



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

**OPERATIONS COMMITTEE**

**AGENDA**

February 19, 2015 from 12:30-2:00 p.m.  
School Board Office – Gibsons, BC

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1. Preliminary Budget Considerations
2. Custodial Review Process

## **Principal / Vice-Principal Consultation 2014/15 Preliminary Budget**

District staff have engaged in a consultative process with principals to assess the effectiveness of the current budget model and to determine considerations for the development of the 2014/15 school budget. The consultation process involved individual conversation with principals followed by a group prioritizing process (Dot-mocracy) of all requests.

### **SPECIFIC REQUESTS**

**Support for Special Needs Students** – The district has seen an increase of approximately 20 chronic health designated students. The majority of budget requests involved additional support for special needs students. Specific requests were made for counseling support, increased special education teachers and EAs, intensive behavior interventions and an increase in staffing for OT/PT and SLP.

**Transportation** – Equity of access and service for all students, especially northern region, was identified as a priority. As our schools look to maintain program offerings and to personalize learning, we will be expanding alternative delivery models that may require additional transportation. The ‘Common Timetable’ will enable student to take course in more than one school that may require them to travel mid-day.

**Trades & Apprenticeships** – Support for trades and apprenticeship programs, including district funding for the position of work experience coordinator.

**Technology** – Improved access to technology and support.

**Support for Current Board Priorities** – Additional district support has been requested to support reading, libraries, graduation, environmental education and other initiatives.

## CUSTODIAL WORKLOAD REVIEW

The rationale for the Custodial Workload Review is to create fair and equitable cleaning standards and time allocations for every site. The combination of the time allocated, duties and responsibilities, as well as frequencies of duties performed will provide the expectations of every custodian in every position in the district. This document will be the key to managing expectations throughout the district with respect to levels of service provided. The workload expectations are meant to be fully transparent so there would be no alternate interpretation of the custodial requirements.

This is a detailed review of the areas being used and considers the type of activity designated for the space. A degree of difficulty factor has been applied, allowing for a specific time allocation (sec) per square meter in each of the area usage categories identified. The required daily, weekly, monthly duties and responsibilities are provided for every category of space utilized district wide. A site based floor plan identifying custodial sections and time allocations per room is also provided.

Custodial works that may not be able to be regularly scripted are considered extra duties. These duties and responsibilities are provided in the document entitled Custodial Extra Duties. To maintain the document a review committee may be initiated. The committee would identify the changes in the duties and frequencies required to accommodate the new staffing levels.