



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

REGULAR MEETING AGENDA

February 9, 2016 at 7:00 p.m.

At the School Board Office, Gibsons, B.C.

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1. **Call to Order**
 2. **Presentation:**
 - a. Celebrating Education: Working with Wood to Celebrate SD46
 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 – January 12, 2016 Pg. 3-7
 6. **Reports**
 - a. **Executive Reports**
 - i. Strategic Plan Update:
 1. Goal 1.d. – Social and Emotional Learning Pg. 8-9
 2. Goal 2.a. – Professional Development
 - ii. Superintendent’s Report Pg. 10
 1. Administrative Regulation to be Received: (*motion*)
 - a. Regulation 1820 – Student Health Pg. 11-13
 - MOTION: “TO receive the regulation.”
 - iii. Secretary-Treasurer’s Report Pg. 14-16
 - iv. Information Items:
 1. Larger Cheques Written in the Months of January Pg. 17-18
 - b. **Board/Committee Reports**
 - i. Board Report Pg. 19
 1. Strategic Plan Goal 3.b. – Collaboration
 2. Strategic Plan Goal 3.d. – Local Governments
 3. Ad Hoc Trustee Stipend Committee Recommendation (*motion*) Pg. 20
 4. Student Trustee/DSLIT Report
 5. BCSTA Report
 6. BCPSEA Report Pg. 21-23
 7. DPAC Report
 - ii. Operations Committee Notes – January 21, 2016 (*motion – pg. 55*) Pg. 24-38
 1. Amended Annual Budget Bylaw (*bylaw – pg. 41*) Pg. 39-55
 - iii. Committee of the Whole Notes – January 26, 2016 Pg. 56-60
 - iv. Policy Committee Notes – January 26, 2016 (*motion*) Pg. 61-64
 - v. Education Committee Notes – January 27, 2016 Pg. 65-71

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 March 8, 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	30 from 1 – 2:30 pm	Cancelled	Cancelled	Cancelled
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 – February 18, 2016 from 12:30-2:00 pm at the SBO

1. Update on Capital Projects
2. Strategic Plan: Goal 2.h – Safe and Healthy Schools
3. Preliminary Budget Considerations
4. Long Range Facilities Plan (*standing item*)

Committee of the Whole – February 23, 2016 from 9:30-11:30 am at the SBO

1. Strategic Plan: Goal 3.c. – International Students
2. Inspirational Achievement Award / Community Recognition
3. Communication (*standing item*)

Policy Committee – February 23, 2016 from 11:30-1:00 pm at the SBO

1. Sections 3.18 and 3.19 of Policy 3 (Role of the Trustee)
2. Policy 7 (Trustee Donations)

Education Committee – February 24, 2016 from 1:00-2:30 pm at the SBO

1. Strategic Plan: Goal 1.c. – Math
2. Strategic Plan: Goal 2.f. – Leaders
3. Aboriginal Performance Data – “How Are We Doing?” (HAWD)
4. Curriculum (*standing item*)
5. Parent Engagement (*standing item*)



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

Held on Tuesday, January 12, 2016
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: B. Baxter (Chair), 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

#42. Call to Order

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

#43. Presentations:

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

Chef Barry Barone, supported by ACE-it Pro Cook students Teigan Johnston and Brandon Reeves, shared information on the culinary program at Elphinstone Secondary School. Students successfully completing the program receive a university level credit towards their red seal certification for culinary arts. Teigan and Brandon reported that they both enjoy the course as it allows them to follow a path that they enjoy. Chef Barone reported that students have been successful in finding local employment due to their participation and experience gained from the program. Trustees noted their appreciation for the enthusiasm of the instructor and students, and for the tantalizing desserts that were brought in to showcase their efforts.

Chair Baxter acknowledged that the meeting was taking place on the traditional territory of the Squamish Nation and took a moment to introduce audience members.

#44. Public Question Period

- A parent presented concerns regarding the proposed changes to Regulation 1820 (Student Health) which would allow students to receive vaccinations without parental consent if assessed as a *Mature Minor*. A request was made that the topic be added to a February board agenda so that the public may comment on the change. Chair Baxter indicated that the request would be considered and provided information on how members of the public can submit feedback on the changes. Additional information on that process can be found at <http://www.sd46.bc.ca/index.php/regulation>. Chair Baxter also clarified that use of the *Mature Minor* language would only be considered for students in grade 9 and that parental consent for vaccinations would continue to be requested at all age levels under the revised regulation.

#45. Adoption of the Agenda

MOTION: Pratt/Ruth

“THAT the agenda of January 12, 2016 be adopted.”

Carried.

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

MOTION: Younghusband/Ruth

“THAT the minutes of the Regular Meeting of December 8, 2015 be adopted with corrections.”

An error was noted in item number #40. d), where Trustee Mewhort was reported as acclaimed to the position of BCPSEA Representative. The minutes will be changed to reflect that Trustee Mewhort was acclaimed as BCSTA Provincial Councillor.

Carried.

#47. Reports

a. Executive Reports

i. Strategic Plan Update:

1. Goal 1.a. – Early Learning

Superintendent Bocking spoke to his written report and highlighted the following:

- The hub model for early years services at the Sechelt Learning Centre and the YMCA daycare being planned at that location.
- That community school summer programs will include a focus on reading development.
- That local libraries are considering creating family library cards and looking at ways to make visits to the library a family event.
- That the district is training facilitators for a Positive Parenting course.

ii. Superintendent’s Report

Superintendent Bocking reported that he would be listing strategic plan connections in the Superintendent’s Report and provided copies for trustees to reference.

Director Bishop reported ongoing meetings with Capilano University regarding an Aboriginal Youth Leadership program initiative.

Trustee Mewhort arrived at the meeting at approximately 7:30 pm.

Chair Baxter noted that further conversation regarding the board’s inspirational achievement award would be slated for a future committee discussion and shared that the board continues to consider ways to celebrate community support.

Superintendent Bocking provided information on the district music program at the elementary level and reported that timetabling challenges have presented an issue when looking at extending the program to the secondary level.

1. Administrative Regulation to be Received:

a. Regulation 4550 – Student Fees

Secretary-Treasurer Weswick reported that revisions to the regulation were required in order align with the ministry’s revised policy for students who have

already met graduation requirements. Ministry policy now requires that districts charge fees to graduated students who enroll in upgrading courses. Additional updates to the regulation include differentiation for international students and other housekeeping items.

MOTION: Younghusband/Mewhort

“THAT the Board of Education of School District No. 46 (Sunshine Coast) receive Regulation 4550 – Student Fees.”

Carried.

iii. Secretary-Treasurer’s Report

Secretary-Treasurer Weswick shared that the Teachers Pension Plan is now fully funded resulting in a reduction to the employer’s portion for the 2016/17.

1. Carbon Neutral Capital Program Submission

The district plans to submit a proposal for a new boiler at Halfmoon Bay Elementary. The upgrade could result in a \$5,000 cost savings if the submission is approved.

2. Larger Cheques Written in the Month of December 2015

The report was submitted as written.

b. Board/Committee Reports

i. Board Report

The report was submitted as written.

Trustees debated bringing a motion to BCSTA to request support for changes to the *Freedom of Information and Protection of Privacy Act*. There was limited interest in bringing the topic forward. Secretary-Treasurer Weswick reported that ERAC would be submitting a feedback on behalf of several organizations in the sector, including BCSTA. Trustees requested that their submission to the Standing Committee reviewing the act be copied to all boards of education.

Chair Baxter announced:

- The board is hosting a South Coast Branch meeting on February 25-26, 2016, involving trustees and senior staff from School Districts 47 (Sea-to-Sky) and 48 (Powell River).
- Trustees will be attending an Intergovernmental Meeting, hosted by the District of Sechelt, on January 18, 2016. The board plans to present the strategic plan to local governments at that meeting.

1. Strategic Plan: Innovation

The report was submitted as written.

2. Board Committee Appointments

Chair Baxter presented the board committee appointments for 2016.

3. Student Trustee/DSLIT Report

Student Trustee Wyatt shared that the DSLIT would be meeting in January. He plans to report back on that meeting at the February board meeting.

4. BCSTA Report

There was no new information to report.

5. BCPSEA Report

Trustee Younghusband reported that she will be attending the BCPSEA AGM at the end of the month and report back at the February board meeting.

6. DPAC Report

There was no new information to report.

ii. Committee of the Whole Notes – December 17, 2015

The notes were submitted as written. Chair Baxter noted that there have been some changes to the tentative schedule for the South Coast Branch listed in the notes.

iii. Education Committee Notes – December 16, 2015

The notes were submitted as written. Trustee Younghusband thanked Kirsten Deasey and Sue Lamb for their presentations and requested that Sue Lamb return to report on her program's strategic plan after it's been finalized.

MOTION: Pratt/Ruth

“TO receive the reports.”

Carried.

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

- A member of the audience asked if the savings from the reduction to the Teachers' Pension Plan would mitigate any further reductions to CUPE staff. Chair Baxter indicated that the board would evaluate the full picture when the administrative savings plan is resubmitted. Secretary-Treasurer Weswick noted that the district is engaging in consultations for both amended and preliminary budget.
- A member of the audience indicated while she was enthusiastic to hear about developments between the district and local libraries, that staffing at school libraries with both teachers and support workers should remain a priority. Chair Baxter responded that the district is trying to develop partnerships within the community as much as possible to get resources out in the community and support literacy goals.

#49. Next Meeting

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

Trustees reviewed committee agendas. Trustee Russell requested that the January Policy Committee meeting be postponed due to Trustee Dixon's absence. Chair Baxter indicated that Trustee Dixon had reported that she plans to return to work prior to that meeting.

MOTION: Pratt/Younghusband

“TO approve the committee agendas.”

Carried.

Opposed: Russell

#50. Adjournment

MOTION: Pratt/Ruth

The meeting adjourned at 8:14 p.m.

Carried.

Chair

Secretary-Treasurer

DRAFT

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

Strategic Plan Report: Social Emotional Learning

Submitted by Director White

February 8th, 2016

Goal 1.d.: Our students will develop the social and emotional skills to successfully live, work and play together, they will have the resilience to deal with life's challenges.

Background:

“Social and emotional learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

SEL programming is based on the understanding that the best learning emerges in the context of supportive relationships that make learning challenging, engaging, and meaningful.

Social and emotional skills are critical to being a good student, citizen, and worker. Many risky behaviours (e.g., drug use, violence, bullying, and dropping out) can be prevented or reduced when multiyear, integrated efforts are used to develop students' social and emotional skills. This is best done through effective classroom instruction, student engagement in positive activities in and out of the classroom, and broad parent and community involvement in program planning, implementation, and evaluation. ”

CASEL www.casel.org

Discussion:

The district has worked to implement a comprehensive SEL program for our students, which has focused on the services provided by the district counseling team and our HACE (Health and Career Education) teachers. Traditional counseling services that used to target individual and small group work has been shifted so that the emphasis is now on classroom-based, preventative work with the whole class. Counsellors provide direct instruction on skills such as anxiety prevention, friendship-making skills, conflict resolution, mindfulness, sexual health education, online safety information, restorative practices and communication skills. While individual and small group services are still available for intensive needs, the majority of time is spent on universal delivery.

This shift has had several positive results:

- The stigma around receiving counseling support has decreased as all students receive support.
- Relationships between the counselor and school staff are stronger.
- Increased capacity in the skills of all students and staff, which creates a greater safety net for at-risk students.

We have several key projects taking place in the district. The “Mind The Gap” project is delivered through Roberts Creek Community School and funded through a Health Canada grant. It has provided direct instruction in mindfulness to students, provided MBSR

(Mindfulness Based Stress Reduction) for educators and the Strengthening Families program for parents. The Circles project has been training staff to use Restorative Circles in classrooms for morning meetings, conflict resolution, curriculum delivery and community-building.

With regards to partnerships, the district has been involved in the Shared Care Committee through the CYMHSU (Child and Youth Mental Health Substance Use) Collaborative alongside local doctors, psychiatrists, Child and Youth Mental Health, Mental Health and Addictions, RCMP and Ministry of Children and Family Development. One of the local action projects that has been developed is the creation of a panel that has travelled to each Grade 7 classroom on the Coast. The panel has delivered talks on the impact of cannabis on the teenage brain and the increasing connection that we are seeing between ongoing cannabis use and mental health concerns.

The Health Promoting Schools committee is a partnership with Vancouver Public Health. One of their recent projects relating to youth mental health has been to provide the school district website with links for youth mental health supports that parents and youth can access after hours.

Other partnerships include the administration of the MDI (Middle Years Development Index) with UBC and the Human Early Learning Partnership, VTRA (Violent Threat Risk Assessment) training and administration with MCFD and the RCMP, and McCreary Next Steps with the Public Health nurses on the Sunshine Coast.

Service Learning is a valuable form of developing social and emotional skills. Our district is a WE Act District and last October, sent 170 students and 21 chaperones to WE Day Vancouver. In addition, we recently had a visit from one of the Me to We Foundation speakers who travelled to several schools on the Coast in the hopes of inspiring every school to attend next year.

As part of our comprehensive approach, training for the adults in the system has been a priority. This past year we have provided in-service in the following areas:

- CPI train-the-trainer and several courses for principals, teachers and EA's
- VTRA training with our own in-house trainer
- Mental Health First Aid
- Suicide Intervention Skills for counselors and MCFD staff
- Safe Talk for community members and SD 46 staff
- Joint training with Public Health for LGBTQ health concerns
- Sexual Health Education training through Options for Sexual Health

Next Steps:

- February 9th and 10th – Adult Information sessions from CallOut
- February 22-26th – “Out in Schools” speakers to all Grade 7 classes and all high schools
- February 22-26th – “Taking Care of Ourselves, Taking Care of Others” presentations on Sexual Exploitation safety
- Booking Critical Incident refresher for counselors and principals

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

Superintendent's Report
February 9, 2016

1. Students

- a. **Kindergarten Registration Week** begins on February 22nd. (1a)
- b. Students in Grades 4 and 7 are completing their **FSA's** this month between January 11th to February 19th. The assessment takes less than 5 hours in each of these grades. A team of principals will mark the assessments during the first week of March. The results will help to inform future directions for supporting students in mathematics and literacy. (1b, c)
- c. A new **Mathematics Planning Committee** is being established to develop next steps in supporting students in their math skills. (1c)
- d. Plans are underway to develop a **safe bicycling course** for our elementary students. (1e)
- e. "**Out in Schools**" presentations will be taking place in February at all of our schools. There will also be community presentations. (1e)

2. Staff

- a. The "**District Day**" professional development day on Friday, February 5th was a successful event and included Dr. Bruce Beairsto as keynote speaker. The SCTA Professional Development committee developed a wide variety of interesting learning activities for teachers. Of note, a focus on new teachers took place to ensure these people are well supported as they begin their careers.(1a)
- b. **Teachers Empowering Teachers Through Technology** (TETT) is an opportunity for teachers to support each other through direct and ongoing support amongst colleagues.
- c. Five of our schools were successful in their application for an **Innovation Grant** from the Ministry of Education. This funding will support teachers' efforts to work with **FreshGrade** as an alternative and interactive reporting strategy. (2d)

3. Community

- a. A District team attended the BCSSA Metro Chapter-organized collaborative effort to develop plans for the **Framework for Enhancing Student Achievement** in each of our districts. (3a)
- b. **Visitors to our shores** include district leaders from Richmond and Surrey districts to learn more about our early learning programs. We are looking forward to welcoming Langley staff soon. Peace River District has asked for information regarding SPARK 10! as well. Our Coordinator has recently presented on Early Years Centres at Ministry events. (3a)
- c. Roberts Creek **Community School Coordinator** Stacia Leach presented on "Mindfulness" to the DPAC. (1e, 3e)



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION

1820

STUDENT HEALTH

A. Immunization

School District No. 46 (Sunshine Coast) supports our partner, Vancouver Coastal Health by encouraging immunization administration in our schools. On the Sunshine Coast, effort will be made well ahead of the immunizations date to obtain parental representative consent for all school based immunization programs. Immunization will occur only with parental consent at elementary schools. In accordance with the *Infant Act*, administration of immunization at the secondary schools will occur with either parental consent or, if the parent cannot be contacted, by consent of the Mature Minor.

B. Medical Alerts

1. A red medical binder will be used in each school to maintain a current record of student medical alerts and student medical conditions. This binder will be accessible to all staff in the main office of the school. The binder will consist of four sections:
 - (a) The Medical Alert section will include for each designated student:
 - a completed school Medical Information form
 - a recent picture of the student
 - a Care Plan
 - (b) The other Medical Condition section will include a completed Medical Information form for each student.
 - (c) The Administration of Medication section will include a copy of the first newsletter explaining the necessity of the “Medical Information” and the “Request for Administration of Medication” forms.
 - (d) Completed and authorized “Request for Administration of Medication” and Medication Log forms (a sample of a log form is available from the School Board Office).

Each section will be preceded by an alphabetic index of student names. Subsequent information will be arranged alphabetically by student name after the index.

Date adopted: October 16, 2000
Revised: February 2002, February 2016

Reference: Board Policy 1.3

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION

1820

STUDENT HEALTH (continued)

2. At the beginning of each school year, the school will:
 - (a) Include an article in the first newsletter explaining the necessity of the Medical Information form and the Request For Administration of Medication forms (a sample is available at the School Board Office).
 - (b) Send out to the parents of each student, a Medical Information form to be completed and signed by parents/guardians if their child has a medical condition diagnosed by a physician that may require precautionary treatment at school.
3. School personnel will review the Medical Information form and notify the public health nurse of any medical alerts (i.e. potentially life threatening conditions) and when support for care planning and education is required.
4. Any medical condition reported as a “mild allergy or reaction to” any substance that a child is likely to have exposure to at school shall be treated as a medical alert.
5. Medical Alert Definition:

A Medical Alert Condition - a physician diagnosed, potentially life threatening condition such as:

- Diabetes
- Epilepsy
- Anaphylaxis (history of a severe allergic response which requires planned support inside as well as outside the school environment)
- Severe Asthma (history of episodes requiring immediate medical treatment or a history of requiring immediate medication administration to avert an emergency)
- Blood clotting disorders such as hemophilia that require immediate medical care in the event of injury
- Serious health conditions
- Other conditions that may require emergency care as determined in consultation with parents/student/family physician, school and Medical Health Officer or designate.

Date adopted: October 16, 2000
Revised: February 2002, February 2016

Reference: Board Policy 1.3

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION

1820

STUDENT HEALTH (continued)

6. If the “medication needed at school” box indicates “yes”, the school shall ask the parent to complete a “Request for Administration of Medication” form and return in to the office.
7. The public health nurse, upon request, will assist school personnel and parents in reviewing the information and developing care plans (samples are available from the school district office.) The public health nurse is available for consultation regarding plans, procedure and training.
8. The school Principal (or designate) will then ensure that the information is inserted in the red medical binder, a red dot is applied to the student’s Permanent Student Record card, and a notation is made in the inclusion section of the Permanent School Record card.
9. The school Principal (or designate) will inform the school staff of the students who have medical alerts and draw their attention to the red medical binder in the main office. Information on students with medical problems should not be posted.
10. Teachers-on-Call and substitute Teacher Assistants will be informed of the medical problems of students in their classes.
11. The school bus company or any personnel transporting students should be provided with medical alert information.

FORMS ATTACHED:

Request for Administration of Medication
 Medical Information Form

Date adopted: October 16, 2000
Revised: February 2002, February 2016

Reference: Board Policy 1.3

Supt. Signature:



VIA EMAIL
Ref: 185675

January 21, 2016

To: All Secretary-Treasurers

Re: 2015/16 Information Updates to Support 2015/16 and 2016/17 budget planning

I am writing to provide districts with information on the Economic Stability Dividend, Next Generation Network (NGN) costs, and on reduced Teachers' Pension Plan costs. This information will assist districts in preparing amended 2015/16 budgets and with general planning for 2016/17.

Economic Stability Dividend

The intent is that a special operating grant will be provided to districts mid-May 2016 representing the 2015/16 school year portion of the Economic Stability Dividend (ESD), which is effective May 1, 2016. This is to fund the additional increase of 0.45% for unionized provincial public-sector employees who have reached agreements under the government's Economic Stability Mandate for collective bargaining. The annualized school year ESD will be added to the total public school operating grant for distribution in 2016/17 and future years, and will be confirmed as part of *Budget 2016*.

Next Generation Network

Upgrading the Provincial Learning Network (PLNet) to enable student learning was a shared priority for the sector. I am pleased to report that NGN is already providing significant benefits to districts, with over 1100 sites (out of 1650) transitioned to NGN and 80% of students now able to access the new network.

As I indicated in my May 1, 2015 letter to all secretary-treasurers, for the 2015/16 school year NGN incremental operating costs will be charged as an expense to districts and adjusted from operating grants. The amount required from each district will be determined based on enrolment.

The anticipated 2015/16 NGN costs were approximately \$19.6 million. As the project has progressed and costs refined, the costs were reduced to \$17.4 million last May. At January 15, 2016, I can advise that the ministry and Telus have worked closely to reduce costs even further for 2015/16 to approximately \$13.7 million. In addition, \$10.89 million of the 2015/16 Annual Facilities Grant was allocated to NGN for one-time start up costs this year, as districts were informed in Spring 2015.

.../2

Ministry of Resource Management Division
Education

Mailing Address
PO BOX 91571 STN PROV GOVT
Victoria BC V8W 9H1
Telephone (250) 356-2588
Facsimile (250) 387-1451

Location
5th Floor
620 Superior St
Victoria BC

The attachment to this letter lists the charges to districts to recover the \$13.7 million. The list has been updated based on actual school-age funded FTEs as at September 30, 2015. This charge will be assessed in one transaction before the end of March 2016. This same practice will be followed in future years, adjusted for any changes in annual NGN operating costs, as the NGN will be an annual charge.

As a result of increased enrolment in September 2015, the amount nominally reserved in the holdback for NGN will be distributed to districts with unanticipated enrolment changes. Therefore, districts will need to ensure NGN charges are included in their amended budgets for 2015/16. Further information and direction regarding NGN charges starting in 2016/17 will be provided with budget instructions for the 2016/17 school year.

Teachers' Pension Plan

Your board of education should now have received notification from the Teachers' Pension Board of Trustees that for employers, the overall teacher pension contribution rate will be reduced by 1.82 per cent effective July 1, 2016, freeing up an estimated provincial total of \$45 million annually that may be used to offset other budget pressures starting in 2016/17. More information on this announcement is available at the [TPP website](#).

If you have any questions about these allocations, please contact Rebecca John, Director, at Rebecca.John@gov.bc.ca.

Sincerely,



Deborah Fayad
Assistant Deputy Minister

Attachment: Est vs Final Sept 2015 Enrol 13 7M

Cc: All Board Chairs
All Superintendents

**Next Generation Network
Operating Grant Charge-Back**

Updated January 2016

School District	Sept 2015 School-Age Funded FTE	26.02		NGN Charge May 2015 Estimate	Change from Estimated
		NGN Charge Based on Enrolment			
5 Southeast Kootenay	5,338.8750	138,939		172,994	-34,055
6 Rocky Mountain	3,069.3125	79,876		98,225	-18,349
8 Kootenay Lake	4,635.1250	120,625		160,451	-39,826
10 Arrow Lakes	440.3750	11,460		15,290	-3,830
19 Revelstoke	923.8750	24,043		31,084	-7,041
20 Kootenay-Columbia	3,675.2500	95,645		125,456	-29,811
22 Vernon	8,185.3449	213,016		269,896	-56,880
23 Central Okanagan	21,643.0000	563,238		715,969	-152,731
27 Cariboo-Chilcotin	4,553.2500	118,494		151,093	-32,599
28 Quesnel	3,057.5000	79,569		100,039	-20,470
33 Chilliwack	12,756.1607	331,967		415,515	-83,548
34 Abbotsford	18,947.2500	493,084		630,548	-137,464
35 Langley	19,224.4385	500,298		641,371	-141,073
36 Surrey	68,379.0314	1,779,499		2,275,931	-496,432
37 Delta	15,387.3755	400,442		512,446	-112,004
38 Richmond	19,876.0000	517,254		665,954	-148,700
39 Vancouver	49,710.3125	1,293,664		1,681,541	-387,877
40 New Westminster	6,428.1875	167,287		215,066	-47,779
41 Burnaby	23,187.0938	603,422		772,760	-169,338
42 Maple Ridge-Pitt Meadows	14,028.0625	365,067		456,972	-91,905
43 Coquitlam	30,620.4375	796,868		1,013,735	-216,867
44 North Vancouver	15,260.9375	397,151		504,398	-107,247
45 West Vancouver	6,787.1250	176,628		223,770	-47,142
46 Sunshine Coast	3,120.8750	81,218		100,678	-19,460
47 Powell River	1,853.7500	48,242		60,875	-12,633
48 Sea to Sky	4,604.0000	119,815		148,711	-28,896
49 Central Coast	207.0000	5,387		6,519	-1,132
50 Haida Gwaii	545.0000	14,183		17,810	-3,627
51 Boundary	1,248.1250	32,481		41,367	-8,886
52 Prince Rupert	2,046.5000	53,258		67,780	-14,522
53 Okanagan Similkameen	2,218.4375	57,733		75,004	-17,271
54 Bulkley Valley	2,064.3750	53,723		69,897	-16,174
57 Prince George	12,687.8125	330,188		421,463	-91,275
58 Nicola-Similkameen	2,062.0000	53,662		67,599	-13,937
59 Peace River South	3,492.3750	90,886		117,005	-26,119
60 Peace River North	5,996.6567	156,057		193,282	-37,225
61 Greater Victoria	18,702.4749	486,714		614,862	-128,148
62 Sooke	9,514.9375	247,617		307,780	-60,163
63 Saanich	6,911.1250	179,855		224,879	-45,024
64 Gulf Islands	1,707.1250	44,426		54,775	-10,349
67 Okanagan Skaha	5,671.3750	147,592		184,424	-36,832
68 Nanaimo-Ladysmith	13,051.7500	339,659		434,266	-94,607
69 Qualicum	3,950.1250	102,798		128,099	-25,301
70 Alberni	3,640.0000	94,728		118,018	-23,290
71 Comox Valley	7,375.5625	191,942		249,343	-57,401
72 Campbell River	5,224.8750	135,972		171,856	-35,884
73 Kamloops/Thompson	13,938.8750	362,746		459,410	-96,664
74 Gold Trail	1,111.1250	28,916		36,091	-7,175
75 Mission	5,761.0000	149,925		188,654	-38,729
78 Fraser-Cascade	1,643.7500	42,777		52,355	-9,578
79 Cowichan Valley	7,397.3750	192,510		243,999	-51,489
81 Fort Nelson	768.6250	20,003		24,581	-4,578
82 Coast Mountains	4,288.8500	111,613		151,219	-39,606
83 North Okanagan-Shuswap	5,950.1612	154,847		192,518	-37,671
84 Vancouver Island West	365.7500	9,518		12,782	-3,264
85 Vancouver Island North	1,326.1250	34,511		44,122	-9,611
87 Stikine	191.1250	4,974		6,015	-1,041
91 Nechako Lakes	3,751.9375	97,641		128,389	-30,748
92 Nisga'a	374.5313	9,747		14,719	-4,972
93 CSF	5,556.3625	144,599		188,351	-43,752
Provincial Total	526,436.1689	13,700,000		17,470,001	-3,770,002

DATE 04-Feb-2016 02:56 PM

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

PAGE 1

START DATE: 01-Jan-2016 TO END DATE: 31-Jan-2016

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Jan-2016 AND 31-Jan-2016						
00LCET2659	0001	*****	28094	RECEIVER GENERAL FOR CANADA	06-Jan-16	72,327.17
00LCET2662	0001	*****	28093	RECEIVER GENERAL FOR CANADA	06-Jan-16	159,171.23
00LCET2663	0001	*****	30209	TEACHERS' PENSION PLAN	12-Jan-16	487,807.60
00LCET2665	0001	*****	23290	MUNICIPAL PENSION PLAN	15-Jan-16	52,870.53
00LCET2668	0001	*****	28094	RECEIVER GENERAL FOR CANADA	26-Jan-16	83,408.06
00LCET2670	0001	*****	28093	RECEIVER GENERAL FOR CANADA	26-Jan-16	150,000.00
00LCET2681	0001	*****	23290	MUNICIPAL PENSION PLAN	29-Jan-16	55,005.49
00LCET2683	0001	*****	33038	WORKERS' COMPENSATION BOARD	20-Jan-16	55,447.33

TOTALS FOR BANK - 0001

1,116,037.41

TOTAL NUMBER OF CHEQUES

8

TOTAL NUMBER OF CHEQUES WITH MICR

0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Jan-2016 AND 31-Jan-2016

1886000001	0001	0000047615	12012	BC HYDRO & POWER AUTHORITY	06-Jan-16	46,264.04
1886000004	0001	0000047618	30211	FORTIS BC-NATURAL GAS	06-Jan-16	15,825.54
1886000008	0001	0000047622	23268	MINISTRY OF PROVINCIAL REVENUE	06-Jan-16	20,941.50
1886000009	0001	0000047623	26278	PEAK ENVIRONMENTAL LTD.	06-Jan-16	18,852.33
1886000010	0001	0000047624	26243	PEBT IN TRUST	06-Jan-16	44,892.19
1886000013	0001	0000047627	15360	RBC INVESTOR SERVICES	06-Jan-16	14,000.00
1886ET0008	0001	*****	12021	BC TEACHERS FEDERATION	06-Jan-16	24,320.43
1886ET0009	0001	*****	12111	BC TEACHERS FEDERATION	06-Jan-16	27,417.76
1886ET0013	0001	*****	13003	C.U.P.E. - LOCAL 801	06-Jan-16	12,807.12
1886ET0031	0001	*****	26207	PACIFIC BLUE CROSS/MSA	06-Jan-16	63,696.95
1886ET0044	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	06-Jan-16	10,231.44
1886ET0046	0001	*****	30172	THIRDWAVE BUS SERVICES	06-Jan-16	80,415.56
1887ET0040	0001	*****	13907	MINISTER OF FINANCE	13-Jan-16	1,000,000.00
1887ET0052	0001	*****	28173	ROCKY POINT ENGINEERING LTD.	13-Jan-16	17,325.00
1887ET0055	0001	*****	29009	SCHOLASTIC CANADA LTD.	13-Jan-16	11,622.74
1888ET0013	0001	*****	11909	DR. DEBORAH AMARAL	20-Jan-16	13,600.00
1888ET0059	0001	*****	34000	XEROX CANADA LTD	20-Jan-16	78,265.37
1889000001	0001	0000047711	14259	BOUYGUES BUILDING CANADA INC.	21-Jan-16	500,017.35
1890000004	0001	0000047715	15234	BANK OF MONTREAL	27-Jan-16	38,942.14
1890000022	0001	0000047733	26243	PEBT IN TRUST	27-Jan-16	44,290.98
1890ET0005	0001	*****	11050	APPLE CANADA INC. C3120	27-Jan-16	13,440.00
1890ET0051	0001	*****	28173	ROCKY POINT ENGINEERING LTD.	27-Jan-16	12,127.50
1890ET0057	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	27-Jan-16	10,818.56

TOTALS FOR BANK - 0001

2,120,114.50

TOTAL NUMBER OF CHEQUES

23

TOTAL NUMBER OF CHEQUES WITH MICR

9

ON-LINE CHEQUES : ISSUED BETWEEN 01-Jan-2016 AND 31-Jan-2016

00LCET2671	0005	*****	12144	BANK OF MONTREAL	09-Jan-16	31,921.17
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TOTALS FOR BANK - 0005

31,921.17

DATE 04-Feb-2016 02:56 PM

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

PAGE 2

START DATE: 01-Jan-2016 TO END DATE: 31-Jan-2016

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

TOTAL NUMBER OF CHEQUES						1
TOTAL NUMBER OF CHEQUES WITH MICR						0
GRAND TOTAL						3,268,073.08
CANCELLED TOTAL						0.00
NET GRAND TOTAL						3,268,073.08
GRAND TOTAL NUMBER OF CHEQUES						32
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						9

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
February 9, 2016

STRATEGIC PLAN 2015-2019

Collaboration and Equity

By working together in cooperation and equitable access, we create meaningful connection and a sense of belonging.

We often say that without the strong collaborative efforts and support in our community we could not offer nearly as many or as rich education programs as we do. This value reminds us that the collaboration is both a process to enhance opportunities but it also creates outcomes of greater access and connection. Our community is stronger when we know each other through joint projects. We can achieve more together and more of us can accomplish what we need to. Collaboration is one way that we create a stronger web to ensure there is a place for everyone and no family or child needs to work alone.

Board Activities for December

January 14, 19 and 20 – Trustee School Tours: Trustees and senior staff completed the annual tour of schools to review school growth plans and observe some of the many wonderful things happening in classrooms and other learning spaces throughout the district. Over several years, trustees can see the progress and innovation happening in individual schools and compare programs over time.

January 18 – Intergovernmental Meeting: Several trustees and senior staff attended the Intergovernmental meeting hosted by the District of Sechelt. Chair Baxter presented our 2015-19 Strategic Plan and responded to questions about the process of developing it. Further discussion of the meeting took place in our January Committee of the Whole. (see minutes for a summary)

January 25, 26 and Feb 1 – Learning Spaces Consultations: Consultations with community members in Gibsons, Sechelt and Pender Harbour on the long-range facilities plan were well attended. Several trustees took part and it was very positive to hear community opinions on the future of our learning spaces. Next steps will be discussed in the Operations committee meetings over the next few months. Further public input is always welcome.

January 29 – BCPSEA AGM: Trustee Younghusband, Secretary Treasurer Weswick and Director of Instruction Bishop attended the BCPSEA AGM on behalf our district. See BCPSEA report for details of the meeting.



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

TRUSTEE HONORARIUM AD-HOC COMMITTEE

Held on January 28th, 2016 from 3:00-4:00 pm

At the School Board Office, Gibsons, B.C.

PRESENT: Pammila Ruth (Chair); Dave Mewhort; Lori Pratt; Nicholas Weswick,
Secretary-Treasurer; Patrick Bocking, Superintendent

The meeting was called to order at 3:00 p.m.

The committee discussed and shared information, including provincial comparisons of trustee stipends, and considered the following:

- Last increase for trustees occurred in December 2010.
- Next opportunity for honorarium review is 2020 (2nd year of term).
- Trustees are not eligible for BCPSEA buying group plan. May be other potential options.
- Discussion of last round of increases. Board was brought up to provincial average at that time.
- Current status of governance in SD46 discussed, including level of Board function, which appears to be high.
- Compensation levels are currently above average of similar-size districts, but below provincial average.
- Previous round of review was tabled due to labour dispute that was ongoing at the time.
- 21 of 55 Districts tie their increases to CPI or Vancouver CPI.
- Provincial Average discussed as potential guideline.
- One trustee proposed that Board Chair amount increase by a higher percentage than the 8.08% proposal due to additional workload.
- Discussion of comparable local municipalities.
- Various scenarios and potential guidelines discussed.
- Comparisons to employee groups considered.

Recommendation:

That trustees receive an immediate increase of 8.08%, to reach the provincial average for individual trustees. An increase of the same percentage to be applied to current chair and vice chair positions. Going forward, increases annually to align with Vancouver CPI with periodic review.

The meeting adjourned at 3:55 p.m.

BCPSEA Report – February 2016 SD46 Board Meeting
Submitted by Trustee Christine Younghusband

BCSTA/BCPSEA Board Representative Conference Calls on January 27, 2016

- Reviewed the agenda of the BCPSEA Advisory Committee
- Discussed and asked questions regarding the agenda
- Call facilitated by BCSTA Director Alan Chell, supported by BCSTA CEO Mike Roberts and members of the BCPSEA Advisory Committee
- Reiterated that it is BCSTA's position to restore BCPSEA governance
- Any questions or comments from all 3 calls were forwarded to the meeting

BCPSEA Advisory Committee Meeting on January 28, 2016

- The BCPSEA Advisory Committee is comprised of the following:
 - o 7 BCSTA Representatives, where one is from the Board of Directors
 - o 1 BCSSA Representative
 - o 1 BCASBO Representative
 - o 2 Ministry of Education Representatives
 - o 2 Public Sector Employers Council (PSEC) Representatives
- SD46 is in the Metropolitan Region represented by SD36 Trustee Terry Allen

- The scheduled agenda for January 28th, meeting Held in Vancouver
 - o Introductions and Overview of the BCPSEA advisory committee
 - o BCPSEA Update:
 - Shared Services
 - Employment Practices Liability Program (EPLP) Review
 - Attendance Support Program (ASP) Review
 - o Exempt Staff Compensation
 - o Make a Future
 - Expansion of International Schools
 - Expansion to include Independent Schools and Colleges
 - Review of Services
 - o Potential for Master BCTF Provincial Agreement
 - o BCPSEA AGM

BCPSEA AGM 22 on January 29, 2016

- In attendance from SD46: Secretary-Treasurer Nic Weswick, Director of Instruction Paul Bishop, and Trustee Christine Younghusband
- BCPSEA AGM 22 Program:
<http://www.bcpsea.bc.ca/documents/events/AGM22/00-DV-2016-AGM%20Final%20Program.pdf>
- Highlights of each presentation:
 - o **Michael Marchbank, BCPSEA Public Administrator** mentions several BCPSEA initiatives, successes, and progress: Exempt Staff Wage Increase for Principals & Vice-Principals, Attendance Support Program & Wellness, Expansion of Make a Future with Off-Shore

- schools & First Nations Independent Schools, BCPSEA Learning Programs, and governance with BCPSEA Advisory Committee
- **Teresa Rezansoff, BCSTA President** gives greetings from BCSTA to BCPSEA delegates from 60 boards, emphasizing BCSTA's stance on reinstating Trustee Board Governance to BCPSEA and that the BCPSEA Advisory Committee is the first step. She acknowledged the seven BCSTA members appointed to this committee.
 - **Renzo Del Negro, BCPSEA CEO** gives report to delegates, highlighting similar points as mentioned above as well as Shared Services and the Employment Practices Liability Program (EPLP) & Attendance Support Program (ASP), EDAS (Public Education Employment Data Analysis Systems), BCPSEA service model, and Make a Future to become cost neutral (now able to use on mobile devices).
 - **Dave Byng, Deputy Minister of Education** talked about increased public school enrolment and why, the Ministry wants to financially support incoming Syrian Refugees (40% arrivals are K-12 in age), and looking ahead at with new curriculum, provincial assessment model, K-12 Innovation Strategy, K-12 International Education Strategic Plan, Shared Delivery Project, MyEdBC, Next Generation Network, 10-year capital plan, and First Nations Curriculum & Learner outcomes.
 - **Christina Zacharuk, President and CEO of PSEC** mentions that there are 14 Collective Agreements left to settle in the public sector. She spoke about the Public Sector Approach to Compensation and Performance Management. She also mentions about the Ethics Survey coming from the BC Office of the Auditor General going out to all Public Service Employees (coming soon); and, acknowledged the BCPSEA Advisory Committee with strategic focus/system lens, support the implementation of the collective agreement, and build knowledge from feedback, and provide input on BCPSEA services.
 - **SD69 (Qualicum) Panel Presentation** – discussing their approach and implementation of Performance Management piloted in 2014. See link below for presentation PowerPoint for more information.
 - **Shared Services Information Update** - Panel provided updates on the Employment Practices Liability Program (aka. legal services) and the Attendance Support Project. PowerPoint presentation attached.

Performance Management Framework – Pilot Project: SD69 (Qualicum)

<http://www.bcpsea.bc.ca/documents/events/AGM22/05%20-%2000-DS-AGM%20Presentation-Performance%20Management%20Pilot-SD%2069.pdf>

Shared Delivery Project Update – Ministry of Education and Partners

<http://www.bcpsea.bc.ca/documents/events/AGM22/06%20-%20Shared%20Services%20Information%20Update.pdf>

2015-16 Budget

- BCPSEA continues to receive \$3M government core funding plus cost recovery from Make a Future, HR Learning Series, etc.
- \$300,000 surplus and cannot carry forward; returned to government
- A Guided Tour provided to make other highlights of last year's budget

Resolution to appoint the 2015/16 auditors - CARRIED

2016-17 BCPSEA Budget Proposal - CARRIED

- Some highlights/questions regarding the 2016/17 BCPSEA Budget proposal
 - Lines 44/55 – Make a Future with additional revenue and expenditures with the inclusion of servicing off-shore schools and First Nations Independent schools
 - Line 2 – Travel expense for bargaining reduced; non-bargaining year
 - Line 16 – AGM reduced by \$7000 to reflect actual costs
 - Line 32 – Executive – Doubled to \$310,000 to add 2nd executive staff to BCPSEA team, (used to be 3 people in past).
 - Line 33* – Seconded Staff - From \$0 to \$60,000 – restoring position
 - Line 34* - Professional Staff – reduced by \$83,113

Proposed Resolution 0-1: Submitted by SD42 (Maple Ridge-Pitt Meadows)

BE IT RESOLVED that the BC Public School Employers' Association members direct the BCPSEA Public Administrator to write a letter to the Minister of Finance requesting that the association be released from the direction of the Public Administrator and that the Trustee Directors be reinstated to the BCPSEA Board of Directors.

CARRIED

Proposed Resolution 0-2: Submitted by SD42 (Maple Ridge-Pitt Meadows)

BE IT RESOLVED that the BC Public School Employers' Association members direct the BCPSEA Public Administrator to write a letter to the Minister of Education requesting that costs incurred by boards of education from the Economic Stability Dividend be fully funded for the duration of the Provincial Framework Agreement.

CARRIED

Proposed Resolution 0-3: Submitted by SD42 (Maple Ridge-Pitt Meadows)

BE IT RESOLVED that the BC Public School Employers' Association members direct the BCPSEA Public Administrator to write a letter to the Minister of Education requesting that the Ministry respect local board autonomy and ensure that board of education implementation of the Attendance Support and Wellness Initiative project will be on a voluntary basis.

CARRIED

Proposed Resolutions

<http://www.bcpsea.bc.ca/documents/events/AGM22/Proposed%20Resolutions%20for%20web.pdf>



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

OPERATIONS COMMITTEE

**Held on January 21, 2016 from 12:30 to 2:00 p.m.
At the School Board Office, Gibsons, B.C.**

PRESENT: TRUSTEES: Dave Mewhort, Chair; Betty Baxter; Greg Russell; Lori Pratt
STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Paul Bishop, Director of Instruction; Rob Collison, Manager of Facilities and Transportation; Phil Luporini, District Principal of Technology and Data Management; Louise Herle, SCTA; Erica Reimer, Recording Secretary

REGRETS: Allyson Fawcus, DPAC

The meeting was called to order at 12:36 p.m.

1. Enrolment Projections 2016-17

Secretary-Treasurer Weswick reported on preliminary enrolment projections, which indicate that the district will continue to see a relative increase in enrolment over the next several years. Actual overall enrolment for the 2014-15 school year was 2,974 and 3,035 in the 2015-16 school year. Note: enrolment figures do not include adult or Distributed Learning students.

Projected Enrolment														
2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
3,083	3,067	3,075	3,101	3,133	3,168	3,174	3,180	3,182	3,161	3,135	3,095	3,058	3,022	3,022

2. Amended Budget

Secretary-Treasurer Weswick reviewed budgetary decisions affecting the 2015-16 budget. These included an increase in special education allocation amounts, the addition of a music teacher FTE, an increased budget to replace aging technology, Administrative Savings, implementation of the Next Generation Network (NGN) and the Curriculum Implementation Project. Secretary-Treasurer Weswick overviewed the district's revenue and expenses and provided information on school budgets. The committee discussed the needs of the alternative school programs; the district music program; teacher FTE; changes to the make-up of senior administration; and the recommendation for unused funds summarized below.

Carry-forward to 2016/17 Preliminary Budget	375,210
Replacement of aging stages - safety concerns	95,000
Supplement to technology budget - replacement of additional carts	70,000
Additional support for SCAS - deficit carry-forward	50,000
Software licenses to support business functions	25,000
Allowance for economic stability dividend - May/June	23,500
Total	\$638,710

Recommendation:

That the board endorses the recommendations for the 2015-16 amended budget as presented.

3. Preliminary Budget Feedback from Consultations

Secretary-Treasurer Weswick reviewed feedback received to date through preliminary budget consultation sessions. The detailed presentation will be attached to these notes.



4. Long-Range Facilities Plan (standing item)

An update was provided. Public consultation sessions are scheduled for January 25 in Gibsons, January 26 in Sechelt and February 1 in Pender Harbour.

The meeting adjourned at 1:57 p.m.

Next Meeting: February 18th, 2016 from 12:30 to 1:00 p.m. at the School Board Office.

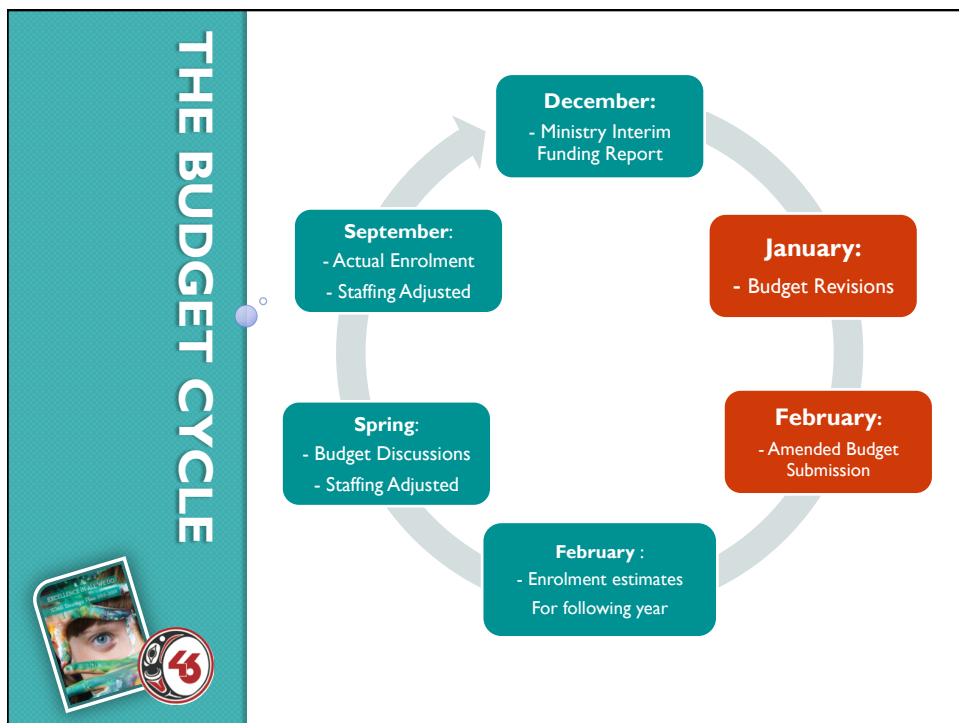
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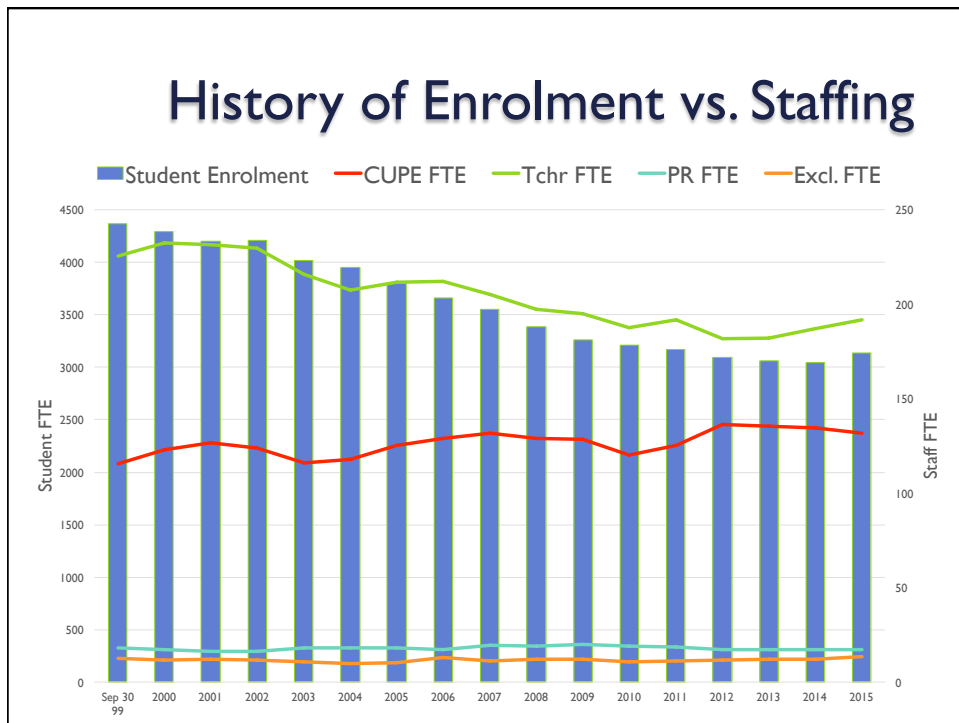
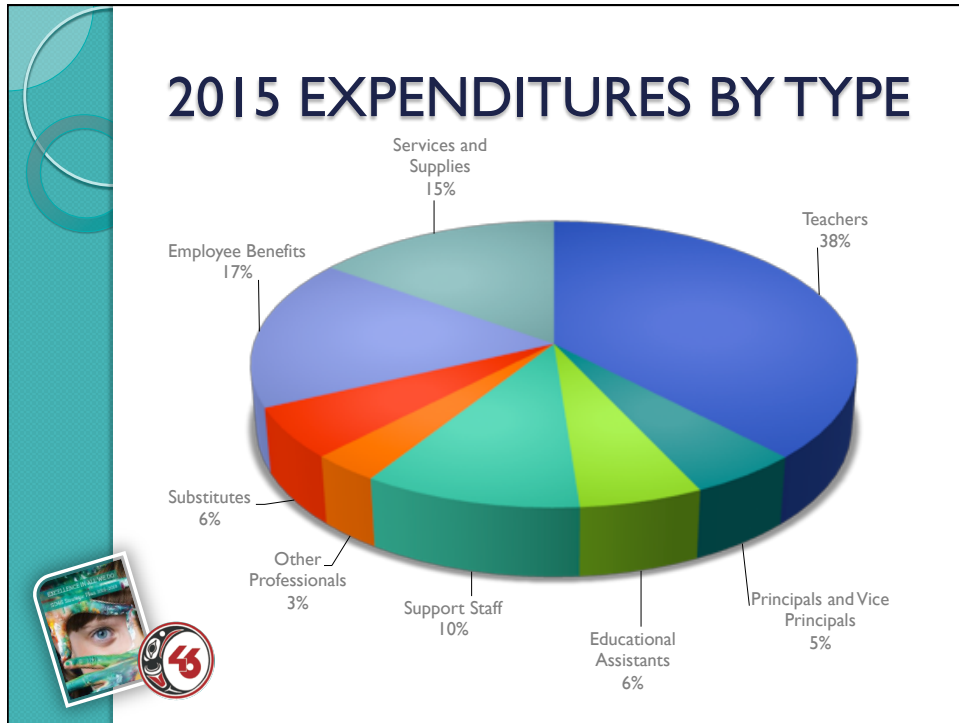


2015-16

Amended Budget

School District No. 46 (Sunshine Coast)





2015/16 BUDGET REVIEW

- Specific Spring budgetary decisions for 15/16 Included:
 - Further increasing special education allocation amounts
 - Addition of additional music teacher FTE
 - Budget to replace aging technology
 - Administrative Savings
 - Next Generation Network (NGN) Curriculum Implementation Project



UNRESTRICTED SURPLUS ALLOCATION (Sept.)

Total Surplus	1,314,308
2/3 Allocation to School Sites	(875,000)
Allocated to Strategic Plan Initiatives	(100,000)
Allocated to NGN Hardware	(30,000)
<u>2015/16 Exempt Compensation Increases</u>	<u>(130,000)</u>
Holdback (Potential Enrolment Decline)	179,308



AMENDED BUDGET HIGHLIGHTS

- Increased student enrolment of approx. 100 FTE
- Self-funded exempt compensation increases
- Increase in average teacher cost
- Executive Restructure
- Transportation Contract Award



REVENUE

	2015/16 Preliminary Annual Budget			2015/16 Amended Annual Budget			Net Change
	Enrolment	FundingLevel	Total Funding	Enrolment	FundingLevel	Total Funding	
School Age	2,801.0000	7,158	20,049,558	2,880.8750	7,158	20,621,303	571,745
Alternative	120.0000	7,158	858,960	165.0000	7,158	1,181,070	322,110
DL	75.0000	6,030	452,250	75.0000	6,030	452,250	-
Home School	2.0000	250	500	5.0000	250	1,250	750
Level 1 Spec Needs	4	37,700	150,800	4	37,700	150,800	-
Level 2 Spec Needs	225	18,850	4,241,250	231	18,850	4,354,350	113,100
Level 3 Spec Needs	170	9,500	1,615,000	183	9,500	1,738,500	123,500
English Language Learning	125	1,380	172,500	108	1,380	149,040	(23,460)
Aboriginal Ed	515	1,195	615,425	555	1,195	663,225	47,800
Adult Education	8	4,565	36,520	13.875	4,565	63,339	26,819
Salary Differential			96,952			191,731	94,779
Unique Features			5,358,251			5,358,251	-
Enrolment Decline	31.25	30.27	3,498	(124.88)	29.96	-	(3,498)
Transportation							-
Holdback							-
Summer Learning			6,592				(6,592)
Feb Recount			37,730			37,730	-
May Recount			22,655			22,655	-
Education Plan			60,545			60,545	-
Administrative Savings			(205,044)			(205,044)	
Funding Protection			112,354			-	(112,354)
Ministry Operating			33,686,296			34,840,996	1,154,699



REVENUE

	2015/16 Preliminary Annual Budget			2015/16 Amended Annual Budget			Net Change
	Enrolment	FundingLevel	Total Funding	Enrolment	FundingLevel	Total Funding	
Min-Pay Equity			510,381			510,381	-
Min-Misc.			8,696			17,346	8,650
Min-Grad Adult				0.375	4,565	1,712	1,712
Min-ITA			40,000			40,000	-
Carbon Tax Rebate			40,000			25,000	(15,000)
Offshore Tuition			119,000			72,310	(46,690)
SD#93-CSF			495,000			543,000	48,000
Miscellaneous Revenue			7,700			14,700	7,000
Rentals and Leases			60,000			55,000	(5,000)
Investment Income			110,000			90,000	(20,000)
Total Funding			35,077,073			36,210,444	1,133,371

School Budgets

	15/16 Preliminary Operating Funds	15/16 Amended Operating Funds	School Surplus (Restricted Surp.)	Sept Allocation (Unrestricted Surp.)	15/16 Amended Total Budget
Cedar Grove	1,666,790	1,597,040	29,535	66,000	1,692,575
Davis Bay	1,043,975	1,194,843	33,609	44,143	1,272,595
Gibsons	2,010,234	2,090,570	-22,907	84,987	2,152,650
Halfmoon Bay	1,277,989	1,334,760	75,731	56,065	1,466,556
Kinnickinnick	1,656,629	1,765,283	19,686	59,818	1,844,787
Langdale	719,367	810,767	20,901	35,532	867,200
Madeira Park	640,385	672,750	20,754	30,896	724,400
Roberts Creek	1,462,586	1,457,263	48,167	64,455	1,569,885
West Sechelt	1,648,525	1,578,003	7,877	64,675	1,650,555
Pender Harbour	1,004,075	991,713	83,460	35,532	1,110,705
Chatelech Sec.	3,785,043	3,640,526	106,621	135,325	3,882,472
Elphinstone Sec.	3,625,870	3,723,844	71,318	133,779	3,928,941
Spider DL	408,962	382,674	51,216	16,558	450,448
SCAS	1,832,654	2,191,524	-92,127	47,234	2,146,631
Balance	-31,839	-			
Total	22,751,245	23,431,560	453,841	875,000	24,760,401

CENTRALIZED DEPARTMENTS

	2015/16 Preliminary		2015/16 Amended		Difference
	FTE	Cost	FTE	Cost	
Business Administration Total	10.200	1,228,552	10.200	1,244,245	15,693
District Governance Total	7.000	181,270	7.000	181,270	0
Educational Admin Total	14.651	1,705,612	14.709	1,608,543	-97,069
Careers & Ace-It (1.03)	3.143	120,000	2.943	95,000	-25,000
Aboriginal Education Total	5.000	687,210	7.000	735,010	47,800
District Special Education	20.067	1,392,156	20.818	1,422,171	30,015
ELL Total	1.000	172,500	1.000	149,040	-23,460
Technology Total	4.800	778,568	5.000	818,789	40,221
Facilities Total	39.550	3,543,136	39.387	3,411,248	-131,889
Total Transportation	0.630	1,062,346	0.630	1,044,167	-18,179
Utilities	0.000	760,000	0.000	760,000	0
Replacement costs including benefits	0.000	850,000	0.000	850,000	0
TOTAL	106.04	12,481,350	108.69	12,319,482	-161,868



THE BOTTOM LINE

	2015/16 Preliminary	2015/16 Amended
Total District Budget	Operating Budget	Operating Budget
Operating Revenue	35,077,073	36,210,444
Financial Provision		
Transfer from Restricted - Curriculum	150,000	
Transfer from Restricted	5,521	1,520,150
Utilization of Unrestricted - Sept.		1,135,000
Operating Expense		
School Allocations	22,751,245	23,431,561
District Budget	12,481,350	12,319,482
Spending from Surplus		2,655,150
Net Operating Fund	(0)	459,402
Remaining Unrestricted Surplus		179,308
Available Funds		638,710



RECOMMENDATIONS

Carry-forward to 2016/17 Preliminary Budget	375,210
Replacement of aging stages - safety concerns	95,000
Supplement to technology budget - replacement of additional carts	70,000
Additional Support for SCAS - deficit carry-forward	50,000
Software licenses to support business functions	25,000
Allowance for economic stability dividend - May/June	23,500
Total	638,710





Feedback from **Principals**

- Security for small schools
- Literacy programs, learning commons and library programs
- ACE-it/Career programs
- Technology upgrades, digital resources, maintenance of current technology.
- Transportation for school events / school vans
- Increased secondary program offerings – more experiential and passion-based offerings
- Regular collaboration time for new curriculum

(slide 1 of 2)

Feedback from **Principals**

- Improved systems for communication with parents
- Emergency funds for specialized placements
- Building areas / renovations to ensure spaces are functioning well
- Additional district support for reading
- District Resource Centre for books, musical instruments, equipment
- IEP support

(slide 2 of 2)

Feedback from **CUPE Local 801**

- Library support – teacher librarian and library assistant at every school
- Reinstate Administrative Assistant positions to 35 hours at every school
- Increase hours for EAs (beyond bell-to-bell)
- Technology department support
- Restored staffing levels for custodial positions

Summary only.
See full submission in meeting package

Feedback from **SC Teachers' Association**

- Stabilize per-pupil, school-based funding and restore to 2014/15 levels
- Increase Teacher Librarians and Special Education / Learning Assistance Teachers
- Hire more teachers
- Support teacher mentorship and early career teachers
- Provide funding for teacher training and resources / new curriculum
- Address English Language Learner needs
- Review management and school board office staff positions

Summary only.
See full submission in meeting package

Feedback from **DPAC and Public Consultation**

- Reading and library development
- Math for specific use, i.e.: trades and business
- Mental health is important for well being of staff and students
- Composting has positives and negatives
- Re-evaluate custodial reductions
- Trades program and improved graduation rates
- Aboriginal Education materials

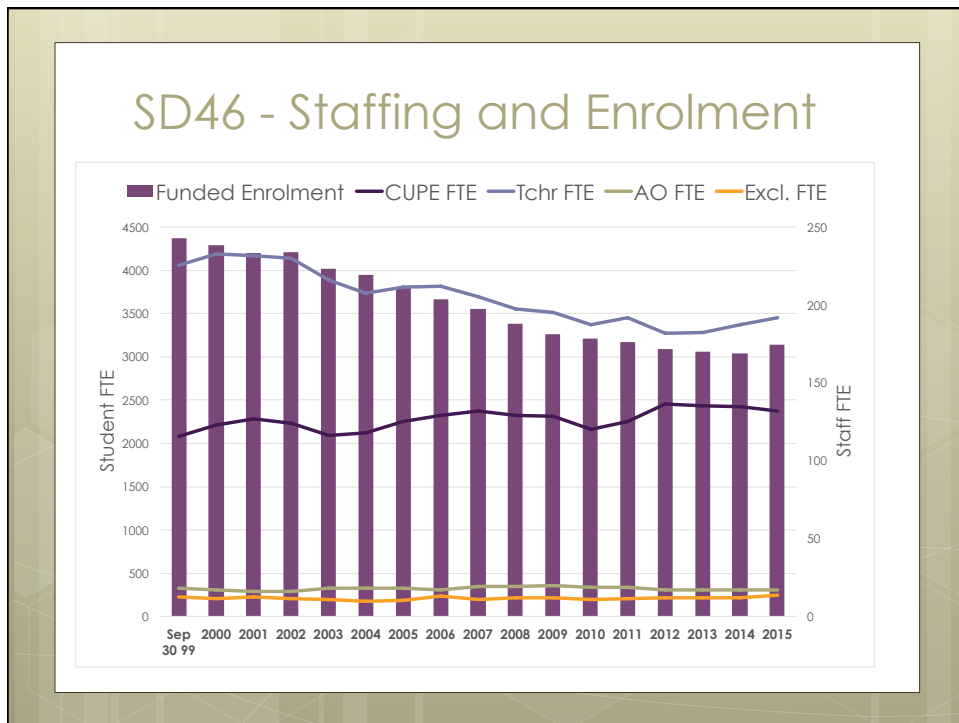
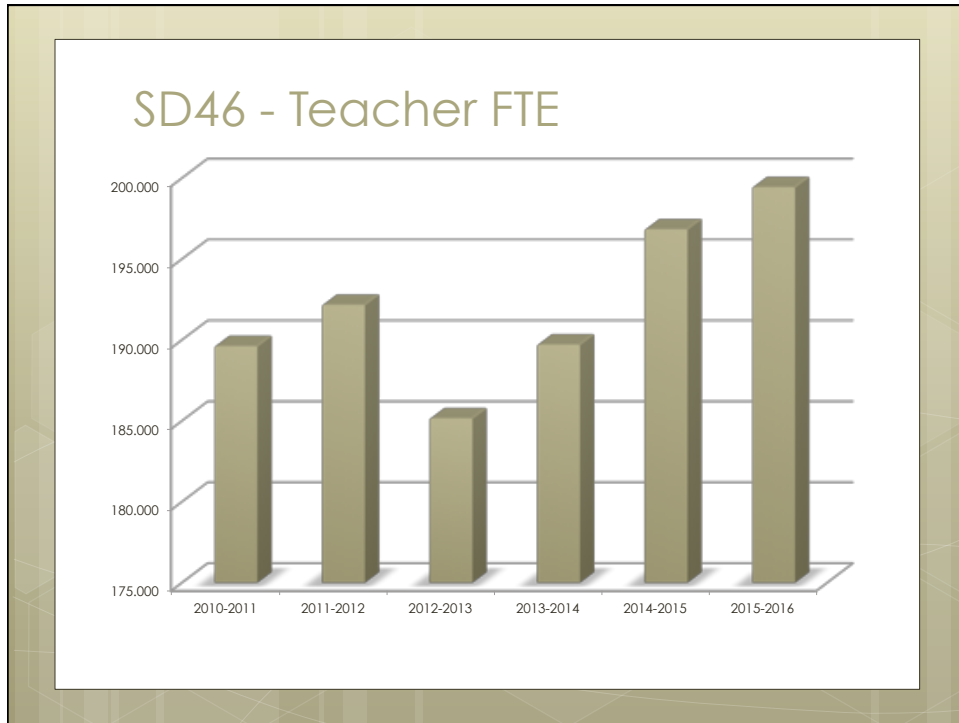
(slide 1 of 2)

Feedback from **DPAC and Public Consultation**

- Mental Health and Wellness initiatives
- Funds to support new curriculum initiatives, ie: integrating indigenous cultures
- Staff libraries with teachers and assistants
- EAs should be full time and outside of classroom time could be used for training, consultation with other staff.
- Green initiatives, ie: solar panels

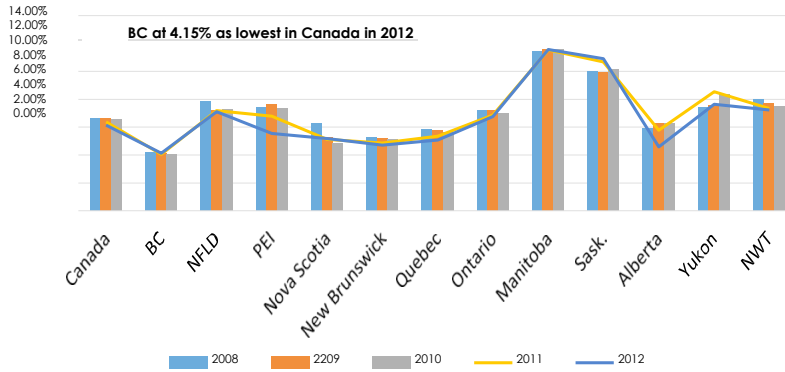
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Charts



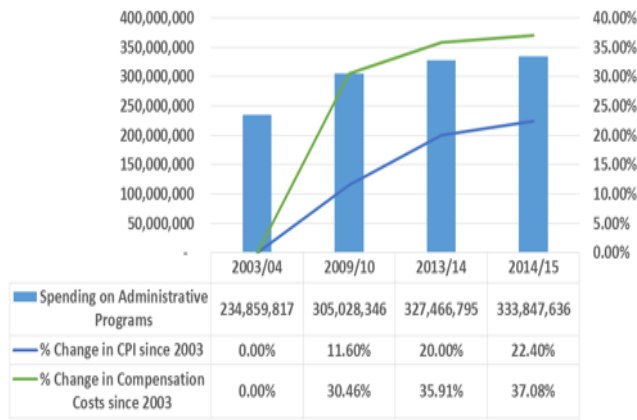
Statistics Canada

Statistics Canada Table 478-0012 - Administrative Spending as a Percentage of Total Operating



Cost of Doing Business

Comparison of Administrative Spending as defined by the Ministry



Amended Annual Budget

School District No. 46 (Sunshine Coast)

June 30, 2016

School District No. 46 (Sunshine Coast)

June 30, 2016

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 46 (SUNSHINE COAST) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2015/2016 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for fiscal year 2015/2016.
3. The attached Statement 2 showing the estimated revenue and expense for the 2015/2016 fiscal year and the total budget bylaw amount of \$42,800,604 for the 2015/2016 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2015/2016.

READ A FIRST TIME THE _____ DAY OF _____, 2016;

READ A SECOND TIME THE _____ DAY OF _____, 2016;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2016;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw 2015/2016, adopted by the Board the _____ DAY OF _____, 2016.

Secretary Treasurer

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2016

	2016 Amended Annual Budget	2015 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	3,129,875	3,042,250
Adult	15,875	15,000
Total Ministry Operating Grant Funded FTE's	3,145,750	3,057,250
Revenues	\$	\$
Provincial Grants		
Ministry of Education	37,143,638	35,563,913
Other	40,000	
Tuition	72,310	130,000
Other Revenue	1,437,226	1,403,546
Rentals and Leases	55,000	60,000
Investment Income	96,000	87,000
Amortization of Deferred Capital Revenue	1,582,843	1,231,552
Total Revenue	40,427,017	38,476,011
Expenses		
Instruction	33,169,616	32,679,049
District Administration	1,878,737	1,838,882
Operations and Maintenance	6,535,349	6,525,357
Transportation and Housing	1,216,902	1,230,471
Total Expense	42,800,604	42,273,759
Net Revenue (Expense)	(2,373,587)	(3,797,748)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,655,150	3,722,709
Budgeted Surplus (Deficit), for the year	281,563	(75,039)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)	638,710	289,171
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(357,147)	(364,210)
Budgeted Surplus (Deficit), for the year	281,563	(75,039)

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2016

	2016 Amended Annual Budget	2015 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	38,226,885	37,962,976
Special Purpose Funds - Total Expense	2,633,729	2,715,021
Capital Fund - Total Expense	1,939,990	1,595,762
Total Budget Bylaw Amount	42,800,604	42,273,759

Approved by the Board

Signature of the Chairperson of the Board of Education Date Signed

Signature of the Superintendent Date Signed

Signature of the Secretary Treasurer Date Signed

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2016

	2016 Amended Annual Budget	2015 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(2,373,587)</u>	<u>(3,797,748)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Deferred Capital Revenue	<u>(2,600,000)</u>	<u>(3,700,000)</u>
Total Acquisition of Tangible Capital Assets	<u>(2,600,000)</u>	<u>(3,700,000)</u>
Amortization of Tangible Capital Assets	<u>1,939,990</u>	<u>1,595,762</u>
Total Effect of change in Tangible Capital Assets	<u>(660,010)</u>	<u>(2,104,238)</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(3,033,597)</u></u>	<u><u>(5,901,986)</u></u>

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2016

	Operating Fund	Special Purpose Fund	Capital Fund	2016 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	3,123,052		7,537,568	10,660,620
Changes for the year				
Net Revenue (Expense) for the year	(2,016,440)		(357,147)	(2,373,587)
Net Changes for the year	<u>(2,016,440)</u>	<u>-</u>	<u>(357,147)</u>	<u>(2,373,587)</u>
Budgeted Accumulated Surplus (Deficit), end of year	<u>1,106,612</u>	<u>-</u>	<u>7,180,421</u>	<u>8,287,033</u>

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2016

	2016 Amended Annual Budget	2015 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	35,395,435	33,756,738
Other	40,000	
Tuition	72,310	130,000
Other Revenue	557,700	502,700
Rentals and Leases	55,000	60,000
Investment Income	90,000	80,000
Total Revenue	36,210,445	34,529,438
Expenses		
Instruction	30,749,209	30,284,234
District Administration	1,878,737	1,838,882
Operations and Maintenance	4,483,313	4,718,325
Transportation and Housing	1,115,626	1,121,535
Total Expense	38,226,885	37,962,976
Net Revenue (Expense)	(2,016,440)	(3,433,538)
Budgeted Prior Year Surplus Appropriation	2,655,150	3,722,709
Budgeted Surplus (Deficit), for the year	638,710	289,171

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2016

	2016 Amended Annual Budget	2015 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	34,840,996	33,531,832
Strike Savings Recovery		(950,944)
Other Ministry of Education Grants		
Pay Equity	510,381	510,381
Labour Settlement Funding		626,650
Funding for Graduated Adults	1,712	5,123
FSA Scorer Funds	8,696	8,696
Carbon Tax Reimbursement	25,000	25,000
Curriculum Implementation	8,650	
Total Provincial Grants - Ministry of Education	35,395,435	33,756,738
Provincial Grants - Other	40,000	
Tuition		
Offshore Tuition Fees	72,310	130,000
Total Tuition	72,310	130,000
Other Revenues		
Other School District/Education Authorities	543,000	495,000
Miscellaneous		
Miscellaneous	14,700	7,700
Total Other Revenue	557,700	502,700
Rentals and Leases	55,000	60,000
Investment Income	90,000	80,000
Total Operating Revenue	36,210,445	34,529,438

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Schedule of Operating Expense by Source
Year Ended June 30, 2016

	2016 Amended Annual Budget	2015 Amended Annual Budget
	\$	\$
Salaries		
Teachers	14,001,406	13,498,755
Principals and Vice Principals	1,851,534	1,710,566
Educational Assistants	2,609,675	2,677,426
Support Staff	3,806,788	3,994,644
Other Professionals	1,241,952	1,186,147
Substitutes	2,118,048	2,396,440
Total Salaries	25,629,403	25,463,978
Employee Benefits	6,313,869	5,900,234
Total Salaries and Benefits	31,943,272	31,364,212
Services and Supplies		
Services	806,297	686,205
Student Transportation	1,075,608	1,080,900
Professional Development and Travel	142,730	268,364
Rentals and Leases	40,200	33,000
Dues and Fees	49,500	49,500
Insurance	83,000	83,000
Supplies	3,361,278	3,651,795
Utilities	725,000	746,000
Total Services and Supplies	6,283,613	6,598,764
Total Operating Expense	38,226,885	37,962,976

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2016

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	10,416,322	251,407	30,000	611,165		1,974,308	13,283,202
1.03 Career Programs	185,727						185,727
1.07 Library Services	205,241			90,162			295,403
1.08 Counselling	499,364			118,170			617,534
1.10 Special Education	2,139,945	143,658	2,579,675	263,036	90,000	118,740	5,335,054
1.30 English Language Learning	111,129						111,129
1.31 Aboriginal Education	443,678	102,558					546,236
1.41 School Administration		1,353,911		386,969			1,740,880
1.62 Off Shore Students							-
1.64 Other				43,685			43,685
Total Function 1	14,001,406	1,851,534	2,609,675	1,513,187	90,000	2,093,048	22,158,850
4 District Administration							
4.11 Educational Administration					378,221		378,221
4.40 School District Governance					98,287		98,287
4.41 Business Administration				121,129	527,944	25,000	674,073
Total Function 4	-	-	-	121,129	1,004,452	25,000	1,150,581
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				44,827	126,400		171,227
5.50 Maintenance Operations				2,056,996			2,056,996
5.52 Maintenance of Grounds				59,883			59,883
5.56 Utilities							-
Total Function 5	-	-	-	2,161,706	126,400	-	2,288,106
7 Transportation and Housing							
7.41 Transportation and Housing Administration					21,100		21,100
7.70 Student Transportation				10,766			10,766
Total Function 7	-	-	-	10,766	21,100	-	31,866
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	14,001,406	1,851,534	2,609,675	3,806,788	1,241,952	2,118,048	25,629,403

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2016

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2016 Amended Annual Budget	2015 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	13,283,202	3,008,698	16,291,900	2,134,690	18,426,590	18,288,176
1.03 Career Programs	185,727	51,075	236,802	1,500	238,302	90,541
1.07 Library Services	295,403	81,416	376,819	58,500	435,319	502,427
1.08 Counselling	617,534	170,058	787,592	1,000	788,592	629,973
1.10 Special Education	5,335,054	1,522,586	6,857,640	188,440	7,046,080	7,081,024
1.30 English Language Learning	111,129	30,638	141,767	94,978	236,745	233,233
1.31 Aboriginal Education	546,236	147,138	693,374	365,125	1,058,499	1,001,280
1.41 School Administration	1,740,880	430,339	2,171,219	109,335	2,280,554	2,150,897
1.62 Off Shore Students	-	-	-	98,242	98,242	112,467
1.64 Other	43,685	12,101	55,786	84,500	140,286	194,216
Total Function 1	22,158,850	5,454,049	27,612,899	3,136,310	30,749,209	30,284,234
4 District Administration						
4.11 Educational Administration	378,221	96,095	474,316	15,000	489,316	466,887
4.40 School District Governance	98,287	983	99,270	82,000	181,270	211,270
4.41 Business Administration	674,073	176,028	850,101	358,050	1,208,151	1,160,725
Total Function 4	1,150,581	273,106	1,423,687	455,050	1,878,737	1,838,882
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	171,227	44,728	215,955	85,000	300,955	299,776
5.50 Maintenance Operations	2,056,996	517,246	2,574,242	756,645	3,330,887	3,547,281
5.52 Maintenance of Grounds	59,883	16,588	76,471	50,000	126,471	125,268
5.56 Utilities	-	-	-	725,000	725,000	746,000
Total Function 5	2,288,106	578,562	2,866,668	1,616,645	4,483,313	4,718,325
7 Transportation and Housing						
7.41 Transportation and Housing Administration	21,100	5,170	26,270	-	26,270	26,270
7.70 Student Transportation	10,766	2,982	13,748	1,075,608	1,089,356	1,095,265
Total Function 7	31,866	8,152	40,018	1,075,608	1,115,626	1,121,535
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	25,629,403	6,313,869	31,943,272	6,283,613	38,226,885	37,962,976

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2016

	<u>2016 Amended Annual Budget</u>	<u>2015 Amended Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	1,748,203	1,807,175
Other Revenue	879,526	900,846
Investment Income	6,000	7,000
Total Revenue	<u>2,633,729</u>	<u>2,715,021</u>
Expenses		
Instruction	2,420,407	2,394,815
Operations and Maintenance	213,322	320,206
Total Expense	<u>2,633,729</u>	<u>2,715,021</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2016

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			37,604	584,965	-	571,022			44,725
Add: Restricted Grants									
Provincial Grants - Ministry of Education	213,322	707,050					192,000	24,500	15,235
Other				60,000		700,000			
Investment Income				6,000					
	213,322	707,050	-	66,000	-	700,000	192,000	24,500	15,235
Less: Allocated to Revenue	213,322	707,050	37,604	66,000	-	700,000	192,000	24,500	59,960
Recovered	-								
Deferred Revenue, end of year	-	-	-	584,965	-	571,022	-	-	-
Revenues									
Provincial Grants - Ministry of Education	213,322	707,050	37,604				192,000	24,500	59,960
Other Revenue				60,000		700,000			
Investment Income				6,000					
	213,322	707,050	37,604	66,000	-	700,000	192,000	24,500	59,960
Expenses									
Salaries									
Teachers		442,945							
Principals and Vice Principals									
Educational Assistants		110,736							
Support Staff	82,593						139,434		
Other Professionals									
Substitutes									4,000
	82,593	553,681	-	-	-	-	139,434	-	4,000
Employee Benefits	22,878	153,369					52,566		500
Services and Supplies	107,851		37,604	66,000		700,000		24,500	55,460
	213,322	707,050	37,604	66,000	-	700,000	192,000	24,500	59,960
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2016

	CommunityLINK	Service Delivery Transformation	Misc Other Grants	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year		25,000	39,526	1,302,842
Add: Restricted Grants				
Provincial Grants - Ministry of Education	488,767	-		1,640,874
Other			80,000	840,000
Investment Income				6,000
	488,767	-	80,000	2,486,874
Less: Allocated to Revenue	488,767	25,000	119,526	2,633,729
Recovered				-
Deferred Revenue, end of year	-	-	-	1,155,987
Revenues				
Provincial Grants - Ministry of Education	488,767	25,000		1,748,203
Other Revenue			119,526	879,526
Investment Income				6,000
	488,767	25,000	119,526	2,633,729
Expenses				
Salaries				
Teachers	72,225			515,170
Principals and Vice Principals	124,723			124,723
Educational Assistants				110,736
Support Staff				222,027
Other Professionals		10,000		10,000
Substitutes				4,000
	196,948	10,000	-	986,656
Employee Benefits	56,819	2,450		288,582
Services and Supplies	235,000	12,550	119,526	1,358,491
	488,767	25,000	119,526	2,633,729
Net Revenue (Expense)	-	-	-	-

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2016

	2016 Amended Annual Budget			2015 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Amortization of Deferred Capital Revenue	1,582,843		1,582,843	1,231,552
Total Revenue	1,582,843	-	1,582,843	1,231,552
Expenses				
Operations and Maintenance			-	
Transportation and Housing			-	
Amortization of Tangible Capital Assets				
Operations and Maintenance	1,838,714		1,838,714	1,486,826
Transportation and Housing	101,276		101,276	108,936
Total Expense	1,939,990	-	1,939,990	1,595,762
Net Revenue (Expense)	(357,147)	-	(357,147)	(364,210)
Net Transfers (to) from other funds				
Total Net Transfers	-	-	-	-
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	(357,147)	-	(357,147)	(364,210)

School District No. 46 (Sunshine Coast)
Amended Annual Budget Bylaw for the fiscal year 2015/2016

- 1) Motion:
“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2015/2016 be read for a first time.”

- 2) Motion:
“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2015/2016 be read for a second time.”

Requires unanimous approval before third reading.

- 3) Motion:
“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2015/2016 be read for a third time, passed and adopted.”



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

**COMMITTEE OF THE WHOLE NOTES
Held on January 26, 2016 from 9:00-11:30 p.m.
At the School Board Office, Gibsons, B.C.**

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; Marnie Baba, CUPE Local 801; Erica Reimer, Recording Secretary

REGRETS: Lori Dixon, Trustee

The meeting was called to order at 9:36 a.m. and the agenda was reordered.

1. Strategic Plan: Goal 3.d. Local Governments

Our district will support enhanced visioning and cohesive planning with local governments.

Trustees reported back on the Intergovernmental Meeting having taken place on January 18, 2016. The meeting was well attended by elected officials and senior staff from the Town of Gibsons, the District of Sechelt, the Sechelt Indian Band, the Sunshine Coast Regional District and the school district. Member of Parliament Pamela Goldsmith-Jones and Member of the Legislative Assembly Nicholas Simons were also in attendance. Trustees indicated their appreciation for the new structure of the meetings, with local governments providing presentations followed by a question and answer period, over the former round table update format. Trustees suggested that future presentations, specifically those from lobby groups, focus on regional activities over requests for funding from local governments.

2. Mandate for the School System: Overview

Superintendent Bocking reviewed the Statement of Education Policy Order (Mandate for the School System) with committee members. Trustees discussed the order and suggested that a review of the mandate take place at the beginning of each term of office and that the document be included in the Trustee Orientation handbook.

3. 2016-17 School Calendar

Director Bishop circulated a preliminary draft two-year school calendar for discussion by the committee. Further information was provided regarding the school calendar process. The 2016-17 school year will contain six professional development days and an additional non-instructional day to support implementation of the new curriculum.

The committee discussed a request from BCPSEA to designate December 5th as a professional day in order to improve accessibility for an international educational conference taking place in Vancouver on that date.

Trustees discussed the proposed dates for the 2016-17 and 2017-18 spring breaks. Director Bishop reported that according to negotiated agreements, the break must begin on the third Monday of March.

Trustees debated if the two-week spring break implemented for the 2015-16 school year was to be a trial period and whether the board had intended to receive feedback on the break. Chair Baxter requested that the relevant paragraphs from meeting notes where the extended break was approved be inserted in these notes for clarification.

The meeting notes from the February 24, 2015 Special Committee of the Whole recommend:

“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 relevant paragraphs from the minutes of the March 5, 2015 Regular Meeting read as follows:

Chair Baxter provided information on the rationale behind the recommendation to pursue a two-week spring break. These included the consideration of moral, logistical and financial pressures as motivators for recommendation.

Clarification was provided regarding the discrepancy between the last day of school and the end of the provincial exam period. The local SCTA collective agreement indicates that the final Friday in June is the last teaching day for staff. Due to the way dates fall in the 2015/16 year, this date falls slightly before the end of the exam period. Invigilation and marking requirements for provincial exams taking place on Monday, June 27 will be determined.

Assistant Superintendent Kitchen provided information on the required number of instructional hours for elementary and secondary schools. It was noted that further negotiations with SCTA are required, as the shorter school year would require that the length of the school day be varied in order to meet the required number of instructional hours and could possibly require adjustments to proposed professional days. Seeing that, a revised motion was proposed.

MOTION: *Younghusband/Ruth*

“THAT the Board of Education of School District No. 46 (Sunshine Coast) support the form of the proposed 2015/16 School Calendar.”

Trustees discussed the motion. Concerns were presented regarding the impact of the extended break on hourly staff and the uncertainty regarding the length of the school day.

Carried.

A suggestion was made that the board schedule a review of the extended break in late spring to determine the impact on families and vulnerable students.

4. Audits and their Implication for Board of Education - Discussion

The committee discussed the implication of audits for boards in order to provide relevant feedback to BCSTA Provincial Council.

The committee raised the following points:

- Audits show where improvements can be made, provide a measure for success and can provoke discussion.
- Audits encourage self-review, best practices and precision of work.
- Audits may provide better estimates for the future and can reinforce priorities in the strategic plan.
- Results of an audit may help the ministry to assess needs and motivate additional funding when required.
- The additional workload as a result of an audit can be significant. Boards should consider advocating for additional funds to support districts being audited.
- Concerns were raised that audits could be used as a gate-keeping tool to access ministry services.
- The parameters and purpose of each audit should be clear.
- BCSTA consider ways to share the results of audits in a easily digestible format with school districts.

Trustees suggested that the report from the Auditor General’s office “Public Sector Governance - A Guide to the Principles of Good Practice” be considered during the board’s self-evaluation process.

The meeting adjourned at 11:13 a.m.

Next Meeting: February 23rd, 2016 from 9:30 a.m. to 11:30 a.m. at the School Board Office.

SCHOOL CALENDAR FORM - GENERAL

2016/2017 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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SEPTEMBER						
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OCTOBER						
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30	31					

NOVEMBER						
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DECEMBER						
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MAY						
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JUNE						
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■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday



Ministry of Education

SCHOOL CALENDAR FORM - GENERAL

For All

School Types Except Distributed Learning Schools

Before completing this form, read the **School Calendar Form Completion Instructions**.

Please note, this Excel form includes six sheets along the bottom of the screen:

- (1) 'Calendar Information' - *REQUIRED*
- (2) 'District and School Information' - *REQUIRED*
- (3) '2016-17 Calendar' - *REQUIRED*
- (4) '2017-18 Calendar' - *OPTIONAL*
- (5) '2018-19 Calendar' - *OPTIONAL*
- '2016-17 SAMPLE' - *DEMONSTRATION PURPOSES*

(6)

CALENDAR INFORMATION

District Contact Information:

Provide a contact person for this calendar submission.

Name:	Paul Bishop
Position:	Director of Instruction
Phone:	604-886-4487
Email:	pbishop@sd46.bc.ca

Number of Days:

Provide a count of how many 'Days In Session' and 'Days of Instruction' will be provided each school year.

	Days In Session	Days of Instruction
2016-17	187	179
2017-18		
2018-19		

Number of Hours of Instruction:

Provide a count of how many 'Hours of Instruction' will be offered each school year (by grade level).

	K	1 to 7	8 to 12
2016-17	848	873	947
2017-18			
2018-19			

For questions about this form, please call (250) 387-8037.
When complete, submit this form to educ.schoolcalendars@gov.bc.ca.



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

POLICY COMMITTEE NOTES

**Held on January 26, 2016 from 11:30-1:00 p.m.
At the School Board Office, Gibsons, B.C.**

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; Marnie Baba, CUPE Local 801; Fran Heppell; Erica Reimer, Recording Secretary

REGRETS: Lori Dixon, Trustee; Sarah Bradley, DPAC

The meeting was called to order at 11:34 a.m.

1. Policy 3 (Role of the Trustee)

The committee discussed recommendations submitted and made the following recommendations:

- Policy 3.10 – No revisions required.
- Policy 3.14 – The committee agreed to revise the policy by referencing the provisions of policy 3.16 and by indicating that a vote must be either positive or negative as a trustee may not abstain from voting.
- Policy 3.15 – The committee agreed to strike “and including in election campaigns”.
- Policy 3.16 – The committee suggested revisions to wording in order to clarify that a trustee must physically leave a meeting in order to absent oneself from a discussion or vote when there is a conflict of interest. If such a situation arises, the minutes of the meeting will reflect the time that the trustee left the meeting.
- Policy 3.17 – The committee debated a suggestion that the section be removed from policy. A number of concerns were raised regarding the potential for an allegation of conflict of interest if a trustee sits on a board of an organization that receives funding from the school district. There was no recommendation to remove or revise the policy.
- A suggestion was made for a Conflict of Interest Policy to be developed.

The committee agreed to defer discussion on items 3.18 and 3.19 to the February meeting due to time constraints.

2. Policy 7 (Trustee Donations)

The committee agreed to defer discussion of the policy to a future meeting due to time constraints.

The meeting adjourned at 1:12 p.m.

Next Meeting: February 23rd from 11:30 a.m. to 1:00 p.m. at the School Board Office.

Upcoming agenda item(s):

- Sections 3.18 and 3.19 - Policy 3 (Role of the Trustee)
- Policy 7 (Trustee Donations)
- Conflict of Interest Policy (New)

Suggested revisions to the policy are attached to these notes.

Note: additions are highlighted in red underlined text, edits are highlighted in ~~red strikethrough~~ text.

DRAFT

3 ROLE OF THE TRUSTEE

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

- 3.1 Be prepared for the work of the Board by devoting time, thought and study to meeting agendas, policies and bylaws, rules of order, provincial educational issues, community issues, the Board strategic plan and other relevant information.
- 3.2 Attend all Board meetings, working sessions, and meetings of all committees of which they are Board-appointed members, except when absence is necessary.
- 3.3 Work harmoniously with all other trustees in the spirit of openness, cooperation and trust; respect and encourage the free and appropriate expression of opinions by other trustees.
- 3.4 Immediately share with the Board and/or senior administration, through the Board Chair, any significant information that may impact the Board or School District No. 46 (Sunshine Coast), and not withhold from the Board any information necessary to make an informed decision.
- 3.5 Be knowledgeable and respectful of the roles of those who work with and for the Board.
- 3.6 Endeavour to fairly, impartially and equitably ensure the district and schools are administered by the most qualified and appropriate personnel.
- 3.7 Be loyal and accessible to the community at large, superseding any conflicting loyalties to employee, advocacy or interest groups; political parties; other councils or boards; individual employees, schools, electoral areas or communities; or personal interests.
- 3.8 Respect and maintain the confidentiality of confidential business of the Board and School District No. 46 (Sunshine Coast), including individual statements and opinions expressed in closed sessions.
- 3.9 Conduct themselves in a manner that represents the Board and School District No. 46 (Sunshine Coast) in a positive light, taking no action that compromises, or will compromise, the Board and its decisions.
- 3.10 Recognize that any interactions they have as individuals with staff, the public, press or other entities lack board authority; and always clarify, within reason, that personal, individual opinions do not reflect the corporate position of the Board.
- 3.11 Refrain from getting involved in or expressing judgments on any school-level disputes or concerns, but listen to complainants and refer them to the district's "How to Communicate with Us", Regulation 5350.
- 3.12 When appointed to a liaison position, faithfully keep apprised of any concerns or circumstances of the particular school, PAC or external organization that are relevant to the Board, and report them to the Board Chair for the arrangement of appropriate discussion, decision or delegation.
- 3.13 Share any materials or ideas gained from external professional development activities with the Board.
- 3.14 Carry Subject to the provisions of 3.16, and if in attendance, carry out their fiduciary duty to vote either positively or negatively on every motion before the Board,

expressing their opinions during Board debate, but always abiding by majority decisions of the Board.

- 3.15 Make no disparaging remarks or accusations, in or out of Board meetings ~~and including in election campaigns~~, about other members of the Board or their opinions, nor about Board employees.
- 3.16 Disclose the nature of any conflict of interest to the Board, and avoid exerting any influence on any school district issue when in conflict of interest—as defined by legislation, policy or personal declaration—~~including absenting oneself from~~ by leaving the meeting and not taking part in the discussion and vote ~~discussing or voting~~ on issues when in a conflict of interest.
- 3.17 Refrain from sitting on the board or executive of any corporation or organization that receives funding from School District No. 46 (Sunshine Coast).
- 3.18 Refrain from sitting on any specific school-related or program-related group in the district, including Parent Advisory Councils except as a liaison from the Board.
- 3.19 Comply with Policy 3 (Role of the Trustee), and all policies and bylaws of the Board of School District No. 46 (Sunshine Coast).

Board Policy: December 2010
Revised: November 2013, November 2014



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

EDUCATION COMMITTEE NOTES
Held on January 27th, 2016 from 1:00-2:30 pm
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Christine Younghusband (Chair), Pammila Ruth, Greg Russell,
Betty Baxter

STAFF/OTHERS: Patrick Bocking, Superintendent; Vanessa White, Director of
Instruction; Paul Bishop, Director of Instruction, David Barnum, Curriculum and
Transitions Coordinator; Louise Herle, SCTA; Erica Reimer, Recording Secretary

REGRETS: Lori Dixon, Trustee; Carolyn Spence, Principal

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

1. Strategic Plan: Goal 3.b. Collaboration

Our district will pursue opportunities that enhance collaboration with associations, organizations, businesses and community resource people.

Superintendent Bocking reported on collaborations with local public library boards to promote literacy. He also discussed the Shared Care partnership with Vancouver Coastal Health, which provides appropriate medical expertise when information is required. Trustee Baxter reported on plans to highlight partnerships with Habitat for Humanity, the Sechelt Indian Band and Iris Griffith as part of the South Coast Branch meeting with SD47 and SD48. Director Bishop reported on his experiences working with Rotary groups at Pender Harbour Secondary. Trustees discussed hosting an open house and inviting school district partners to attend. A recommendation was made to bring the suggestion forward to Committee of the Whole for further discussion.

2. Strategic Plan: Goal 1.d. Social and Emotional Learning

Our students will develop the social and emotional skills to successfully live, work and play together; they will have the resilience to deal with life's challenges.

Director White presented the many social and emotional learning supports being offered through the district. In addition to one-on-one counseling, school counselors provide in class learning opportunities in the areas of:

- SEL direct instruction,
- friendship skills,
- anxiety prevention (FRIENDS program),
- conflict resolution (Second Step),
- sexual health education,
- sleep, nutrition and self-care
- Mindfulness – Mind the Gap
- Cyber safety and Sexual Exploitation Safety (Kids in the Know)

Information is provided to all students so that individual students don't feel stigmatized and topics are addressed on an ongoing basis.

Several partnerships were highlighted, including the Shared Care Drug panel, the Ministry of Child and Family Development, Child and Youth Mental Health, and the RCMP. Director Bishop's full presentation is attached to these notes for reference.

3. Framework for Enhancing Student Learning

Superintendent Bocking provided an update on the requirements of the framework. He noted that requirements for multi-year school plans reflect many of the plans that are already in place, including school plans, the Strategic Plan and reports created through the Learning Together Initiative. A framework, including an annual reporting process, must be submitted to the ministry by March 31st, 2016. Information will be brought to then next Education Committee and then to the March Board meeting for consideration of the board.

4. Curriculum (*standing item*)

Curriculum Coordinator, David Barnum, reported on the January 4th Non-Instructional Day and indicated that it was well received by staff. Feedback provided after the event has been positive and many groups are continuing to meet following the session. The curriculum implementation committee meets again on February 11th for further planning. Principals are working with teachers on collaborative projects.

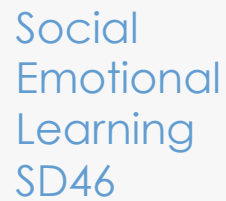
Additional information on the new curriculum can be found at <http://curriculum.gov.bc.ca>.

5. Parent Engagement (*standing item*)

The committee discussed the use of FreshGrade as a reporting tool. Information was shared regarding tentative plans for a literacy night being discussed at the Parent Teacher Communication Committee. The committee hopes the evening will provide an opportunity for parents to engage in their children's education.

The meeting adjourned at 2:37 p.m.

Next Meeting: February 24th, 2016 from 1:00 p.m. to 2:30 p.m. at the School Board Office.



Social Emotional Learning SD46



Our Counselling Model

- Traditionally – 1:1, some small group, limited classroom
- Crises don't always happen on "counselling day"
- A lot of 1:1 needs more than school counselling
- Never enough time – not sustainable
- Being itinerant – its hard to connect
- At heart, they are teachers!

A Shift

- Flipped the triangle
- Teach all students the skills
- Increases the knowledge base
- Reduces stigma
- Connects counsellor to staff and students
- Power in numbers!

What do they do?

- SEL direct instruction
- Friendship skills
- Anxiety prevention – FRIENDS program
- Second Step – conflict resolution
- Sexual Health Education
- Sleep, nutrition and self-care
- Mindfulness – Mind the Gap
- Cyber safety and Sexual Exploitation safety – Kids in the Know
- My page is too small!!

Circle Project

- Grant through Sue Lamb and the Restorative Justice program
- Evidenced based/well researched
- CASEL
- Started small...now we're running out of time and money to keep up!
- Video

Used for....

- Community building
- Instruction
- Test prep
- After a lesson
- After recess/lunch
- Start of the day
- Conflict
- Triangle model

Partnerships

- Shared Care Drug panel with local doctors and psychiatrists, Frances Ardron
- Survey with Grade 9's – CYMH
- Health Promoting Schools – PHN
- McCreary
- MDI
- VTRA – RCMP and MCFD

Special speakers

- Out in Schools/Call Out – LGBTQ
- TCO squared – Sexual exploitation safety
- Anxiety – Michele Kambolis? DPAC

Service Learning

- WE Day
- 170 students, 21 adults
- Local and global
- Speaker visited in the fall
- All schools next year!

Training for Adults

- CPI
- VTRA/ERASE
- MHFA
- Suicide response
- LGBTQ Health
- Sexual Health - Options
- Need: Critical Incident refresher
- Coming March 8th – Psychosis and ADHD