondary School library.
- c. The district participated in the **Progress Plan launch** on Thursday, March 5th with a particular focus on the new childcare spaces at the Sechelt Learning Centre and Gibsons Elementary School. The research, consultation and coordination of effort by the Progress Plan team helps to inform the district of a number of issues affecting the families of our students.

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

**Secretary-Treasurer's Report
March 10, 2015**

Preliminary Budget Update

The board has met on several occasions to discuss the preliminary budget and the district has engaged stakeholders for feedback on funding priorities for the 2015/2016 school year.

The provincial budget was announced on February 17th (see excerpted table below). As part of that announcement, the province revealed that spending on Public School Administration would be reduced by \$29 million dollars for the coming year. The district will have a better understanding of the impact of this announcement when funding allocations are announced on March 12th.

Additionally, the district must consider several cost pressures for the 2015/16 budget, including CPP/EI increase in maximum insurable earnings, MSP premium increases, BC Hydro rate increases, and technology improvements relating to the New Generation Network operating costs. Following the funding allocation announcement, school allocation rates and per pupil funding will be adjusted as necessary. Further information will be presented at the March meeting of the Operations Committee.

Resource Summary

Core Business Area	2014/15 Revised Estimate*	2015/16 Estimate	2014/15 Plan	2015/16 Plan
Operating Expenses (\$M)				
Public Schools Instruction	4,490,800	4,622,235	4,608,500	4,693,435
Public Schools Administration	368,274	326,274	314,274	314,274
Learning Improvement Fund	75,000	96,100	100,000	100,000
Independent Schools	293,700	310,500	308,100	374,400
Transfers to Other Partners	84,087	65,575	82,273	86,475
Executive and Support Services	46,308	45,148	43,288	43,488
British Columbia Training and Education Savings Program special account	30,001	30,001	30,001	30,001
Teachers' Act Special Account	6,430	7,810	6,420	6,432
Total	5,386,601	5,498,443	5,398,601	5,648,481
Ministry Capital Expenditures (Consolidated Revenue Fund) (\$M)				
Executive and Support Services	1,238	918	3	2
Capital Plan (\$M)				
Public Schools	438,217	382,108	488,751	352,187

*For comparative purposes, amounts shown for 2014/15 have been revised to be consistent with the presentation of the 2015/16 Estimate.

Further information on program funding and other resources is available in the [Estimates and Supplemental Plan Estimates](#).



**CROWN LAND TENURE (LEASE)
BYLAW No. 2015-001**

WHEREAS Section 65(5) of the *School Act* requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw;

AND WHEREAS The Board of Education of School District No. 46 (Sunshine Coast) (the "**Board**") proposes to lease land in Sechelt, B.C. legally described as PID: 024-247-626, Parcel A, District Lot 1471, Group 1, New Westminster District, Plan LMP39480 (the "**Property**") pursuant to the terms of a lease dated for reference February 6, 2015 (the "**Lease**"), subject to several conditions including the approval of the Board by bylaw, final approval of the Lease by the Ministry of Forests, Lands and Natural Resource Operations (the "**Ministry**") and further requirements as set out in a Notice of Final Review dated February 13, 2015 (the "**Notice**") from the Ministry;

NOW THEREFORE be it resolved as a Bylaw of the Board that the Board lease the Property on the terms and subject to the conditions set out in the Lease.

BE IT FURTHER resolved as a Bylaw of the Board that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver the Lease and all other documents required by the Notice.

This Bylaw may be cited as "School District No. 46 (Sunshine Coast) Crown Land Tenure (Lease) Bylaw No. 2015-01".

READ A FIRST TIME THIS 10TH DAY OF MARCH, 2015

READ A SECOND TIME THIS 10TH DAY OF MARCH, 2015

READ A THIRD AND FINAL TIME, PASSED AND ADOPTED THIS 10TH DAY OF MARCH, 2015

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 46 (Sunshine Coast) Crown Land Tenure (Lease) Bylaw No. 2015-01 adopted by the Board the 10th day of March, 2015.

Secretary-Treasurer

DATE 03-Mar-2015 11:08 AM

SUMMARY - ISSUED CHEQUE REPORT - CHEQUE LIMIT : 10,000.00

PAGE 1

START DATE: 01-Feb-2015 TO END DATE: 28-Feb-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT

ON-LINE CHEQUES : ISSUED BETWEEN 01-Feb-2015 AND 28-Feb-2015						
00LCET2399	0001	*****	28095	RECEIVER GENERAL FOR CANADA	04-Feb-15	10,390.80
00LCET2400	0001	*****	28093	RECEIVER GENERAL FOR CANADA	04-Feb-15	343,054.91
00LCET2401	0001	*****	28094	RECEIVER GENERAL FOR CANADA	04-Feb-15	94,128.78
00LCET2403	0001	*****	30209	TEACHERS' PENSION PLAN	12-Feb-15	448,023.44
00LCET2404	0001	*****	23290	MUNICIPAL PENSION PLAN	13-Feb-15	53,856.96
00LCET2407	0001	*****	28094	RECEIVER GENERAL FOR CANADA	18-Feb-15	91,132.50
00LCET2408	0001	*****	28093	RECEIVER GENERAL FOR CANADA	18-Feb-15	150,000.00
TOTALS FOR BANK - 0001						1,190,587.39
TOTAL NUMBER OF CHEQUES						7
TOTAL NUMBER OF CHEQUES WITH MICR						0
COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Feb-2015 AND 28-Feb-2015						
1830000032	0001	0000045801	23268	MINISTRY OF PROVINCIAL REVENUE	04-Feb-15	45,921.50
1830ET0009	0001	*****	12021	BC TEACHERS FEDERATION	04-Feb-15	26,985.46
1830ET0010	0001	*****	12111	BC TEACHERS FEDERATION	04-Feb-15	26,879.86
1830ET0014	0001	*****	13003	C.U.P.E. - LOCAL 801	04-Feb-15	13,484.90
1830ET0056	0001	*****	26207	PACIFIC BLUE CROSS/MSA	04-Feb-15	53,215.43
1832000004	0001	0000045844	12012	BC HYDRO & POWER AUTHORITY	11-Feb-15	36,934.59
1832000014	0001	0000045854	30211	FORTIS BC-NATURAL GAS	11-Feb-15	30,680.17
1832000021	0001	0000045861	14782	JSV ARCHITECTURAL VENEERING &	11-Feb-15	22,320.90
1832ET0002	0001	*****	11229	ALKINS PROJECT SERVICES INC.	11-Feb-15	28,134.89
1832ET0059	0001	*****	26026	PENDER HARBOUR TRANSPORTATION	11-Feb-15	18,871.45
1832ET0066	0001	*****	29037	SECHELT SCHOOL BUS SERVICE LTD	11-Feb-15	83,716.29
TOTALS FOR BANK - 0001						387,145.44
TOTAL NUMBER OF CHEQUES						11
TOTAL NUMBER OF CHEQUES WITH MICR						4
ON-LINE CHEQUES : ISSUED BETWEEN 01-Feb-2015 AND 28-Feb-2015						
00LCET2398	0005	*****	31043	US BANK VISA	06-Feb-15	39,460.20
TOTALS FOR BANK - 0005						39,460.20
TOTAL NUMBER OF CHEQUES						1
TOTAL NUMBER OF CHEQUES WITH MICR						0
GRAND TOTAL						1,617,193.03
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,617,193.03
GRAND TOTAL NUMBER OF CHEQUES						19
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						4

WARNING: NUMBER OF CHEQUES DOES NOT MATCH NUMBER OF CHEQUES WITH MICR

Expenditure by Object
As at February 28, 2015

Objects	Feb-15 Actual	Feb-15 Budget	ACTUAL	KEY
Salaries				
110 Teachers Salaries	\$7,522,168.06	\$13,680,405.00	54.98%	58%
105 Principal and Vice Principal	\$1,153,482.25	\$1,710,566.00	67.43%	67%
123 Educational Assistant Salaries	\$1,489,234.69	\$2,677,426.00	55.62%	60%
120 Support staff	\$1,143,385.50	\$1,970,860.00	58.01%	60%
120 Support staff-Mtce/Cust	\$1,306,124.25	\$2,023,784.00	64.54%	67%
130 Other Professional	\$723,266.27	\$1,114,647.00	64.89%	67%
140 Substitutes	\$978,740.96	\$2,214,790.00	44.19%	58%
Total Salaries	\$14,316,401.98	\$25,392,478.00	56.38%	
200 Employee Benefits	\$3,693,373.89	\$5,881,734.00	62.79%	64%
Total Salaries and Benefits				
310 Professional Services	\$490,238.94	\$776,205.00	63.16%	60%
330 Transportation	\$625,452.51	\$1,080,900.00	57.86%	58%
340 Training and Travel	\$70,092.04	\$269,364.00	26.02%	60%
360 Rentals	\$20,533.21	\$33,000.00	62.22%	67%
370 Dues and Fees	\$40,546.90	\$49,500.00	81.91%	90%
390 Insurance	\$68,738.00	\$83,000.00	82.82%	90%
510 Supplies	\$1,148,934.72	\$3,548,684.00	32.38%	60%
540 Utilities	\$366,765.71	\$746,000.00	49.16%	67%
580 Furniture and Equipment Replacement	\$127,302.08	\$247,855.00	51.36%	60%
590 Computer Equipment Replacement	\$61,542.06	\$142,850.00	43.08%	60%
Total Services and Supplies	\$3,020,146.17	\$6,977,358.00		
Total Expenditures	\$21,029,922.04	\$38,251,570.00	54.98%	
Long Term Sick Account	\$316,812.78	\$700,000.00	45.26%	58%
Short Term Sick Account	\$287,158.85	\$540,883.00	53.09%	58%
	\$603,971.63	\$1,240,883.00	48.67%	58%

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

Board Report
March 10, 2015

February and March - Parent Advisory Councils: Chair Baxter and Superintendent Bocking have visited the Parent Advisory Councils (PACs) in all schools to invite their input in developing our new strategic plan and to have information to contribute via our on-line survey or the Visions for Learning public forum on March 9, 2015. We were able to visit all PACs with the exception of Halfmoon Bay Elementary School prior to the forum. We will have the discussion with Halfmoon Bay Elementary School on Wednesday, March 11. In addition to PACs we met with the Aboriginal Education Advisory Circle and the Sunshine Coast Teachers' Association (SCTA) executive to provide information about the process, input opportunities and to receive preliminary feedback.

March 3, 2015 - Sunshine Coast Community Services Society: Chair Baxter and Superintendent Bocking met with the chair and executive director of the Sunshine Coast Community Services Society to complete the annual signing of the Memorandum of understanding on areas where we partner together.

March 9, 2015 –Visions for Learning, Community Forum: A report will be provided at the board meeting regarding this event.



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

COMMITTEE OF THE WHOLE
Held on Thursday, February 12, 2015 at 9:30 am
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Betty Baxter, Chair; Dave Mewhort; Lori Pratt; Greg Russell;
Pammila Ruth; Christine Younghusband
STAFF/OTHERS: Patrick Bocking, Superintendent; Greg Kitchen, Assistant
Superintendent; Nicholas Weswick, Secretary-Treasurer; Erica Reimer, Recording
Secretary
REGRETS: Lori Dixon, Trustee

The meeting was called to order at 9:36 a.m.

1. Strategic Plan – Process Update

Superintendent Bocking reviewed preliminary plans for the strategic plan forum – scheduled at Chatelech Secondary School on March 9 from 4:30-6:30 pm. The forum will be branded as the “Visions for Learning” forum. The committee discussed potential format and schedule consideration for the forum and made several suggestions.

Information was provided on plans for an online survey to solicit additional feedback from the school community.

The committee suggested the following questions to guide the discussion for both the forum and the survey:

1. *What is the best learning experience you had in our out of school?*
2. *What is the school district doing well?*
3. *What are some opportunities that you would like to see for our students on the Sunshine Coast?*

2. Board Vision for Communication

The committee discussed ways in which to improve internal and external communication. Trustee Dixon provided discussion points via email as she was unable to attend the meeting. The committee reviewed the Board Communication plan and made additions to the plan. The process for discussing board correspondence was clarified. Trustees were encouraged to contact members of the agenda setting committee with agenda requests, including discussion on items of correspondence. A question was raised regarding timed feedback on board directed projects and staff confirmed that reports could be provided at specific times upon direction from the board.

Trustees indicated their preference for changes to the Trustees’ Notebook, specifically the format for the trustee calendar. A suggestion was made that the trustee calendar be shared directly with trustees via web access. Staff confirmed that the district maintains a district calendar for staff, available online at <https://sbo.sd46.bc.ca/wiki/projects/districtwiki/calendar>. It was noted that scheduling for school specific events, such as Christmas concerts, are generally made at a time convenient to school staff and families and may therefore overlap with events scheduled at other schools.

Trustee Mewhort requested that the board reinstate the motion “diary” that had been implemented in previous terms. Chair Baxter agreed to review and bring the request back to a future meeting for discussion.

The meeting adjourned at 11:30 a.m.

Next meeting: February 24, 2015 from 9:00 to 11:00 am at the School Board Office.

DRAFT



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

COMMITTEE OF THE WHOLE
Held on Tuesday, February 24, 2015 at 9:00 am
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Betty Baxter, Chair; Dave Mewhort; Lori Pratt; Greg Russell; Pammila Ruth; Christine Younghusband (via conference call)
STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Colleen McPhedran, Recording Secretary; Carolyn Smith; Louise Herle, Allyson Fawcus

REGRETS: Lori Dixon, Trustee

The meeting was called to order at 9:01 a.m.

1. District Calendar

Chair Baxter provided a background stating that last year it was agreed to stick to the status quo and make necessary adjustments later. Superintendent Bocking then spoke to the financial, logistical and psychological pressures that the district is facing. He reported that the draft calendar for the 2015-16 school year must be completed by March 1, 2015 to go out to the public for 30 days and then submitted to the ministry by March 31st.

Trustees reviewed handouts that were provided by Superintendent Bocking outlining school calendars for a one-week or a two-week option for Spring Break.

Discussion followed. Each trustee, union and DPAC chair, was given an opportunity to offer his or her views on the proposed two-week break and ask questions.

Various comments were made, with both positive and negative possibilities for a two-week break.

Everyone present agreed that the educational needs of students, morale and health of staff should be at the forefront of any decision, however, there remains concerns of reduced hours of paid work for support staff.

In conclusion, Chair Baxter stated that as students are our number one priority, we wish to minimize the impact on students. The following recommendation will be presented to the Board at the March 10, 2015 meeting.

Recommendation:

“THAT, a two-week spring break be supported.”

Chair Baxter indicated that there would be discussion around the implementation of the two-week spring break with employee groups.

The meeting was adjourned at 11:00 a.m.

Next meeting: March 24, 2015 from 9:30 to 11:30 am at the School Board Office.

SCHOOL DISTRICT NO. 46 (SUNSHINE COAST) CALENDAR 2015/2016

The following dates have been established for the 2015/2016 school year.

Tuesday, September 8th, 2015 (for purposes of the calendar, this is considered a full day in session)	<i>First day of school (.5)</i>
Friday, September 25th	<i>Professional Development Day (School) (1.0)</i>
Monday, October 12th	<i>Thanksgiving Day (1.0)</i>
Friday, October 23rd	<i>Professional Development Day (Provincial) (1.0)</i>
Wednesday, November 11th	<i>Remembrance Day (1.0)</i>
Monday, November 23rd	<i>Professional Development Day (School) (.5)</i> <i>(Administrator) (.5)</i>
Wednesday, December 2nd and Thursday, December 3rd	<i>Early Dismissals</i>
Monday, December 21st, 2015 to Friday, January 1st, 2016 inclusive	<i>Winter Vacation</i>
Monday, January 4th	<i>Schools Reopen After Winter Vacation</i>
Monday, January 25th to Thursday, January 29th	<i>Provincial Exams</i>
Friday, February 5th	<i>Professional Development Day (District) (1.0)</i>
Monday, February 8th	<i>Family Day (1.0)</i>
Wednesday, March 9th and Thursday, March 10th	<i>Early Dismissals</i>
Monday, March 14th to Thursday, March 24th inclusive	<i>Spring Vacation</i>
Friday, March 25th	<i>Good Friday (1.0)</i>
Monday, March 28th	<i>Easter Monday (1.0)</i>
Tuesday, March 29th	<i>Schools Reopen After Spring Vacation</i>
Monday, April 11th	<i>Professional Development Day (School) (1.0)</i>
Friday, May 6th	<i>Professional Development Day (School) (.5)</i> <i>(Administrator) (.5)</i>
Monday, May 23rd	<i>Victoria Day (1.0)</i>
Wednesday, June 22nd to Wednesday, June 29th	<i>Provincial Exams</i>
Friday, June 24th	<i>Last Day of School</i>

SCHOOL CALENDAR FORM - GENERAL

2015/2016 CALENDAR

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
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23	24	25	26	27	28	29
30	31					

SEPTEMBER						
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27	28	29	30			

OCTOBER						
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NOVEMBER						
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29	30					

DECEMBER						
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27	28	29	30	31		

JANUARY						
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31						

FEBRUARY						
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28	29					

MARCH						
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27	28	29	30	31		

APRIL						
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MAY						
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29	30	31				

JUNE						
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26	27	28	29	30		

■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday



Ministry of Education



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

OPERATIONS COMMITTEE NOTES
Held on Thursday, February 19, 2015 at 12:30 p.m.
At the School Board Office – Gibsons, BC

PRESENT: TRUSTEES: Dave Mewhort, Chair; Lori Pratt; Greg Russell; Betty Baxter
STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Phil Luporini, District Principal; Allyson Fawcus; Louise Herle; Carolyn Smith; Shannon Whittall; Sandy Tjensvold; Darlene Dewitt; Margo Lizee; Bernice Christiansen; Bryan Palmer; Tracey Bond

REGRETS: Rob Collison, Manager of Facilities

Called to order at 12:31 pm

1. Preliminary Budget Considerations

Secretary-Treasurer Weswick reviewed enrolment and revenue projections for the coming school year. Additional information was provided on funding protection and the potential impact of changes to enrolment under that model. At present, the district is forecasting several challenges to the budget year:

- Decline in enrollment
- Unrestricted surplus from previous year has been exhausted
- Hydro rate increase
- Required technology improvements
- Potential impact from outcome of provincial grievances

In order to present a balanced budget, Secretary-Treasurer Weswick suggested that the board may consider repurposing restricted surplus items to support the new curriculum and required technology improvements. The committee reviewed several funding scenarios.

2. Custodial Workload Review Process

Secretary-Treasurer Weswick reported that a sub-committee has been struck to review custodial workload, with a goal to create a baseline that will be used to determine how much custodial time should be allocated per facility based on an equitable model. A consultant has been engaged to direct the committee in the process of creating a formula. It was made clear that the intent of the review is to redistribute existing labour and not to reduce current levels. Members of the sub-committee shared their views on the review process. The committee discussed health and safety concerns, the make up of the sub committee and the role of the consultant in the process.

The meeting adjourned at 2:02 pm

Next meeting: March 26, 2015 from 12:30 pm to 2:00 pm at the School Board Office



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

EDUCATION COMMITTEE NOTES
Held on Thursday, February 26, 2015 at 1:00 pm
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Christine Younghusband, Chair; Greg Russell, Betty Baxter
STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick,
Secretary-Treasurer; Allan Stevenson; Colleen McPhedran, Recording Secretary;
Carolyn Smith; Louise Herle; Debra Nelson; Laurie Watson; Sandy Magnussen

REGRETS: Lori Dixon, Trustee; Pammila Ruth, Trustee; Vanessa White, District Principal;
Lenora Joe

The meeting was called to order at 1:03 p.m.

1. Student Support Services (presentation)

a. English Language Learners – *Debra Nelson*

Debra Nelson, itinerant teacher for the elementary English Language Learners (ELL) program, provided a report on ELL services offered at the district level. At present, the program has 48 students at the elementary level and 32 students at the secondary level who are supported by Lauri MacHale. The ELL program continues to expand as students are more likely to stay on the coast as opposed to earlier years when they came for a time and then left. Debra shared the difficulties the program experiences due to lack of time to network with teachers and Education Assistants, the logistical problems of meeting frequently with students, and the struggles engaging parents due to the language barrier. There are plans to network with Marie Giltrow of the *Welcome Community Program* and Sandy Middleton from Capilano University, in order to better serve the needs of the ELL students and their families. A letter from Laurie MacHale was distributed outlining her involvement at the secondary level. The committee engaged in a discussion, asking questions and sharing comments.

b. Vision Support – *Laurie Watson*

Laurie Watson provided an informative presentation outlining the Visual Support Program for the school district. She explained the various levels of visual impairment for students and the many challenges that these students experience, in addition to the tools that are provided to assist with these challenges. She provided many examples of adaptations to the core curriculum to ensure student success. Small changes on the teacher's part can create significant change for students and their learning.

c. Special Education Tech Coordinator – *Sandy Magnussen*

Sandy Magnussen provided a presentation outlining Technology Integration to Support Teachers and Learning. She reported the success of students using the Kurzweil Educational System, noting the many ways that technology could be used effectively, instead of technology substitution, to assist in learning. She is currently collaborating on a reading project with a Grade 2/3 class at Madeira Park Elementary using technology and sharing books with students, parents, and families using QR codes.

Questions and comments from committee members followed the presentations.

2. Parent Engagement

Allen Stevenson, DPAC Treasurer, reported that DPAC meetings have been well attended by representatives from school PACs as well as a number of parents. He also thanked the presenters, saying the DPAC would be interested to hear more from them and perhaps be able to offer some funding. He announced the DPAC meeting being held on February 26th at Chatelech Secondary at 7 p.m.

Superintendent Bocking reiterated that it is good to see the PAC members coming together from various schools and learning from each other.

The meeting adjourned at 2:33 p.m.

Next Meeting: March 24, 2015 from 1:00 to 2:30 pm at the School Board Office.

DRAFT



February 17, 2015

Ref: 179335

Betty Baxter, Board Chair
Board of Education
School District No. 46 (Sunshine Coast)
Email: bettybaxter@dccnet.com

Dear Ms. Baxter:

I would like to congratulate you and your educational partners on reaching your highest Aboriginal 6-year completion rate of 72 percent. Your ongoing commitment to Aboriginal student success is evident in the achievement you have attained. I am encouraged by the Provincial Aboriginal rate that has gone up to 62 percent — its highest ever — due to the work of each and every district in our Province. I know that the success of our Aboriginal students comes in part from their inclusion in your District Goals and Strategic Plans, your Enhancement Agreement and your work to develop trusting partnerships.

It is a great time to celebrate the successes of Aboriginal students as a result of our efforts to transform our education system. With each new graduate you are providing opportunities and opening doors to new possibilities for more Aboriginal students each and every year. I know we still have a great deal of work ahead of us, but I would like to take this opportunity to pause and reflect on the achievements being made. Congratulations again.

Sincerely,

Peter Fassbender
Minister

pc: Patrick Bocking, Superintendent School District No. 46 (Sunshine Coast)
Kerry Mahlman, Principal, District Aboriginal Programs and Services and
Chair, Aboriginal Education Advisory Circle