



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

**REGULAR MEETING AGENDA**

January 12, 2016 at 7:00 p.m.  
At the School Board Office, Gibsons, B.C.

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**1. Call to Order**

**2. Presentations:**

- a. Celebrating Education: ACE-IT Pro Cook Program – B. Barone

**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 – December 8, 2015 ..... Pg. 3-10

**6. Reports**

a. Executive Reports

i. Strategic Plan Update:

1. Goal 1.a. – Early Learning ..... Pg. 11-12

ii. Superintendent’s Report ..... Pg. 13

1. Administrative Regulation to be Received: (*motion*)

- a. Regulation 4550 – Student Fees ..... Pg. 14

MOTION: “TO receive the regulation.”

iii. Secretary-Treasurer’s Report ..... Pg. 15-17

1. Carbon Neutral Capital Program Submission ..... Pg. 18-20

iv. Information Items:

1. Larger Cheques Written in the Months of December ..... Pg. 21-22

b. Board/Committee Reports

i. Board Report ..... Pg. 23-24

1. Strategic Plan: Innovation ..... Pg. 23

2. Board Committee Appointments ..... Pg. 25

3. Student Trustee/DSLTL Report

4. BCSTA Report

5. BCPSEA Report

6. DPAC Report

ii. Committee of the Whole Notes – December 17, 2015 ..... Pg. 28-29

iii. Education Committee Notes – December 16, 2015 ..... Pg. 30-31

MOTION: “TO receive the reports.”

**7. Questions and Enquiries from the Public Relating to the Board Meeting**

**8. Next Meeting**

The next public board meeting will be held on February 9, 2016.

MOTION: “TO approve the committee agendas.”

**9. Adjournment**

## COMMITTEE MEETINGS 2015 – 2016

MONTH	EDUCATION COMMITTEE	OPERATIONS COMMITTEE	POLICY COMMITTEE	COMMITTEE OF THE WHOLE
September	16 from 1 – 2:30 pm	17 from 12:30 – 2 pm	–	22 from 9:30 – 11:30 am
October	28 from 1 – 2:30 pm	20 from 12:30 – 2 pm	27 from 10:30 – 12 pm	27 from 9:30 – 10:30 am
November	25 from 1 – 2:30 pm	26 from 11 – 12:30 pm	24 from 11:30 – 1 pm	24 from 9:30 – 11:30 am
December	16 from 1 – 2:30 pm	Cancelled	Cancelled	17 from 1:00 – 2:30 pm
January	27 from 1 – 2:30 pm	21 from 12:30 – 2 pm	26 from 11:30 – 1 pm	26 from 9:30 – 11:30 am
February	24 from 1 – 2:30 pm	18 from 12:30 – 2 pm	23 from 11:30 – 1 pm	23 from 9:30 – 11:30 am
March	23 from 1 – 2:30 pm	17 from 12:30 – 2 pm	22 from 11:30 – 1 pm	22 from 9:30 – 11:30 am
April	27 from 1 – 2:30 pm	21 from 12:30 – 2 pm	26 from 11:30 – 1 pm	26 from 9:30 – 11:30 am
May	25 from 1 – 2:30 pm	19 from 12:30 – 2 pm	24 from 11:30 – 1 pm	24 from 9:30 – 11:30 am
June	22 from 1 – 2:30 pm	16 from 12:30 – 2 pm	21 from 11:30 – 1 pm	21 from 9:30 – 11:30 am

*All committee meetings will take place at the School Board Office, unless otherwise noted.*

### Agendas for Upcoming Meetings:

Operations Committee – January 21, 2016 from 12:30 – 2:00 pm at the SBO

1. Enrollment Projections 2016/17
2. Amended Budget
3. Preliminary Budget Feedback from Consultations
4. Long Range Facilities Plan (*standing item*) – see “Learning Spaces” information below

Committee of the Whole – January 26, 2016 from 9:30 – 11:30 am at the SBO

1. Mandate for the School System: Overview
2. Strategic Plan: Goal 3.d. Local Governments
3. 2016/2017 School Calendar
4. Audits and their Implication for Boards of Education Discussion
5. Communication (*standing item*)

Policy Committee – January 26, 2016 from 11:30 – 1:00 pm at the SBO

1. Policy 3 – Role of the Trustee
2. Policy 7 – Trustee Donations

Education Committee – January 27, 2016 from 1:00 – 2:30 pm at the SBO

1. Strategic Plan: Goal 3.b. – Collaborations
2. Strategic Plan: Goal 1.d. – Social and Emotional Learning
3. Framework for Enhancing Student Learning
4. Curriculum (*standing item*)
5. Parent Engagement (*standing item*)

## Learning Spaces - A Plan for the Future

Please register for any one of our upcoming public consultations in our long-term facilities visioning process and share your thoughts. The goal of the process is to determine how school spaces can best support students and the broader community.

- Gibsons Area - Gibsons Elementary School (Library) on Mon., Jan. 25 from 4-6pm
- Sechelt Area - Chatelech Secondary School (Foyer) on Tues., Jan. 26 from 4-6 pm
- Pender Harbour Area - Pender Harbour Secondary (Library) on Mon., Feb. 1 from 4-6 pm

Please register online at: <https://www.surveymonkey.com/r/SD46-Learning-Spaces>



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

Held on Tuesday, December 8, 2015  
At the School Board Office, Gibsons, B.C.

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

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

**REGRETS:** Trustee L. Dixon

**#31. Call to Order**

The meeting was called to order at 7:01 p.m.

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

**#32. Presentations:**

- a. Celebrating Education: Musical Theatre Group – S. Douglas & T. Kellough

A number of students involved in the district’s musical theatre group, being lead by their Stage Director, Sara Douglas, and supported by their Music Director, Tom Kellough, delighted trustees with a performance of the finale of “*Into the Woods Junior*.” The troup’s rehearsals take place at 3:00 p.m. on Fridays at Chatelech Secondary School. Public performances are scheduled for 7:00 pm on March 4<sup>th</sup> and 5<sup>th</sup> at Chatelech Secondary Theatre in Sechelt and at 2pm on March 6<sup>th</sup> at the Heritage Theatre in Gibsons.

**#33. Public Question Period**

- There were no questions.

**#34. Adoption of the Agenda**

**MOTION:** Pratt/Ruth

“THAT the agenda of December 8, 2015 be adopted.”

Carried.

**#35. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings**

**MOTION:** Pratt/Mewhort

“THAT the minutes of the Regular Meeting of November 10, 2015 and the Record of Closed Meeting of November 10, 2015 be adopted with corrections.”

Carried.

## #36. Reports

### a. Executive Reports

#### i. Strategic Plan Update:

##### 1. Goal 1.i. – Technology

Superintendent Bocking spoke to his written report and shared information on upgrades to the district's wireless infrastructure. Student Trustee Henley shared student concerns regarding communal desktop computers in the library at Elphinstone Secondary School.

##### 2. Goal 2.e. – Healthy Staff

Director Bishop provided an overview of his written report.

#### ii. Superintendent's Report

Superintendent Bocking spoke to his written report and drew attention to provincial conversations on how best to support Syrian student refugees, as well as plans for the upcoming non-instructional days on January 4<sup>th</sup> and March 29<sup>th</sup>.

##### 1. Administrative Regulation in Circulation:

###### a. Regulation 1820 – Student Health

Director White reported that revisions to Regulation 1820 (Student Health) had been discussed at the Education Committee meeting of November 25, 2015. The change was a result of a request from Vancouver Coastal Health to allow for "mature minor" consent in order to administer immunizations when parental consent has not been acquired. While a specific age for "mature minor" consent has not been stipulated in the regulation, Director White clarified that mature minor language would only be considered on a case by case basis for students in grades nine and above.

The amended regulation will be circulating until February 8, 2016 and comments are invited during this period. Additional information on the process can be found at [www.sd46.bc.ca/index.php/regulation](http://www.sd46.bc.ca/index.php/regulation).

##### 2. Administrative Regulation to be Received:

###### a. Regulation 3350 – Disposal of Surplus Property

Secretary-Treasurer Weswick reported that while no public feedback had been received during the circulation period, further revisions were included in order to provide a definition of fair market value.

**MOTION:** Pratt/Youngusband

"THAT the Board of Education of School District No. 46 (Sunshine Coast) receive Regulation 3350 – Disposal of Surplus Property"

Carried.

#### iii. Secretary-Treasurer's Report

Secretary-Treasurer Weswick reported that the district has been approved for a routine capital funding grant to optimize direct digital control systems at all sites. The upgrade has significant potential to reduce energy consumption across the district.

1. Routine Capital – District Direct Digital Control (DDC) Upgrade

**MOTION:** Mewhort/Younghusband

“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 127012, in the amount of \$371,000, be read for a first time.”

Carried.

**MOTION:** Mewhort/Ruth

“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 127012, in the amount of \$371,000, be read for a second time.”

Carried.

Trustees agreed unanimously to move to a third reading.

**MOTION:** Mewhort/Ruth

“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 127012, in the amount of \$371,000, be read for a third time, passed and adopted.”

Carried.

2. Madeira Park Elementary – Statutory Right of Way

Secretary-Treasurer Weswick provided information on the terms of an agreement with the SCR D to designate a portion of land at Madeira Park Elementary School to be used as a walking trail on the east end of the property.

**MOTION:** Pratt/Russell

“THAT School District No. 46 (Sunshine Coast) Disposal of Real Property Bylaw No. 2015-01 (Madeira Park Elementary Statutory Right of Way) be read for a first time.”

Carried.

**MOTION:** Pratt/Russell

“THAT School District No. 46 (Sunshine Coast) Disposal of Real Property Bylaw No. 2015-01 (Madeira Park Elementary Statutory Right of Way) be read for a second time.”

Carried.

Trustees agreed unanimously to move to a third reading.

**MOTION:** Pratt/Russell

“THAT School District No. 46 (Sunshine Coast) Disposal of Real Property Bylaw No. 2015-01 (Madeira Park Elementary Statutory Right of Way) be read for a third time, passed and adopted.”

Carried.

Secretary-Treasurer Weswick reported that the district has received a request for submission to the Carbon Neutral Capital Program. Information will be brought forward to the January board meeting with an opportunity to discuss at the January Operation Committee meeting.

Secretary-Treasurer Weswick indicated that the Ministry for Children and Family Development has announced childcare capital funding opportunities that could provide up to 90% of the capital costs to create childcare spaces. The district is examining the opportunity to determine if there are projects that could be submitted.

3. Larger Cheques Written in the Month of November 2015

The report was submitted as written.

b. Board/Committee Reports

i. Board Report

The report was submitted as written. Chair Baxter highlighted the Sechelt longhouse event, preliminary budget consultations and the recent BCSTA Trustee Academy.

Chair Baxter announced the formation of the Ad Hoc Trustee Honorarium Stipend Committee, as per policy. Trustees appointed to the committee are Dave Mewhort, Lori Pratt and Pammila Ruth (Chair). The committee will provide a recommendation to the board no later than the March regular meeting.

1. Strategic Plan: Inclusion

Board reports will feature strategic plan values. Chair Baxter invited submissions from trustees on their interpretation of board values.

2. Student Trustee/DSLIT Report

Student Trustee Henley spoke to his written report and shared plans for the upcoming student conference at Elphinstone Secondary School.

3. BCSTA AGM and Provincial Council Motions

Trustee Mewhort requested feedback from trustees on the key questions being posed by BCSTA Provincial Council regarding audits and their implication for boards of education. Trustees engaged in a discussion.

**MOTION:** Mewhort/Russell

“To gather information on audits, distribute and have a conversation at the January board meeting.”

**AMENDMENT:** Pratt/Younghusband

“To gather information on audits, distribute and have a conversation at the January Committee of the Whole.”

Carried as amended.

4. BCPSEA AGM Motions

Trustee Younghusband provided a verbal report on the upcoming BCPSEA AGM on January 29<sup>th</sup>.

5. DPAC Report

The report was submitted as written.

ii. Committee of the Whole Notes – November 24, 2015

The notes were submitted as written.

Chair Baxter spoke to a recommendation from the committee to provide feedback on barriers in the Freedom of Information and Protection of Privacy Act that are problematic to school districts.

Trustee Russell excused himself from the meeting due to illness.

**MOTION:** Younghusband/Ruth

“THAT the Board of Education of School District No. 46 (Sunshine Coast) provide feedback to the Special Committee to Review the Freedom of Information and Protection of Privacy Act on issues affecting the school district.”

Carried.

A request was heard to bring the board’s feedback to the January regular meeting for consideration as a late motion to BCSTA Provincial Council.

iii. Operations Committee Notes – November 26, 2015

The notes were submitted as written.

iv. Education Committee Notes – November 25, 2015

Trustee Younghusband spoke to the notes and shared that future discussion on district awards will take place at a future committee of the whole, with a focus on community acknowledgement.

v. Policy Committee Notes – November 24, 2015

Vice-Chair Pratt spoke to the meeting notes.

**MOTION:** Pratt/Younghusband

“THAT the Board of Education of School District No. 46 (Sunshine Coast) update Policy 5 (Role of Board Committees) as follows:

**5 ROLE OF BOARD COMMITTEES**

*The Board may meet as a Committee of the Whole and will appoint Standing Committees and Ad Hoc Committees to help carry out its governance responsibilities in accordance with its Procedural Bylaw. Consequently, committees:*

- 5.1 Are constituted to directly assist the Board by preparing policy alternatives, considering implications and recommending possible actions to be taken by the Board.*
- 5.2 Shall not interfere with the wholeness of the Board’s job, nor speak or act for the Board except when formally given such authority for specific, time-limited purposes.*
- 5.3 Shall operate within the Terms of Reference approved by the Board, except when given other assignments by Board motion.*
- 5.4 Shall have their agendas managed by Committee chairs. Every item must be assigned by the Board’s agenda setting process and approved by the Board.*
- 5.5 Should provide a means of receiving stakeholder/community input, when appropriate, in an open, inviting and efficient manner.*
- 5.6 May serve as venues for staff, external or trustee presentations, within each committee’s Terms of Reference.*

5.8 *Shall include but not be limited to:*

(i) *Education Standing Committee*

*Terms of Reference: The Education Committee shall discuss educational opportunities and challenges; review and consider the governance of issues including curriculum; programs; education policy; student assessment; and student achievement.*

(ii) *Operations Standing Committee*

*Terms of Reference: The Operations Standing Committee shall discuss, review and make recommendations on governance issues including the annual budget consultation and development; the long range facilities plan and policies on facility use; personnel; sustainability policies; and transportation services. Local government land-use and planning referrals will be reviewed when community consultation is needed and timeframe for feedback permits.*

(iii) *Policy Standing Committee*

*Terms of Reference: The Policy Standing Committee shall review existing policies and consider amendments or new policies to enhance the effectiveness of Board governance.*

(iv) *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.*

(v) *Trustee Honorarium Ad-Hoc Committee*

*Terms of Reference: At the beginning of the second year of each Board's term, the Chair will strike an Ad Hoc committee to review trustee honorariums and the committee shall bring recommendations to the Board on or before the regular Board meeting in March of that year.*

(vi) *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.

**MOTION:** Pratt/Ruth  
“TO receive the reports.”



Carried.

#37. Correspondence

a. L. and M. Braun – Roberts Creek Elementary Bus Drop Off and Pick Up

Secretary-Treasurer Weswick reported that the request to move the school bus drop off and pick up location was considered at a recent meeting attended by Roberts Creek Elementary School Principal, Christa Rive; Manager of Facilities, Rob Collison; and Ministry of Transportation representatives. Thirdwave Bus Service was also consulted. All parties agree that in order to prevent further congestion in the parent pick up area, there should be no change to the busing pick up/drop off areas. It was acknowledged that short delays might occur under the current arrangement, however those delays are necessary in order to maximize student safety.

**MOTION:** Pratt/Younghusband

“TO receive the correspondence.”

Carried.

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

- A suggestion was heard that the longhouse professional development opportunity would be valuable to CUPE staff.
- A question was posed as to how the Non-Instructional Days (NID) would affect Educational Assistants and their eligibility for statutory holiday pay. Secretary-Treasurer Weswick indicated that the NID dates would be treated as any other professional day for CUPE staff and standard contract language will be in effect.
- A member of the press asked who could provide feedback on the student health regulation. Chair Baxter reported that feedback is invited from the public and indicated that further information on the process is available on the district’s website.

#39. Next Meeting

The next public board meeting will be held on January 12, 2016. Trustees reviewed committee agendas.

**MOTION:** Ruth/Pratt

“TO approve the committee agendas.”

Carried.

#40. Board Elections

a. Board Chair

Secretary-Treasurer Weswick assumed the role of chair for the purpose of the election of the board chair.

Nominations were called for Board Chair. A nomination was received for Trustee Baxter. Seeing no further nominations, and upon accepting the nomination, Trustee Baxter was acclaimed to the position of Board Chair and assumed the role of chair for the remainder of the elections.

b. Vice-Chair

Nominations were called for the role of Vice-Chair. A nomination was received for Trustee Pratt. Seeing no further nominations, and upon accepting the nomination, Trustee Pratt was acclaimed to the position of Vice-Chair.

c. BC Public School Employers' Association (BCPSEA) Trustee Representative

Nominations were called for the role of BCPSEA Trustee Representative. A nomination was received for Trustee Younghusband. Seeing no further nominations, and upon accepting the nomination, Trustee Younghusband was acclaimed to the position of BCPSEA Trustee Representative.

d. BC School Trustees' Association (BCSTA) Provincial Council Representative

Nominations were called for the role of BCSTA Provincial Council Representative. A nomination was received for Trustee Mewhort. Seeing no further nominations, and upon accepting the nomination, Trustee Mewhort was acclaimed to the position of BCPSEA Trustee Representative.

#41. Adjournment

**MOTION:** Pratt/Mewhort

The meeting adjourned at 8:28 p.m.

Carried.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

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

**Strategic Plan Report: Early Learning**  
Submitted by Superintendent Bocking  
January 12, 2016

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**Goal 1.a.:** Our students will enter kindergarten well prepared and with engaged, well informed parents invited to partner with their children's teachers through a comprehensive early learning program.

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*Children are naturally curious to learn about the world around them. We see children as scientists, eager to explore and investigate and keep exploring until they make sense of what they are seeing or experiencing. Children from a very early age are capable and competent, they know what they need for their own development. <http://nikibuchannaturallearning.weebly.com>*

### **Background:**

What happens in the early years is critical because just like language, many of these predispositions are time limited. Brain development doesn't occur at a constant rate— there are prime times for acquiring different kinds of skills and knowledge and specific times when the brain is pruning out unused connections. Enriched environments and appropriate stimulation help ensure that a window of opportunity for developing a specific capacity will be optimized. The absence of appropriate stimulation within certain time frames may lead to the skill or ability being 'pruned out' from lack of use. - <http://www.changelearning.ca/get-informed/understanding-human-learning/born-learn/early-years>

### **Discussion:**

The district has a well-established series of programs that support children from birth through to the end of kindergarten

- Children first experience our school district when their parents attend **SPARK!** (Supporting Parents on the Road to Kindergarten). Sessions are held for new parents three times each year until their children enter kindergarten. They are taught about early childhood development and how to best support their children's learning. We work collaboratively with Public Health in order to introduce parents to the SPARK! program during prenatal classes.
- The **Imagination Library** is a part of SPARK! This program ensures that children have access to literature by receiving, for free to the parents and due to generous community support, an age appropriate book each month in the mail.
- Families with children from newborn to five years old can drop-in to **StrongStart Centres** and meet with Early Learning Educators and community supports while playing and learning together with other children and families. StrongStart programs are open three hours/day on days when school is in session at Gibsons Elementary, Roberts Creek Elementary, Sechelt Early Years Hub, Halfmoon Bay Elementary & Madeira Park Elementary
- **StrongStart Outreach** is offered through the 'WonderWheels' Bus in locations from Langdale to Egmont. TinyTown is a child-sized town, designed to support language and learning through a play-based approach. It is located in the Sechelt Early Years Hub right adjacent to the StrongStart room.

## Strategic Plan Update: Early Learning

- The **Ready, Set, Learn** sessions are designed for three year olds prior to the children entering kindergarten. These sessions are held in every elementary school in the district.
- The **KinderSPARK!** Program welcomes families to Kindergarten. Families attend a 90-minute session in a local school once a week for 12 weeks in the spring before Kindergarten entry. The KinderSPARK! program continues to expand in our district, and is now offered in every elementary school.
- District staff and community partners complete a comprehensive **screening** of our newest students in September of each year. The information is used to inform and support the classroom teacher and to inform further development of the kindergarten and prekindergarten programs. The **Early Development Instrument** (EDI) is completed by all Kindergarten teachers every year, through a provincial initiative of UBC's Human Early Learning Project (HELP).
- All district students attend kindergarten on a full time basis. The program is successful and results in students having a higher level of literacy and numeracy skills allowing them to enter grade one as more confident and well-prepared learners. The **PALS (Parents as Literacy Supporters)** program is implemented in kindergarten, and is designed to engage parents in their child's reading journey. Story Baskets have also been developed in the district and are being loaned out to StrongStart and primary classrooms to support literacy development.
- The district is participating in the Ministry of Education initiative '**Changing Results for Young Readers**', designed to increase the number of students who are successful readers through a collaborative, inquiry-based approach involving primary teachers.
- A recent addition to this continuum of support to complete this cycle is **SPARK! 10**. All grade 10 students in the district develop an understanding of the uniqueness of these early years in the human life cycle. The students attend in-class sessions and then apply their skills by working with the young children who attend Strong Start Early Learning Centres. Every graduating student on the Sunshine Coast will have an understanding of how to effectively support a growing child.
- Gibsons Elementary School has a well developed **Early Learning Centre** with continuing discussion about integrating more community services at that location.
- **Sechelt Learning Centre Early Years Hub** will be further developed as the Child Care Centre is built. In the meantime, StrongStart and SPARK! and KinderSPARK! sessions continue to utilize the StrongStart Centre and meeting rooms to ensure our future students parents and guardians are well informed on numerous childhood development issues.

**Next Steps:**

- Ensuring the day care centre in Sechelt is established to support young families.
- The Hub model will continue to move forward by offering integrated inter-ministerial agencies and supports. On-site supports provide a 'one-stop shop' opportunity for families, and reduce barriers to accessing these supports.
- Discussions have begun with coast Community Schools to deepen the literacy aspect of their summer camps.
- Discussions have begun with municipal librarians to ensure all students and their families have a library card in an effort to deepen the literacy culture on the Sunshine Coast right from birth.
- Early Learning teachers continue to work together to deepen their understanding of early learning and its relationship to the BC curriculum in a play based environment and influenced by the natural world.
- An initiative to support parents in Positive Parenting strategies is being launched through collaborative work with the Sunshine Coast Early Years Council and Early Years Centre.

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

**Superintendent's Report**  
January 12, 2016

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**1. Students**

- a. **Kindergarten registration** will take place beginning February 22<sup>nd</sup>. Communication for parents takes place at the school and district level and through SPARK!, KinderSpark! and StrongStart Centres. (Strategic Plan item: 1.a.)
- b. An **Aboriginal Youth Leadership** program is under development with Capilano University. The program involves student-driven community development activities including a "Youth for Change" day. In a second phase, students would have the option of registering for the "Citation in Community Capacity Building" program at Capilano University in their grade 11/12 school year. (Strategic Plan item: 1 j, k and 3 f and g)

**2. Staff**

- a. Teaching staff experienced an extremely positive learning session during the January 4<sup>th</sup>, Non-Instructional Day (Strategic Plan item: 2a). The day was planned by teachers to ensure that every opportunity was available to all to learn the **new curriculum**. Plans will be developed to support teachers for the second NID in March. Many of our teachers stepped forward to lead sessions. (Strategic Plan item: 2f)
- b. Many elementary and secondary teachers are utilizing Fresh Grade to supplement their **communication practices with parents**. The district is investigating how to make this a regular part of formal reporting to parents. (Strategic Plan item: 2d)
- c. Discussions are taking place to confirm **music programming/** staffing over the next few years. The model is working well but may require some tweaks to make it idea for our students. (Strategic Plan item: 1f)
- d. Recognition and **celebration of our staff** is important on many fronts. Our Human Resources department is leading discussions to consider how to best acknowledge our terrific staff at milestones in their careers.

**3. Community**

- a. Staff met with **municipal librarians** recently to develop plans regarding cooperative efforts. A particular effort will be made this spring to ensure all students have access to a library card and that they know the benefits of having the card at all age levels. (Strategic Plan item: 1a, 1b, 3b)
- b. Staff met with the Sunshine Coast Community Credit Union to discuss **financial literacy** program possibilities for our senior students. (Strategic Plan item: 1c, 3b).
- c. Staff attend the VCH **Youth Mental Health steering committee** to explore the supports needed for youth on the Sunshine Coast. Expert panel presentations take place at elementary schools due to this work. (Strategic Plan item: 1e, 3b)



**School District No. 46 (Sunshine Coast)**  
**Administrative Regulations**

**FINANCE**

**4550**

**STUDENT FEES**

**A. Student fees**

1. Fees may not be charged for goods and services that are necessary for students to meet the learning outcomes or assessment requirements of their educational program. School fees may only be charged as permitted under the *School Act S. 82*.
2. Examples of fees that may be charged include, but are not limited to:
  - a. Materials used in goods that are intended for the student to take home or for personal use, or as a gift;
  - b. The purchase of school supplies and equipment for a student’s personal use, such as paper, writing tools, calculators, student planners, exercise books and workbooks, and data storage devices;
  - c. The rental of musical instruments for the student’s personal use;
  - d. Expenses associated with field trips or other special events, such as transportation, accommodation, meals, entrance fees and equipment rental;
  - e. Grad and student fees;
  - f. Tuition and related fees for non-resident students;
  - g. Tuition and related fees for students who have already met the general requirements for graduation.

**B. School fees**

Each school is required to publish a schedule of all student fees and deposits annually prior to the beginning of a school year. Prior to publication, the new and previous schedules of fees shall be provided to the Superintendent.

**C. Inability to Pay**

Individual schools must provide a fair process for students and parents to have fees waived because of inability to pay or family economic circumstances, with the exception of non-resident students and students who have already met the general requirements for graduation.

**Date adopted:** November 4, 1997  
**Revised:** February 2002, January 2016

**Reference:** Board of Education Fees  
 M236/07. *School Act (S.82)*

**Supt. Signature:**

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

**Secretary-Treasurer's Report**  
January 12, 2016

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**Teachers' Pension Plan Actuarial Report**

We are pleased to report that the Teachers' Pension Plan Actuarial Report has announced a rate reduction for the 2016/17 school year that will result in a savings of over \$270,000. The Teachers' Pension Plan was in a surplus position at December 31, 2014 and the employer contribution amount was reduced by 1.82% of earnings. The attached memo highlights the impacts to members and employers who jointly contribute to the plan.

These savings will be used to maintain programs and services offered to students while maintaining a balanced budget for the year.

See attached: *"2014 valuation results: your plan is 102 per cent funded."*

To: Active plan members and employers  
From: Teachers' Pension Board of Trustees  
January 7, 2016



Board  
community

## **2014 valuation results: your plan is 102 per cent funded**

We are pleased to announce the Teachers' Pension Plan's (plan's) most recent valuation shows the plan's basic account had actuarial assets of \$22.9 billion and actuarial liabilities of \$22.4 billion as at December 31, 2014, meaning the plan is in surplus and 102 per cent funded.

When the plan partners entered joint trusteeship, it was agreed that when the plan was in surplus, the plan would work toward balancing the employee and employer contribution rates similar to other public sector pension plans. Therefore, the valuation result means there will be **no change** to member contribution rates and a **reduction** to employer contribution rates. Employers will continue to contribute more than members. Additionally, effective January 1, 2017, all retired members will receive a cost-of-living adjustment (COLA); they will no longer need to be age 56 or older.

Please read the sections below for additional information if you are an active member, retired member or employer. We have also included information about what a valuation is and why it's important to the plan.

### **Are you an active member or retired member? This is what the surplus valuation means for you.**

**If you are an active member**, the immediate effect of the valuation is no change in your contribution rates.

**If you are an active or retired member**, funding for COLAs will be strengthened. Effective July 1, 2016, a portion of employer contributions that are no longer required to fund the basic account will be reallocated to the account that funds COLAs.

The most recent sustainability review of COLAs, which took place at the same time as the valuation, shows COLAs are sustainable for all retired members. This means that, if you retire in 2016, you will be eligible to receive COLA effective January 1, 2017, regardless of your age; you will no longer have to be age 56 or older. COLA sustainability will again be reviewed at the same time as the next valuation.

If you retired in 2016, look for the change on your January 2017 statement.

COLAs remain a non-guaranteed benefit. However, we are committed to ensuring COLAs are sustainable and available well into the future.



### **Are you an employer? This is what the surplus valuation means for you.**

Effective July 1, 2016, your contributions to the plan's basic account will be reduced 3.77 per cent, and your contributions to the inflation adjustment account to support COLA will be increased 1.95 per cent, for an overall contribution reduction of 1.82 per cent.

When there is a valuation surplus, the board, made up of trustees appointed by the British Columbia Teachers' Federation (member partner) and the provincial government (employer partner), acts on specific instructions outlined in the Teachers' Pension Plan Joint Trust Agreement (JTA), a document jointly managed by the partners.

The JTA allows the plan to use this surplus to take a strong step toward balancing employer and member contribution rates—a goal of the JTA. Currently, you pay higher contribution rates than members; effective July 1, with the reduction in contributions, the gap between your contributions and member contributions will narrow.

Section 7 of the *Employer Instruction Manual* will include full details of the contribution rate reduction.

### **What is a valuation?**

A valuation is like a report card that determines how much money needs to be paid into the plan to keep the pension promise, based on a series of economic and demographic assumptions.

At least every three years, an independent actuary (a professional with specialized training in financial modelling, the laws of probability and risk management) performs a valuation.

Though the plan is healthy and sustainable, we remain mindful that continued market volatility makes our focus on long-term results very important. We will continue to carefully monitor the plan's financial health to ensure it remains financially sound.

**Teachers' Pension Board  
of Trustees  
Pension Board Secretariat**

PO Box 9460  
Victoria, BC V8W 9V8  
TPBT@pensionsbc.ca  
Fax: 250 387-4199



December 4, 2015

Ref: 185210

To: All Superintendents and Secretary-Treasurers  
All School Districts

**Re: Carbon Neutral Capital Program (CNCP) – 2016/17 Call for Projects**

I am inviting you to submit your proposal for the Carbon Neutral Capital Program for the 2016/17 fiscal year. This program was implemented to recognize the cost of carbon offsets paid annually by the public education system.

Funding will again be allocated to school districts on a 'call for projects' basis. All of the 2016/17 funding will be allocated to projects that will help reduce the amount of carbon offset charges paid by school districts.

School districts should not expect to receive CNCP funding every year. However, the goal for the program is to ensure that, over several years, each school district will receive project funding at least equivalent to the cost of carbon offsets over the years. Please refer to the attached **CNCP Five-Year Project Funding Tracking** spreadsheet to determine your eligibility and potential access to funding.

The submission requirements are listed below:

- All project proposals must be received by Capital Delivery Branch by **Friday, February 5<sup>th</sup>, 2016**.
- All project proposals must be **emailed** by the Secretary-Treasurer or delegate to the attention of your Planning Officer.
- Submit Project Data Sheets in Excel format (see attached); PDF format will not be accepted.
- Submit Supporting Reports in PDF format (VFA Report and Engineering Reports).
- Submit up to 3 (three) individual project proposals by completing a separate Project Data Sheet for each proposed project. Smaller projects for a number of various schools, as part of a wider school district carbon-reduction project, may be grouped to form a single project proposal.
- Projects submitted must be completed by March 2017.

The primary considerations in evaluating submitted project proposals will be the measurable emissions reductions and operational cost savings expected as a result of the completed project. Other considerations include the VFA renewal period of the proposed project; the contributions to be made towards the cost of the proposed project by the school district and funding received so far.

If you have any questions about the 2016/17 CNCP call for projects, please contact your Planning Officer.

Yours sincerely,



Nicole Pharamd-Fraser  
Director of Construction and Routine Capital  
Capital Management Branch

Attachments

pe: Renee Mountaney, Executive Director, Capital Management Branch  
Regional Directors, Capital Management Branch  
Planning Officers, Capital Management Branch

## CNCP Five-Year Project Funding Tracking (2013/14 to 2017/18)

SD #	SD Name	5-Year Offsets Estimate	Total 13/14 CNCP Project Funding	Total 14/15 CNCP Project Funding	Total 15/16 CNCP Project Funding	Total 16/17 CNCP Project Funding	Total 17/18 CNCP Project Funding	Aggregate Funding 2013/14 to 2014/15	Balance
05	Southeast Kootenay	\$ 343,625	\$ 9,765	\$ 131,687				\$ 141,452	\$202,173
06	Rocky Mountain	\$ 190,000	\$ 209,765	\$ 10,093				\$ 219,858	-\$29,858
08	Kootenay Lake	\$ 257,469	\$ 216,765	\$ 10,093				\$ 226,858	\$30,610
10	Arrow Lakes	\$ 35,313	\$ 9,765	\$ 10,093	\$ 49,826			\$ 69,685	-\$34,372
19	Revelstoke	\$ 45,250	\$ 9,765	\$ 10,093	\$ 75,000			\$ 94,859	-\$49,609
20	Kootenay-Columbia	\$ 230,875	\$ 9,765	\$ 306,593				\$ 316,358	-\$85,483
22	Vernon	\$ 338,406	\$ 84,765	\$ 95,093	\$ 157,000			\$ 336,858	\$1,548
23	Central Okanagan	\$ 626,125	\$ 9,765	\$ 219,553	\$ 159,960			\$ 389,278	\$236,847
27	Cariboo-Chilcotin	\$ 436,000	\$ 9,765	\$ 10,093	\$ 416,142			\$ 436,001	-\$1
28	Quesnel	\$ 202,313	\$ 9,765	\$ 10,093				\$ 19,859	\$182,454
33	Chilliwack	\$ 287,406	\$ -		\$ 287,000			\$ 287,000	\$406
34	Abbotsford	\$ 524,938	\$ 450,000		\$ 110,000			\$ 560,000	-\$35,063
35	Langley	\$ 661,313	\$ 164,000		\$ 180,000			\$ 344,000	\$317,313
36	Surrey	\$ 2,541,719	\$ 250,000	\$ 239,000	\$ 565,500			\$ 1,054,500	\$1,487,219
37	Delta	\$ 470,906	\$ 47,000					\$ 47,000	\$423,906
38	Richmond	\$ 903,500	\$ 500,000	\$ 342,500	\$ 66,595			\$ 909,095	-\$5,595
39	Vancouver	\$ 2,162,438	\$ 100,000	\$ 180,000	\$ 344,200			\$ 624,200	\$1,538,238
40	New Westminster	\$ 256,469	\$ 259,765	\$ 10,093				\$ 269,858	-\$13,390
41	Burnaby	\$ 785,313	\$ -	\$ 180,000				\$ 180,000	\$605,313
42	Maple Ridge	\$ 479,406	\$ 9,765	\$ 10,093	\$ 461,330			\$ 481,189	-\$1,782
43	Coquitlam	\$ 1,307,875	\$ -	\$ 168,218	\$ 175,000			\$ 343,218	\$964,657
44	North Vancouver	\$ 586,563	\$ -	\$ 102,100	\$ 480,000			\$ 582,100	\$4,463
45	West Vancouver	\$ 208,250	\$ 9,765	\$ 210,093				\$ 219,858	-\$11,608
46	Sunshine Coast	\$ 158,875	\$ 9,765	\$ 210,093				\$ 219,858	-\$60,983
47	Powell River	\$ 135,844	\$ 9,765	\$ 10,093	\$ 52,000			\$ 71,859	\$63,985
48	Sea to Sky	\$ 226,688	\$ 9,765	\$ 250,093				\$ 259,858	-\$33,171
49	Central Coast	\$ 44,688	\$ 9,765	\$ 10,093				\$ 19,859	\$24,829
50	Haida Gwaii	\$ 87,219	\$ 9,765	\$ 10,093	\$ 84,000			\$ 103,859	-\$16,640
51	Boundary	\$ 106,094	\$ 9,765	\$ 10,093	\$ 86,235			\$ 106,094	\$0
52	Prince Rupert	\$ 130,438	\$ 22,330	\$ 135,093				\$ 157,423	-\$26,986
53	Okanagan-Similkameen	\$ 90,063	\$ 29,765	\$ 10,093				\$ 39,858	\$50,204
54	Bulkley Valley	\$ 131,031	\$ 9,765	\$ 10,093				\$ 19,859	\$111,173
57	Prince George	\$ 831,875	\$ 9,765	\$ 171,093	\$ 320,227			\$ 501,085	\$330,790
58	Nicola-Similkameen	\$ 122,438	\$ 9,765	\$ 130,093				\$ 139,858	-\$17,421
59	Peace River South	\$ 366,844	\$ 400,000					\$ 400,000	-\$33,156
60	Peace River North	\$ 373,219	\$ 9,765	\$ 10,093				\$ 19,859	\$353,360
61	Greater Victoria	\$ 774,656	\$ 197,265	\$ 310,093	\$ 237,500			\$ 744,858	\$29,798
62	Sooke	\$ 310,938	\$ -	\$ 220,000				\$ 220,000	\$90,938
63	Saanich	\$ 231,625	\$ 200,000	\$ 10,093				\$ 210,093	\$21,532
64	Gulf Islands	\$ 28,344	\$ 9,765	\$ 10,093				\$ 19,858	\$8,485
67	Okanagan Skaha	\$ 224,813	\$ 111,265	\$ 117,093				\$ 228,358	-\$3,546
68	Nanaimo-Ladysmith	\$ 527,156	\$ 312,500					\$ 312,500	\$214,656
69	Qualicum	\$ 222,844	\$ 9,765	\$ 260,093				\$ 269,858	-\$47,014
70	Alberni	\$ 182,969	\$ 9,765	\$ 10,093				\$ 19,858	\$163,110
71	Comox Valley	\$ 302,344	\$ 45,000	\$ 67,093	\$ 90,000			\$ 202,093	\$100,251
72	Campbell River	\$ 285,219	\$ -	\$ 58,000	\$ 50,000			\$ 108,000	\$177,219
73	Kamloops-Thompson	\$ 607,500	\$ 284,565	\$ 235,838				\$ 520,403	\$87,097
74	Gold Trail	\$ 110,813	\$ 66,765	\$ 10,093				\$ 76,858	\$33,954
75	Mission	\$ 245,344	\$ 9,765	\$ 10,093	\$ 225,485			\$ 245,343	\$0
78	Fraser-Cascade	\$ 116,469	\$ 54,765	\$ 10,093				\$ 64,858	\$51,610
79	Cowichan Valley	\$ 320,938	\$ 217,375	\$ 50,000				\$ 267,375	\$53,563
81	Fort Nelson	\$ 80,969	\$ 9,765	\$ 39,783	\$ 60,000			\$ 109,548	-\$28,579
82	Coast Mountains	\$ 328,375	\$ 209,765	\$ 10,093				\$ 219,858	\$108,517
83	North Okanagan-Shuswap	\$ 314,656	\$ 244,765	\$ 108,093				\$ 352,858	-\$38,202
84	Vancouver Island West	\$ 24,938	\$ 9,765	\$ 40,093				\$ 49,858	-\$24,921
85	Vancouver Island North	\$ 84,219	\$ 9,765	\$ 160,093				\$ 169,858	-\$85,639
87	Stikine	\$ 57,186	\$ 9,765	\$ 10,093				\$ 19,859	\$37,327
91	Nechako Lakes	\$ 315,563	\$ 38,625	\$ 10,093	\$ 267,000			\$ 315,718	-\$156
92	Nisga	\$ 12,281	\$ 9,765	\$ 10,093				\$ 19,859	-\$7,577
93	Conseil Francophone	\$ 272,219	\$ 9,765	\$ 10,093				\$ 19,859	\$252,360
		\$ 22,669,154	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -	\$ 15,000,000	\$ 7,669,155

Regular Board Meeting Agenda - January 2016

S D N O . 4 6 ( S U N S H I N E C O A S T )

DATE 08-Jan-2016 03:49 PM

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

PAGE 1

START DATE: 01-Dec-2015 TO END DATE: 31-Dec-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
-----						
ON-LINE CHEQUES : ISSUED BETWEEN 01-Dec-2015 AND 31-Dec-2015						
00LCET2631	0001	*****	23290	MUNICIPAL PENSION PLAN	03-Dec-15	55,493.09
00LCET2632	0001	*****	28093	RECEIVER GENERAL FOR CANADA	07-Dec-15	177,296.27
00LCET2636	0001	*****	28094	RECEIVER GENERAL FOR CANADA	10-Dec-15	76,222.90
00LCET2638	0001	*****	23290	MUNICIPAL PENSION PLAN	08-Dec-15	54,513.57
00LCET2648	0001	*****	28093	RECEIVER GENERAL FOR CANADA	24-Dec-15	150,000.00
00LCET2649	0001	*****	28095	RECEIVER GENERAL FOR CANADA	24-Dec-15	10,092.63
00LCET2651	0001	*****	28094	RECEIVER GENERAL FOR CANADA	24-Dec-15	83,961.74
00LCET2654	0001	*****	23290	MUNICIPAL PENSION PLAN	23-Dec-15	54,739.45
00LCET2657	0001	*****	23290	MUNICIPAL PENSION PLAN	30-Dec-15	53,753.66

TOTALS FOR BANK - 0001 716,073.31

TOTAL NUMBER OF CHEQUES 9

TOTAL NUMBER OF CHEQUES WITH MICR 0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Dec-2015 AND 31-Dec-2015

1881000008	0001	0000047448	30211	FORTIS BC-NATURAL GAS	02-Dec-15	11,801.50
1881000021	0001	0000047461	23268	MINISTRY OF PROVINCIAL REVENUE	02-Dec-15	24,570.00
1881000025	0001	0000047465	26278	PEAK ENVIRONMENTAL LTD.	02-Dec-15	49,565.91
1881ET0005	0001	*****	11050	APPLE CANADA INC. C3120	02-Dec-15	13,403.49
1881ET0057	0001	*****	30172	THIRDWAVE BUS SERVICES	02-Dec-15	124,893.07
1882000003	0001	0000047489	12012	BC HYDRO & POWER AUTHORITY	09-Dec-15	42,916.77
1882ET0007	0001	*****	13003	C.U.P.E. - LOCAL 801	09-Dec-15	19,837.21
1883000031	0001	0000047553	23268	MINISTRY OF PROVINCIAL REVENUE	16-Dec-15	53,433.00
1883ET0006	0001	*****	12021	BC TEACHERS FEDERATION	16-Dec-15	25,143.16
1883ET0007	0001	*****	12111	BC TEACHERS FEDERATION	16-Dec-15	28,009.08
1883ET0025	0001	*****	11909	DR. DEBORAH AMARAL	16-Dec-15	10,000.00
1883ET0053	0001	*****	26207	PACIFIC BLUE CROSS/MSA	16-Dec-15	56,267.57
1883ET0067	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	16-Dec-15	10,473.49
1885ET0020	0001	*****	13387	CUSTOM CARPET & INTERIORS	21-Dec-15	11,032.63
1885ET0023	0001	*****	11909	DR. DEBORAH AMARAL	21-Dec-15	10,000.00
1885ET0062	0001	*****	30172	THIRDWAVE BUS SERVICES	21-Dec-15	108,962.44

TOTALS FOR BANK - 0001 600,309.32

TOTAL NUMBER OF CHEQUES 16

TOTAL NUMBER OF CHEQUES WITH MICR 5

ON-LINE CHEQUES : ISSUED BETWEEN 01-Dec-2015 AND 31-Dec-2015

00LCET2650	0005	*****	12144	BANK OF MONTREAL	09-Dec-15	58,306.89
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TOTALS FOR BANK - 0005 58,306.89

TOTAL NUMBER OF CHEQUES 1

TOTAL NUMBER OF CHEQUES WITH MICR 0

Regular Board Meeting Agenda - January 2016

S D N O . 4 6 ( S U N S H I N E C O A S T )

DATE 08-Jan-2016 03:49 PM

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

PAGE 2

START DATE: 01-Dec-2015 TO END DATE: 31-Dec-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
-----						
GRAND TOTAL						1,374,689.52
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,374,689.52
GRAND TOTAL NUMBER OF CHEQUES						26
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						5

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

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

**Board Report**  
January 12, 2016

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**STRATEGIC PLAN 2015-2019**

**Innovation**

*By encouraging creativity, risk-taking and pride in personal and collective achievement, we aspire to excellence*

From our values, the last four words of this sentence “We aspire to excellence” are what drives us as a district to innovate and to value the risks and creativity that come with any new activity. It is also extremely important that everyone in our school communities and the larger community can see evidence of our new ideas and actions and can help assess if each trial is working. Some current examples follow. These continue to shift and change as we work to meet the needs of students and families.

DPAC recently modeled innovation with new communication strategies regarding Board agendas and issues, by rotating location of meetings to enable parents to engage and sharing best practices among various PACs.

Many teachers in both elementary and secondary schools are experimenting with FreshGrade to give parents accurate current information via an online portfolio to dialogue about student learning with parents, students and teachers.

Our Special Education model has shifted in recent years, rather than pulling students out of classes, special education teachers are working in the classroom to make sure needs are met in context of the work of other students and stigma is reduced.

We continue to increase our community partnerships to share resources. The partnering with Elder College to deliver a community lecture on Climate Change is just one example but our continuing collaborative professional development and deep dialogue among teachers is exciting for all.

The profound experience for SD46 to work with the Sechelt people *in the longhouse* to learn about their history and residential school experience was a professional development day like no other.

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**Board Activities for December**

**December 18-22:** Many trustees had the pleasure of attending winter concerts at various schools. Thanks to all staff, parents and volunteers for their hard work in supporting such talented students.

**FOIPPA:** At the December meeting the board requested a letter regarding feedback on the Freedom of Information and Protection of Privacy Act (FOIPPA) (attached). We can also take it forward to BCSTA as a late motion if the Board wishes.

*Note: A reminder to trustees that the annual financial disclosure form must be remitted to the Secretary-Treasurer by January 15, 2016.*





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## BOARD OF EDUCATION

Delivered via online submission form

January 8, 2016

Special Committee to Review the *Freedom of Information and Protection of Privacy Act*  
PO Box 9055, Stn Prov Government  
Victoria, BC V8W 9E2

Dear Special Committee Members:

**RE: Submission to the Special Committee to Review the *Freedom of Information and Protection of Privacy Act***

At the Public Board meeting for School District No. 46 (Sunshine Coast) taking place on December 8, 2015, the board passed a motion to provide feedback to the Special Committee regarding restrictions in the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

Our Board believes strongly in both open and transparent government as well as the protection of individual privacy. While the current legislation does accomplish both of these very well, consideration should be given to the cost of overly restrictive clauses in the *Act* which attempt to eliminate all risks, no matter how remote their probability.

It is our limited understanding that prohibitive restrictions in the *Act* regarding the export of personal information severely limit access to current technologies that are useful to both students and staff. Both staff and students are often unaware of FOIPPAs anti-export restrictions and unknowingly place themselves in defiance of the *Act* by using readily available cloud based services. At other times, the compliance restrictions prevent districts' access to affordable technology solutions when data is stored outside of Canada. While the district is aware that consent documents are available in certain situations, the process is cumbersome and often difficult to navigate.

We recognize that the storage of data by staff and students to enhance the student learning environment is inherently different from the storage of enrollment data collected by schools. We suggest that you consider both these situations differently and offer flexibility depending on the purpose of the data and whether or not it is created or modified as a part of the student learning experience.

Special Committee to Review the  
Freedom of Information and Protection of Privacy Act  
January 8, 2016

Page 2

We request that the Special Committee review the requirements of the *Freedom of Information and Protection of Privacy Act (FOIPPA)* with these views in mind.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Betty Baxter".

Betty Baxter  
Board Chair

p.c.: Board of Education of School District No. 46 (Sunshine Coast)  
Patrick Bocking, Superintendent  
Nicholas Weswick, Secretary-Treasurer

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

**Committee and Liaison Appointments**  
January 12, 2016

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**Standing Committees and other internal committees:**

- Education Committee: *Trustee Dixon, Trustee Ruth, Trustee Younghusband (chair)*
- Operations committee: *Trustee Mewhort (chair), Trustee Pratt, Trustee Russell*
- Policy committee: *all trustees, Trustee Pratt (chair)*
- Joint-Use committee (with SCR D): *Chair Baxter, Trustee Pratt, Trustee Russell*
- Superintendent Evaluation committee: *all trustees* on this committee, meet 3 times per year, chaired by the board chair.

*Please notify the committee chair if you are unable to attend a meeting.*

**Trustee Liaisons to Parent Advisory Councils (PACs):**

- Trustee Baxter - SCAS and support for others as required
- Trustee Dixon - Kinnikinnick Elementary, Roberts Creek Elementary
- Trustee Mewhort – Chatelech Secondary, Pender Harbour Elementary Secondary, District Parent Advisory committee
- Trustee Pratt – Half Moon Bay Elementary, Madeira Park Elementary
- Trustee Russell – Elphinstone Secondary, Gibsons Elementary
- Trustee Ruth – Cedar Grove Elementary, Langdale Elementary
- Trustee Younghusband - Davis Bay Elementary, West Sechelt Elementary

*If you attend PAC meeting at other schools, please give the liaison a heads up.*

**External Liaisons:** (reports to be heard spring and fall at committee of the whole)

Chair Baxter:	Sechelt Indian Band
Trustee Dixon:	Healthy Schools committee
Trustee Mewhort:	BCSTA rep (elected)
Trustee Pratt:	VOICE on the Coast
Trustee Russell:	Youth Awareness and Action Committee, SCR D Policing Committee
Trustee Ruth:	SCR D Transportation Committee
Trustee Younghusband:	BCPSEA rep (elected)



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

**COMMITTEE OF THE WHOLE NOTES  
Held on December 17, 2015 from 1:00-2:30 p.m.  
School Board Office – Gibsons, BC**

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PRESENT: TRUSTEES: Lori Pratt, Chair; Betty Baxter; Dave Mewhort; Greg Russell;  
Pammila Ruth; Christine Younghusband

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick,  
Secretary-Treasurer; Paul Bishop, Director of Instruction; Vanessa White,  
Director of Instruction; Erica Reimer, Recording Secretary

REGRETS: Lori Dixon, Trustee

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The meeting was called to order at 1:10 p.m.

1. Program for South Coast Branch Meeting (Feb. 25-26)

The district will be hosting the BCSTA South Coast Branch meeting on February 25 and 26<sup>th</sup>. The BCSTA South Coast Branch consists of trustees from School District No. 46 (Sunshine Coast), School District No. 47 (Powell River) and School District No. 48 (Sea to Sky). Superintendent Bocking presented a draft program for consideration and discussion. Trustees made suggestions for additional program items. The committee agreed to the form of the following draft program:

**Thursday, Feb. 25**

6:00 pm Tour of Gibsons Elementary School

6:30 pm Dinner / Student Performance

7:30 pm (or after dinner) Business Meeting

**Friday, Feb. 26**

9:00 am Tour NEST/ACE-It Carpentry/Habitat for Humanity

10:00 am Residential School Monument/SIB

10:30 am Early Learning Centre/Tiny Town

11:30 am Pender Harbour Secondary School

1:00 pm SD45 return for 2:30 pm Langdale sailing

SD47 Iris Griffith Centre until 4:30 pm sailing

2. School Growth Plans

Superintendent Bocking provided trustees with copies of the School Growth Plans for all schools in the district and reviewed the template that principals use to create their plans. In the past, School Planning Committees took part in the development of school plans. Recent changes to the *School Act* have replaced those committees with a new framework to enhance student learning. Metro Superintendents will meet in early February to discuss the framework. Each committee member was assigned a school growth plan to briefly

review and summarize for the committee. Principals will have an opportunity to further elaborate on school plans during the Trustee School Visits planned for January 14<sup>th</sup>, 19<sup>th</sup> and 21<sup>st</sup>. Trustees noted their appreciation for receiving the plans well in advance of the school visits.

3. Communication (standing item)

The committee reviewed updates to the Board Communication Plan.

The meeting adjourned at 2:30 p.m.

**Next Meeting:** January 26<sup>th</sup>, 2016 from 9:30 a.m. to 11:30 a.m. at the School Board Office.

DRAFT



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

**EDUCATION COMMITTEE NOTES  
Held on December 16, 2015 from 1:00-2:30 pm  
At the School Board Office, Gibsons, B.C.**

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- PRESENT:** TRUSTEES: Christine Younghusband (Chair), Pammila Ruth  
STAFF/OTHERS: Patrick Bocking, Superintendent; Vanessa White, Director of Instruction; Paul Bishop, Director of Instruction, Nicholas Weswick, Secretary-Treasurer; David Barnum, Curriculum and Transitions Coordinator; Kirsten Deasey, Early Learning Coordinator; Sue Lamb, Early Years Grant Coordinator; Erica Reimer, Recording Secretary
- REGRETS:** Lori Dixon, Trustee; Greg Russell, Trustee; Betty Baxter, Trustee; Carolyn Spence, Principal; Louise Herle, SCTA
- 

The meeting was called to order at 1:01 p.m.

1. Strategic Plan: Goal 1.a. Early Learning

Early Learning Coordinator, Kirsten Deasey, reviewed Early Learning programs offered by the school district:

- *Prenatal Classes* – stress the importance of attachment and strategies for parenting. Offered in partnership with Vancouver Coastal Health. .
- *SPARK!* (Supporting Parents Along the Road to Kindergarten) – Popular program with over 700 children registered, newborn to age 5.
- *Imagination Library* – Provides an age-appropriate book every month until a child's fifth birthday.
- *Ready, Set, Learn* – Ministry supported program to help preschool children and families prepare for school.
- *Early Years Fair* – Well-attended event that focuses on early years services, taking place every spring.
- *StrongStart Centres and WonderWheels Bus* – Centres located at Gibsons Elementary, Roberts Creek Elementary, Sechelt Learning Centre, Halfmoon Bay Elementary and Madeira Park Elementary saw visits from 12,694 children last year.
- *KinderSPARK!* – Provides transitioning support for children entering kindergarten. Now offered at all elementary schools in the district.
- *PALS (Parents as Literacy Supporters)* – Supports family literacy and learning by providing resources to share with community, StrongStart and primary classrooms.
- *SPARK! 10* – All grade 10 students learn the importance of early years development and have an opportunity to apply their learning in a StrongStart Centre.

Information was provided on an Early Years grant being administered through Sunshine Coast community schools to further support families with young children. Grant coordinator, Sue Lamb, reported that the grant provides four years of funding to enhance and integrate services on the coast. The grant supports Early Years Centres at three physical sites – at Gibsons Elementary, Sechelt Learning Centre and Madeira Park Elementary – in

addition to a virtual site on the World Wide Web. A three-year draft plan is being created with a goal to integrate service delivery for early years service providers, thereby making it easy for young families to access services that would otherwise require them to go to several sites.

Trustee Younghusband requested that the three-year plan be presented to the board once formalized.

2. Framework for Enhancing Student Learning

Superintendent Bocking shared information on the Ministry's *Framework for Enhancing Student Learning* and shared information on the guiding principles for the framework. The new framework includes:

- A system-wide focus “on intellectual, human and social, and career development”,
- Multi-year district and school plans that are to be developed with local partners,
- Annual evidence based reporting by districts and the province,
- Capacity building and supports “focused on continuous improvement.”

The committee reviewed steps to date and discussed similarities with the new model and the current board communication plan.

3. Curriculum (standing item)

Curriculum Coordinator, David Barnum, provided an update on plans for the January 4<sup>th</sup> Non-Instructional Day. Staff will be meeting at four sites to look at changes to the curriculum and to further discern areas of support for teachers. Information on the new curriculum can be found at <http://curriculum.gov.bc.ca>.

4. Parent Engagement (standing item)

The November DPAC meeting was well attended by Pender Harbour residents, as well as parents from across the coast. DPAC will be offering workshops and parenting sessions district wide and are currently reviewing options. A Positive Discipline Training session is being offered on February 1<sup>st</sup> and 2<sup>nd</sup>.

The meeting adjourned at 2:32 p.m.

**Next Meeting:** January 27, 2016 from 1:00 p.m. to 2:30 p.m. at the School Board Office.

**For agenda setting:**

- Early Years Three-Year Plan