



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

**REGULAR MEETING AGENDA**

March 8, 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 – February 9, 2016 ..... Pg. 3-7
  - b. Record of Closed Meeting – February 9, 2016 ..... Pg. 8
6. **Reports**
  - a. **Executive Reports**
    - i. Strategic Plan Update:
      1. Goal 1.c. – Math ..... Pg. 9-10
      2. Goal 2.f. – Leaders ..... Pg. 11-12
      3. Goal 2.h. – Safe and Healthy Schools ..... Pg. 13-15
      4. Goal 3.c. – International Students ..... Pg. 16
    - ii. Superintendent’s Report ..... Pg. 17-18
      1. 2016/17 School Calendar (*motion*) ..... Pg. 19-20

MOTION: “THAT the 2016/17 School Calendar be adopted.”
    - iii. Secretary-Treasurer’s Report ..... Pg. 21-22
    - iv. Information Items:
      1. Larger Cheques Written in the Months of February ..... Pg. 23-24
      2. Expenditures by Object ..... Pg. 25
  - b. **Board/Committee Reports**
    - i. Board Report ..... Pg. 26-27
      1. Student Trustee/DSLIT Report
      2. BCSTA Report ..... Pg. 28-40
      3. BCPSEA Report
      4. DPAC Report ..... Pg. 41
    - ii. Operations Committee Notes – February 18, 2016 ..... Pg. 42-43
    - iii. Committee of the Whole Notes – February 23, 2016 (*motion*) ..... Pg. 44-45
    - iv. Policy Committee Notes – February 23, 2016 ..... Pg. 46-47
    - v. Education Committee Notes – February 24, 2016 ..... Pg. 48-49

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 April 12, 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 – *No meeting in March*

Committee of the Whole – *No meeting in March*

Policy Committee – *No meeting in March*

Education Committee – *March 30 from 1:00-2:30 pm at the SBO*

1. Strategic Plan: Goal 1.e. – Mental and Physical Health
2. Strategic Plan: Goal 3.g. – Capilano University
3. Framework for Enhancing Student Learning
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, February 9, 2016  
At the School Board Office, Gibsons, B.C.

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**PRESENT:**    **TRUSTEES:**    B. Baxter (Chair), D. Mewhort, L. Dixon, 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, Executive Assistant (Recording Secretary)

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#42.    Call to Order

The meeting was called to order at 7:03 p.m.

#43.    Presentations:

- a.    Celebrating Education: Working with Wood to Celebrate SD46

The presentation was deferred to a future meeting.

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

- There were no questions.

#45.    Adoption of the Agenda

**MOTION:** Pratt/Ruth

“THAT the agenda of February 9, 2016 be adopted.”

Carried.

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

**MOTION:** Pratt/Russell

“THAT the minutes of the Regular Meeting of January 12, 2016 be adopted.”

Carried.

#47.    Reports

- a.    Executive Reports

- i.    Strategic Plan Update:

1.    Goal 1.d. – Social and Emotional Learning

Director White spoke to her written report and provided information on a public information session taking place at Gibsons Elementary School on February 24<sup>th</sup>.

Director White responded to an inquiry regarding support for students from other countries and cultures.

ii. Strategic Plan Update:

1. Goal 2.a. – Professional Development

Superintendent Bocking reported that the district’s intention is to ensure staff feel fully supported and comfortable in their roles.

- Curriculum in service provides supports for teachers.
- Teachers are taking on leadership roles in preparation for changes to the curriculum.
- Training to take place to support Educational Assistants in preparation for the new curriculum.

iii. Superintendent’s Report

Superintendent Bocking highlighted items in his written report.

1. Administrative Regulation to be Received:

a. Regulation 1820 – Student Health

Superintendent Bocking indicated that feedback received through the circulation phase revealed a lack of clarity in the initial draft regarding who might be considered under the Mature Minor designation. Revisions to regulation were made to clarify that parental consent would continue to be required prior to administering immunizations to elementary school students. In the future, changes to regulations will be reported to the District Parent Advisory Council (DPAC) in detail to provide additional dissemination of information.

**MOTION:** Mewhort/Younghusband

“THAT the Board of Education of School District No. 46 (Sunshine Coast) receive Regulation 1820 – Student Health.”

Carried.

iv. Secretary-Treasurer’s Report

Secretary-Treasurer Weswick shared a letter from the ministry of education that indicated:

- That the ministry will be funding the economic stability dividend through a separate line item.
- That districts must ensure that the NGN charges are included in amended budgets for 2015/16
- That the a reduction to the Teachers’ Pension Plan contribution rate should allow for savings to offset budget pressures starting in 2016/17.

Secretary-Treasurer Weswick indicated that the district has budgeted for charges for the NGN and expects to come in below the budgeted expense.

1. Larger Cheques Written in the Month of January 2016

The report was submitted as written.

b. Board/Committee Reports

i. Board Report

The report was submitted as written.

1. Strategic Plan: Goal 3.b. – Collaboration

Chair Baxter indicated that a discussion took place at the Education Committee meeting on January 27<sup>th</sup>, 2016.

2. Strategic Plan: Goal 3.d. – Local Government

Chair Baxter reported that the district had an opportunity to share their strategic plan with local governments at a recent Intergovernmental Meeting.

3. Ad Hoc Trustee Stipend Committee Recommendation

The committee notes were submitted as written.

**MOTION:** Mewhort/Ruth

“THAT trustees receive an immediate increase of 8.08% effective January 1, 2016, to reach the provincial average for individual trustees, and that an increase of the same percentage be applied to the current chair and vice chair positions. And that, going forward, increases occur annually to align with Vancouver CPI with periodic review.”

Trustees debated the motion. Upon voting, the motion carried.

Carried.

Opposed: Dixon, Russell

4. Student Trustee/DSLTL Report

Student Trustee Henley indicated that the District Student Leadership Team is considering ways to help connect alternative school students to the other high schools, including creating an online calendar, which would combine student clubs, events and sport team information for all secondary schools.

5. BCSTA Report

BCSTA Provincial Council meeting is scheduled for February 19-20, 2016. No further report.

6. BCPSEA Report

Submitted as written.

7. DPAC Report

Superintendent Bocking reported that a presentation on mindfulness took place at the January DPAC meeting.

ii. Operations Committee Notes – January 21, 2016

Trustee Mewhort reviewed the committee notes and indicated that the committee was in support of recommendations made for the 2015/16 amended budget.

1. Amended Annual Budget Bylaw

**MOTION:** Mewhort/Russell

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

Carried.

**MOTION:** Mewhort/Russell

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

Carried.

Trustees unanimously approved to move to a third reading.

**MOTION:** Mewhort/Russell

“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.”

Carried.

iii. Committee of the Whole Notes – January 26, 2016

Submitted as written.

iv. Policy Committee Notes – January 26, 2016

Submitted as written.

**MOTION:** Pratt/Mewhort

“THAT the Board accept the policy revisions to Policy 3 (Role of the Trustee) as reported in the Policy Committee Notes of January 26, 2016.”

Carried.

Opposed: Dixon, Russell

v. Education Committee Notes – January 27, 2016

Submitted as written.

**MOTION:** Russell/Pratt

“TO receive the reports.”

Carried.

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

- A member of the public requested additional information on payments reported in the to RBC and Rocky Point Engineering as reported in the January Cheque Report. Secretary-Treasurer Weswick indicated that Rocky Point Engineering provided an air source heat pump at Madeira Park and that RBC RRSPs for the district.
- A member of the public indicated that increases to CUPE wages are implemented over a significant time period and commented that they don't support the trustees' decision to align their stipend with CPI.
- A member of the public asked for clarification of the “licenses” in the operations committee notes. Secretary-Treasurer Weswick indicated that the licenses are for payroll and accounting software modules.
- A member of the press asked for additional information on trustees stipend amounts. Secretary-Treasurer Weswick agreed to provide the total stipend amounts, prior to the increase and post-increase, by email.
- A member of the audience noted that there was and allowance for economic stability dividend included in the amended budget presentation. Secretary-Treasurer Weswick responded that

the presentation was made prior to the ministry’s announcement of their intention to fund the dividend.

#49. Next Meeting

The next public board meeting will be held on March 8, 2016.

**MOTION:** Pratt/Ruth

“TO approve the committee agendas.”

Carried.

#50. Adjournment

**MOTION:** Mewhort/Pratt

The meeting adjourned at 8:11 p.m.

Carried.

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Chair

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Secretary-Treasurer



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

**RECORD OF CLOSED MEETING**

Held on Tuesday, February 9, 2016  
At the School Board Office – Gibsons, B.C

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

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

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**Call to Order**

The meeting was called to order at 5:00 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
  - Property
    - Madeira Park Teacherage Information
- **Correspondence**
  - Ruby Lake Lagoon Society - Proposal
- **Items for Disclosure**
  - No items to disclose

**Adjournment**

The meeting adjourned at 6:18 p.m.

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Chairperson

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Secretary-Treasurer



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

**Strategic Plan Report: Math**

Submitted by Superintendent Bocking

March 8<sup>th</sup>, 2016

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**Goal 1.c.:** “Our students will achieve the mathematical skills required for academic and life success.”

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*Do not worry about your difficulties in Mathematics. I can assure you mine are still greater.*

Albert Einstein

**Background:**

The Strategic Plan includes a goal related to Mathematics for several reasons. Our community, including our District Student Leadership Team, emphasized that a sound understanding of numeracy and financial literacy are important to them for life success. Further, we have provincial data that helps us to understand where our strengths and challenges are in the area of mathematics

**Discussion:**

Elementary Mathematics

Students in Grade 4 demonstrate a slightly improving numeracy level according to the provincial Foundation Skills Assessment. From the 2010-11 to 2014-15 results have moved from 82% to 85% for aboriginal students. From the 2010-11 to 2014-15 results have hovered just below 90% for non-aboriginal students.

Students in Grade 7 demonstrate a slightly improving numeracy ability according to the provincial Foundation Skills Assessment. From the 2010-11 to 2014-15 results have moved from 67% to 75% for aboriginal students. From the 2010-11 to 2014-15 results have moved from 72% to 76% for non-aboriginal students.

It must be noted that there is significant up and down during these years in both age groups.

Secondary Mathematics

We see steady improvement for all students in the blended final mark for students in Foundations and Precalculus courses. From the 2010-11 to 2014-15 results, we see students have steadily improved from a 90% pass rate in the Foundations and Precalculus exam to a 97% pass rate for all students. Students scoring a C+ or better moved from 57% to 77% in the same time period. No female or Aboriginal students failed Math 10 Foundations and Precalculus last year. (<https://www.bced.gov.bc.ca/reports/pdfs/exams/req/046.pdf>)

All students improved their Apprenticeship and Workplace Math 10 marks during the 2010-2015 time period as well. All students improved their marks from 32% to 49% receiving a C+ or better. In 2010-2011, 26% of Aboriginal students failed this course while that percent dropped to 5% in 2014-2015.

Strategic Plan Update: Math

Financial Literacy

Students and parents indicated during the strategic plan consultation process a strong interest in having financial literacy skills as they leave their secondary program. District staff are working with the Sunshine Coast Credit Union to determine how to best meet this interest and need of our students.

**Next Steps:**

- Math Committee to review data and develop a district plan to meet the strategic goal.

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

**Strategic Plan Report: Leaders**

Submitted by Director Bishop

March 8<sup>th</sup>, 2016

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**Goal 2.f.:** “Our Staff will be leaders in their field.”

*SD46 Vision: A community engaged in lifelong learning and educational excellence*

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**Background:**

The Sunshine Coast School District supports a wide variety of programs and choice for parents. A strong belief in professional development and innovation fosters collaboration among staff within schools and across the district.

**Discussion:**

District staff continues to demonstrate a dedication to innovation and program excellence that draws people to visit our programs on a regular basis.

**Highlights:**

- Elementary examples include “Nature Education for Sustainable Tomorrows” (NEST) at Davis Bay Elementary School and Early Learning programs at sites around the district.
- Six of our schools have been recognized for their work by being granted the K-12 Innovation Partnership grant for the past two years.
- The Roberts Creek Community School is being recognized for its work bringing Mindfulness-Based Stress Reduction to staff and students across the district.
- SET BC has awarded 3 schools with 10 iPads each thanks to teacher applications.
- Principals participate in Professional Interest groups around a variety of initiatives; Retired Superintendent Bruce Beairsto provided a workshop at a recent meeting the evening prior to presenting at our district Professional Development day
- Six schools have been recognized for their work with the K-12 Innovation Partnership. Pender Harbour Elementary-Secondary was recognized last year for its work around renewing its program structure, while this year a group comprised of three district teachers along with schools West Sechelt, Roberts Creek, Langdale, Elphinstone and Kinnikinnick have been recognized for their work around communicating student learning along side the new BC curriculum.

**Next Steps:**

- Plans for our upcoming March 29 Non-Instructional Day have been planned by teacher-leaders with the support of David Barnum, District Teacher for Transitions.

Strategic Plan Update: Leaders

- Succession planning is happening through the creation of a “Principal Pool” from which will be drawn administrative replacements for school vacancies. Interviews are scheduled for Wednesday, April 6.
- K-12 Innovation Partnership schools will attend a meeting in Richmond to network with all other schools to share information and plan next steps.

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

### Strategic Plan Report: Safe and Healthy Schools

Submitted by Director Bishop

March 8<sup>th</sup>, 2016

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**Goal 2.h.:** “Our Staff will thrive with their students in safe and healthy schools where everyone feels respected for their individual gifts and contributions”

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#### **Background:**

*We believe that Comprehensive School Health:*

- *recognizes that healthy young people learn better and achieve more;*
- *understands that schools can directly influence students' health and behaviours;*
- *encourages healthy lifestyle choices, and promotes students' health and well-being;*
- *incorporates health into all aspects of school and learning, acknowledging that health is more than just the absence of illness*
- *links health and education issues and systems; and, needs the participation and support of families and the community at large.*

*Healthy Schools BC*

*<http://healthyschoolsbc.ca/key-focus-areas/comprehensive-school-health/>*

#### **Discussion:**

“Our Values” from the Strategic Plan note that we will believe in Inclusion, “by engaging all learners and staff, we strive for a diverse, dynamic community”. Collaboration and Equity, likewise note that, “by working together in cooperation and equitable access, we create meaningful connection and sense of belonging”. Comprehensive School Health is built around four pillars: Relationships and Environment, Teaching and Learning, Community Partnerships, and Our School Policies.

#### **Highlights:**

##### Pillar One: Relationships and Environment

The Long-Range Strategic Plan discussions identified ways that the physical space contributes to learning and sense of wellbeing. Renovations have been completed in many schools and new ways to use spaces, such as Libraries or classrooms, as seminar spaces have been identified. For example, “Stand Up” and differently shaped desks that can be reconfigured into working groups have been purchased for Pender Harbour Elementary-Secondary.

Gender Neutral washrooms, too, exist in many schools, with the best example being at Gibsons Elementary helping to reinforce a feeling of inclusion within schools.

##### Pillar Two: Teaching and Learning

Staff are trained to work on healthy relationships in the classroom. Second Step program manuals have been given to all counsellors and circle training taken by many school staff to help address inter-personal communications and emotional management.

Strategic Plan Update: Safe and Health Schools

Staff are trained to work on respectful interactions in the school environment. Workplace Bullying and Harassment Training Response and Prevention workshops for Staff Reps was arranged for staff from all sites by Arete Training. A follow up of the information was presented at all sites by school administrators and managers, with specific reference to District Policy.

“Call Out: Creating Supportive Communities for LGBT2Q+ Youth” presentations were done for School Administrators and school counsellors with follow up presentations happening for students and families February 9 at RCES and February 10 at Chatelech Secondary. Two Secondary schools currently have teacher sponsored GSAs.

Staff safety training includes CPI, Crisis Prevention Institute, training that teaches non-violent crisis intervention and VTRA, Violent Threat Risk Assessment, training which deals with working in teams to look at how to respond to violent threats.

Pillar Three: Community Partnerships

Community partnerships are numerous. A few examples include: Vancouver Coastal Health staff supporting teachers as resource people in their delivery of Sexual Health Education. The RCMP through their support of the Youth Intervention Officer, Kyle Hrynyk, recently met with all school principals and is present in schools on a regular basis. Three RCMP officers participated in our recent level 1 and 2 VTRA training.

“Mind the Gap” training was taken recently by approximately 40 teachers on how to use mindfulness-based stress reduction for staff and students. This is offered by Stacia Leech as part of Roberts Creek Community School programming.

The BC School Fruit and Vegetable Nutritional Program <http://www.sfvnp.ca> involves providing food, free of charge, to all schools. Milk is also offered to K-Gr. 2 classes. They have a “Fresh to You” fund-raiser component, that some schools are taking advantage of involving selling “food baskets” which are delivered to the school for distribution to those who choose to take part. They provide a number of levelled lesson plans for teachers.

Pillar Four: Our School Policies

School Codes of conduct are reviewed yearly with students and staff and are posted on school Web Sites. They are the basis for guiding our expectations regarding interaction between all members of the school community.

There are a number of Regulations that deal with Safe and Healthy Schools. These include everything from Earthquakes and Fire Safety to Extended Experience

Personal Safety is dealt with in the areas of regular site and district based Health and Safety committees, Violence Prevention protocols, Student Health Protocols and a specific Regulation, “Personal Safety” which addresses Bullying.

Health Promotion is addressed through Regulations around Food in Schools, Scent Considerate Environments, Student Substance Abuse and Smoking and Tobacco Use.

A specific section on the District Web site focuses on Emergency Preparedness. Recently, unallocated funds were used to provide a base of equipment for all schools which are stored on each school site. Schools practice Earthquake, Fire and Lockdown drills monthly. Schools are encouraged to participate in the Great BC Shakeout each year to review their emergency protocols.

Strategic Plan Update: Safe and Health Schools

**Next Steps:**

- Health Fairs have been scheduled at three of the secondary schools for the week of February 22-26.
- “Out in Schools” and TCO2 presenters will be visiting all schools during the February 22-26 week and doing parent presentations
- Emergency Preparedness will be featured in a Ministry workshop on February 29 and March 1 for School District personnel to address the new Emergency Management Planning Guide:  
<http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/emergency-management-guide.pdf>

This workshop will address issues such as: the emergency management cycle, School and District Emergency plans and crisis communications.

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

**Strategic Plan Report: International Education**

Submitted by Director Bishop

March 8<sup>th</sup>, 2016

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**Goal 3.c.:** “Our district will actively recruit students from around the world to live and learn with us in a welcoming international student program that showcases the beautiful, natural environment of the Sunshine Coast”

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**Background:**

Our focus is to provide an excellent experience for students where both International and local students, alike, have the ability to learn from each other in a safe, supportive environment.

**Discussion:**

We have received 100 students since 2010. This represents between 15-20 students per year. Students arrive as full, fee-paying international students referred by agencies such as Muskoka Language Institute (MLI). Students also register with our schools through non-profit groups such as ROTARY and Student Travel Schools (STS). These students register as regular students and generate the same funding as local students.

**Highlights:**

We currently work with a consultant, Tom Ristimaki, Ph.D. to further develop our capacity to increase student numbers. He has made a number of recommendations that we have already enacted, such as:

- Using retired principal Dave Hunt to provide regular student support.
- A regular series of monthly cultural and outdoor education activities.
- A comprehensive orientation and leaving ceremony.

**Next Steps:**

We have created Sunshine Coast School District forms to allow for a direct intake process. This will allow us to accept students from groups such as STS or directly from agencies overseas. Currently we have an agreement with MLI to provide homestay support.

Our website will be updated to provide better information about Sunshine Coast school programs and opportunities.



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

**Superintendent's Report**  
February 9, 2016

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**1. Students**

- a. **"Into the Woods, Junior Musical"** performed this past weekend to rave reviews. The twenty three students in the cast ranged from Grade 6 to grade 12. Tom Kellough is the Musical Director and Sara Douglas is the Stage Director. We deeply appreciate the energy, commitment and talent of these gifted educators and students. (1f)
- b. The **Environmental Education Committee** is committed to raising the awareness of what we can do in our schools to support respect and learning about the outdoors. April is "Earth Month". (Earth Day is April 22<sup>nd</sup>.) The Committee is developing a pamphlet to share ideas to celebrate Earth Month in all of our schools. (1g)

**2. Staff**

- a. Staff are anticipating another excellent **day of learning** focused on the revised curriculum on Tuesday, March 29<sup>th</sup>. Teachers will hone their understanding of the Core Competencies and begin planning for implementation in the fall. Particular appreciation to teachers who are stepping forward to lead the sessions in their schools. (2a)
- b. Five schools (West Sechelt Elementary, Kinnikinnick Elementary, Langdale Elementary, Roberts Creek Elementary and Elphinstone Secondary) are actively involved in a project entitled: *How do we communicate student learning alongside the shifting curriculum through the use of an e-portfolio?* (2d)
- c. A district committee of staff, union groups and school leaders reviewed **staff recognition** activities. The district will maintain the regular celebration of key stages in each employee's career with School District No. 46. Additionally, the committee recognized that the retirement celebration should be a formal dinner to appropriately celebrate each person's career-long dedication to serving students. (2g)
- d. **"Pink Shirt Day"** was enthusiastically embraced in many of our schools as we celebrate together our commitment to treat each other kindly. (2h)
- e. Director of Instruction Paul Bishop along with Principal Jeff Marshall attended a meeting hosted by the Ministry of Education with a focus on **Emergency Management training**. Next steps will be to work with Manager of Facilities Rob Collison and school administrators to review emergency planning. (2h)

**3. Community**

- a. The **Marine Education Centre** in Gibsons has requested to have a teacher and a student on their committee from SD No. 46. We are pleased to support them in this initiative. (3b)

- b. Dave Hunt, International Education Program Student Liaison, travelled with a group of **international students** to visit Lynn Canyon and the Science centre.  
(3c)

**SCHOOL DISTRICT NO. 46 (SUNSHINE COAST) CALENDAR 2016/20167**

The following dates have been established for the 2016/2017 school year.

|  |  |
|--|--|
| Tuesday, September 6th, 2016<br>(for purposes of the calendar, this is considered a full day in session) | <i>First day of school (.5)</i>  |
| Friday, September 30th   | <i>Professional Development Day (School) (1.0)</i>                               |
| Monday, October 10th   | <i>Thanksgiving Day (1.0)</i>  |
| Friday, October 21st   | <i>Professional Development Day (Provincial) (1.0)</i>                           |
| Friday, November 11th  | <i>Remembrance Day (1.0)</i>   |
| Wednesday, November 30th and Thursday, December 1st  | <i>Early Dismissals</i>  |
| Monday, December 5th   | <i>Professional Development Day (School) (.5)</i><br><i>(Administrator) (.5)</i> |
| Monday, December 19th, 2016 to Monday, January 2nd, 2017 inclusive                                       | <i>Winter Vacation</i>   |
| Tuesday, January 3rd   | <i>Non-Instructional Day (1.0)</i>   |
| Wednesday, January 4th   | <i>Schools Reopen</i>  |
| Monday, January 23rd to Friday, January 27th   | <i>Provincial Exams</i>  |
| Friday, February 10th  | <i>Professional Development Day (District) (1.0)</i>                             |
| Monday, February 13th  | <i>Family Day (1.0)</i>  |
| Wednesday, March 8th and Thursday, March 9th   | <i>Early Dismissals</i>  |
| Monday, March 13th to Friday, March 24th inclusive   | <i>Spring Vacation</i>   |
| Monday, March 27th   | <i>Schools Reopen</i>  |
| Monday, April 3rd  | <i>Professional Development Day (School) (1.0)</i>                               |
| Friday, April 14th   | <i>Good Friday (1.0)</i>   |
| Monday, April 17th   | <i>Easter Monday (1.0)</i>   |
| Monday, May 15th   | <i>Professional Development Day (School) (.5)</i><br><i>(Administrator) (.5)</i> |
| Monday, May 22nd   | <i>Victoria Day (1.0)</i>  |
| Thursday, June 22nd to Wednesday, June 28th  | <i>Provincial Exams</i>  |
| Thursday, June 29th  | <i>Last Instructional Day of School Year</i>                                     |

***Days of Instruction: 179***

# 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 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| 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 |    |    |    |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 |    |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
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| 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 |    |    |    |    |    |

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
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| 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 |    |    |    |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
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| 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 |

| JANUARY |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
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| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 | 31 |    |    |    |    |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 |    |    |    |    |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
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| 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 |    |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| 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    |    |    |    |    |    |    |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| 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 |    |    |    |

| JUNE |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| 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 |    |

■ Instructional    
 ■ Non-Instructional    
  Vacation Period    
  Statutory Holiday

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

**Secretary-Treasurer's Report**  
March 8, 2016

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**Playing Field Maintenance**

The school district has become aware of a joint initiative to improve the quality of playing fields on the coast. The board office has recently been contacted by Sechelt Indian Band Councilor Garry Feschuk to discuss the quality of playing fields across the Sunshine Coast. Additional information will be brought forward as it becomes available.

Manager of Facilities, Rob Collison, has reported that prior to 2012 the school district did not have a structured field maintenance program in place. The playing fields received very little, if any regular maintenance, other than mowing.

Since that time, the implementation of a routine maintenance program has improved the condition of district playing fields significantly. The maintenance department is committed to continuing with the current program to ensure that fields continue to improve over the coming years, as they become healthier and better established.

The current maintenance program involves weekly mowing during the growing season; aeration in spring and fall; fertilizing in spring, summer and fall (\$10,000 annual cost); and topdressing as needed (\$15,000-20,000 annual cost). There are currently 6 irrigation systems used and maintained on district fields. The district employs one part-time dedicated turf management staff person and one part time dedicated mower operator.

**Current Field Conditions**

School fields have been assessed and ranked as “good, fair or poor” by the Manager of Facilities:

Good

- Gibsons Elementary School (all weather)
- Sechelt Learning Centre (grass)
- Chatelech Secondary School (upper grass)
- Chatelech Secondary School (lower grass)

Fair (required actions to improve rating)

- Langdale Elementary School – *Grading, drainage, topdressing*
- Gibsons Elementary School (upper grass) – *Grading, drainage, topdressing*
- Gibsons Elementary School (lower grass) – *Grading, drainage, topdressing*
- Roberts Creel Elementary School (grass) – *Topdressing*
- Davis Bay Elementary School (grass) – *Topdressing*
- Kinnikinnick Elementary School (grass) – *Additional drainage to back half*

- Elphinstone Secondary School (lower grass) – *Topdressing*
- Elphinstone Secondary School (upper grass) – *Topdressing*
- West Sechelt Elementary School (grass) – *Topdressing*
- Madeira Park Elementary School (grass) – *Topdressing*
- Pender Harbour Secondary School (grass) – *Topdressing*

Poor (required actions to improve rating)

- Halfmoon Bay Elementary School (grass) – *Scrape, soil, grade and turf*
- Cedar Grove Elementary School (grass) – *Re-build, scrape, soil, grade and turf*

The maintenance department is endeavoring to improve most school district play fields to a rating of “good.” This process should take 10-15 years at current staffing and funding levels, with incremental improvements each year. In the past, Joint Use funds have been used to upgrade the condition of certain playing fields for community benefit. Once an updated Joint Use Agreement has been achieved, this could potentially lead to an accelerated field improvement program.

Regular Board Meeting Package - March 8, 2016

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

DATE 01-Mar-2016 10:02 AM

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

PAGE 1

START DATE: 01-Feb-2016 TO END DATE: 29-Feb-2016

| CHEQUE #   | BANK | MICR # | VENDOR # | VENDOR NAME                 | ISSUE DATE | AMOUNT     |
|--|------|--------|----------|-----------------------------|------------|------------|
| -----  |      |        |          |                             |            |            |
| ON-LINE CHEQUES : ISSUED BETWEEN 01-Feb-2016 AND 29-Feb-2016 |      |        |          |                             |            |            |
| 00LCET2684   | 0001 | *****  | 28093    | RECEIVER GENERAL FOR CANADA | 03-Feb-16  | 334,258.10 |
| 00LCET2685   | 0001 | *****  | 28095    | RECEIVER GENERAL FOR CANADA | 03-Feb-16  | 13,851.05  |
| 00LCET2686   | 0001 | *****  | 30209    | TEACHERS' PENSION PLAN      | 10-Feb-16  | 453,378.51 |
| 00LCET2688   | 0001 | *****  | 28094    | RECEIVER GENERAL FOR CANADA | 03-Feb-16  | 94,661.27  |
| 00LCET2689   | 0001 | *****  | 23290    | MUNICIPAL PENSION PLAN      | 11-Feb-16  | 54,730.91  |
| 00LCET2692   | 0001 | *****  | 28094    | RECEIVER GENERAL FOR CANADA | 17-Feb-16  | 96,293.85  |
| 00LCET2694   | 0001 | *****  | 28095    | RECEIVER GENERAL FOR CANADA | 24-Feb-16  | 10,170.68  |
| 00LCET2695   | 0001 | *****  | 28093    | RECEIVER GENERAL FOR CANADA | 24-Feb-16  | 150,000.00 |

TOTALS FOR BANK - 0001

1,207,344.37

TOTAL NUMBER OF CHEQUES

8

TOTAL NUMBER OF CHEQUES WITH MICR

0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Feb-2016 AND 29-Feb-2016

|            |      |            |       |                                     |           |            |
|------------|------|------------|-------|-------------------------------------|-----------|------------|
| 1891000006 | 0001 | 0000047752 | 30211 | FORTIS BC-NATURAL GAS               | 03-Feb-16 | 13,441.04  |
| 1891000017 | 0001 | 0000047763 | 23268 | MINISTRY OF PROVINCIAL REVENUE      | 03-Feb-16 | 48,459.50  |
| 1891ET0004 | 0001 | *****      | 12021 | BC TEACHERS FEDERATION              | 03-Feb-16 | 26,750.22  |
| 1891ET0005 | 0001 | *****      | 12111 | BC TEACHERS FEDERATION              | 03-Feb-16 | 27,453.87  |
| 1891ET0009 | 0001 | *****      | 13003 | C.U.P.E. - LOCAL 801                | 03-Feb-16 | 12,903.69  |
| 1891ET0035 | 0001 | *****      | 26207 | PACIFIC BLUE CROSS/MSA              | 03-Feb-16 | 61,968.90  |
| 1891ET0049 | 0001 | *****      | 29102 | SUNSHINE COAST TEACHERS ASSOCIATION | 03-Feb-16 | 10,207.49  |
| 1892000002 | 0001 | 0000047788 | 12108 | BARAGAR ENTERPRISES LTD.            | 10-Feb-16 | 15,225.00  |
| 1892000004 | 0001 | 0000047790 | 12012 | BC HYDRO & POWER AUTHORITY          | 10-Feb-16 | 45,508.06  |
| 1892000006 | 0001 | 0000047792 | 14259 | BOUYGUES BUILDING CANADA INC.       | 10-Feb-16 | 70,344.06  |
| 1892000030 | 0001 | 0000047816 | 26243 | PEBT IN TRUST                       | 10-Feb-16 | 44,713.03  |
| 1892ET0002 | 0001 | *****      | 11050 | APPLE CANADA INC. C3120             | 10-Feb-16 | 40,320.00  |
| 1892ET0024 | 0001 | *****      | 11909 | DR. DEBORAH AMARAL                  | 10-Feb-16 | 11,200.00  |
| 1892ET0026 | 0001 | *****      | 15021 | ESC AUTOMATION                      | 10-Feb-16 | 43,339.59  |
| 1893ET0047 | 0001 | *****      | 30172 | THIRDWAVE BUS SERVICES              | 17-Feb-16 | 108,366.56 |
| 1893ET0051 | 0001 | *****      | 33068 | WESCLEAN EQUIPMENT &                | 17-Feb-16 | 13,153.84  |
| 1894000004 | 0001 | *****      | 12350 | BC HYDRO                            | 24-Feb-16 | 13,264.65  |
| 1894ET0003 | 0001 | *****      | 11050 | APPLE CANADA INC. C3120             | 24-Feb-16 | 82,655.94  |

TOTALS FOR BANK - 0001

689,275.44

TOTAL NUMBER OF CHEQUES

18

TOTAL NUMBER OF CHEQUES WITH MICR

6

ON-LINE CHEQUES : ISSUED BETWEEN 01-Feb-2016 AND 29-Feb-2016

|            |      |       |       |                  |           |           |
|------------|------|-------|-------|------------------|-----------|-----------|
| 00LCET2697 | 0005 | ***** | 12144 | BANK OF MONTREAL | 09-Feb-16 | 45,794.25 |
|------------|------|-------|-------|------------------|-----------|-----------|

TOTALS FOR BANK - 0005

45,794.25

TOTAL NUMBER OF CHEQUES

1

TOTAL NUMBER OF CHEQUES WITH MICR

0

Regular Board Meeting Package - March 8, 2016

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

DATE 01-Mar-2016 10:02 AM

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

PAGE 2

START DATE: 01-Feb-2016 TO END DATE: 29-Feb-2016

| CHEQUE #                                | BANK | MICR # | VENDOR # | VENDOR NAME | ISSUE DATE | AMOUNT       |
|---|------|--------|----------|-------------|------------|--------------|
| -----                                   |      |        |          |             |            |              |
| GRAND TOTAL                             |      |        |          |             |            | 1,942,414.06 |
| CANCELLED TOTAL                         |      |        |          |             |            | 0.00         |
| NET GRAND TOTAL                         |      |        |          |             |            | 1,942,414.06 |
| GRAND TOTAL NUMBER OF CHEQUES           |      |        |          |             |            | 27           |
| GRAND TOTAL NUMBER OF CHEQUES WITH MICR |      |        |          |             |            | 6            |

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



Expenditure by Object  
As at February 2016

| Objects                                 | Feb-16<br>Actual       | Feb-16<br>Budget       | ACTUAL        | KEY        |
|---|------------------------|------------------------|---------------|------------|
| <b>Salaries</b>                         |                        |                        |               |            |
| 110 Teachers Salaries                   | \$8,487,269.96         | \$14,077,405.71        | 60.29%        | 60%        |
| 105 Principal and Vice Principal        | \$1,198,662.72         | \$1,744,534.01         | 68.71%        | 75%        |
| 123 Educational Assistant Salaries      | \$1,484,178.00         | \$2,609,674.80         | 56.87%        | 60%        |
| 120 Support staff                       | \$1,056,784.57         | \$1,887,125.61         | 56.00%        | 60%        |
| 120 Support staff-Mtce/Cust             | \$1,217,111.99         | \$1,919,663.16         | 63.40%        | 75%        |
| 130 Other Professional                  | \$791,500.56           | \$1,371,952.21         | 57.69%        | 75%        |
| 140 Substitutes                         | \$372,564.22           | \$762,914.86           | 48.83%        | 60%        |
| 143 Short and Long Term Sick            | \$654,426.61           | \$1,256,133.14         | 52.10%        | 60%        |
| <b>Total Salaries</b>                   | <b>\$15,262,498.63</b> | <b>\$25,629,403.50</b> | <b>59.55%</b> | <b>62%</b> |
| 200 Employee Benefits                   | \$3,693,335.78         | \$6,313,869.00         | 58.50%        | 60%        |
| <b>Total Salaries and Benefits</b>      |                        |                        |               |            |
| 310 Professional Services               | \$469,550.84           | \$806,297.00           | 58.24%        | 60%        |
| 330 Transportation                      | \$521,877.14           | \$1,075,608.00         | 48.52%        | 60%        |
| 340 Training and Travel                 | \$89,530.90            | \$142,730.00           | 62.73%        | 60%        |
| 360 Rentals                             | \$17,085.93            | \$40,200.00            | 42.50%        | 60%        |
| 370 Dues and Fees                       | \$54,891.92            | \$49,500.00            | 110.89%       | 90%        |
| 390 Insurance                           | \$72,058.12            | \$83,000.00            | 86.82%        | 90%        |
| 510 Supplies                            | \$280,092.75           | \$846,932.54           | 33.07%        | 60%        |
| 510 School Accounts                     | \$897,888.00           | \$2,035,945.00         | 44.10%        | 60%        |
| 540 Utilities                           | \$354,988.33           | \$725,000.00           | 48.96%        | 60%        |
| 580 Furniture and Equipment Replacement | \$138,439.75           | \$250,050.00           | 55.36%        | 60%        |
| 590 Computer Equipment Replacement      | \$200,209.84           | \$228,350.00           | 87.68%        | 90%        |
| <b>Total Services and Supplies</b>      | <b>\$3,096,613.52</b>  | <b>\$6,283,612.54</b>  |               |            |
| <b>Total Expenditures</b>               | <b>\$22,052,447.93</b> | <b>\$38,226,885.04</b> | <b>57.69%</b> |            |

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

**Board Report**  
March 8, 2016

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**STRATEGIC PLAN 2015-2019**

**Innovation**

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

Its hard to believe that a year ago this month we were still collecting input from PAC's and planning our community forum to bring all our stakeholders together to create our strategic plan. We have come a long way in the past year. We continue to take risks and look for ways to innovate to improve student's opportunities. The two major board activities this month highlighted below exemplify the sharing of some of our collective achievements with others and pushing the boundaries again for our board.

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**Board Activities for February**

**February 25/26 – South Coast Branch Meeting:** School District No. 46 hosted a South Coast Branch meeting with trustees and senior staff from School District No. 47 (Powell River), School District No. 48 (Sea to Sky) and representatives from. The visit began on Thursday with a tour of Gibsons Elementary by Principal Deborah Luporini, a sample of the musical *Into the Woods* led by Teachers Sara Douglas and Tom Kellough and a brief sample of the Mindfulness/Mind-Up project from Ron Skene and Stacia Leech. A short business meeting completed the evening, allowing each district to update the group and for general discussion on provincial education issues.

The group reconvened Friday morning at the Habitat for Humanity Site to meet ACE-It Carpentry students and teacher Carl Brownstein in Wilson Creek followed by a brief encounter with NEST students in their natural classroom habitat, accompanied by their teachers Linda Russell and Jennifer Groves and Principal Sally Thicke.

Next on the list was a stop at the shísháhl Nation for a ceremony at the Residential School Monument with District Principal Kerry Mahlmann, Councillor Garry Feschuk and Councillor Randy Joe. Special guest drummer was Landon Dixon.

We then moved on to the Sechelt Learning Centre to visit WonderWheels, Tiny Town and Strong Start. Thank you to Kirsten Deasey for the overview of our Early Learning programs.

The final stop of the day was at Pender Harbour Secondary to learn about our smallest high school and the new direction to increase student choice and engagement from Director of Instruction Paul Bishop and Interim Principal April McKnight. We were even welcomed in to the Latin Dance program occurring in the gym!

Board Report – March 8, 2015

The other districts were quite impressed at the programs and initiatives being delivered on the Sunshine Coast.

A special thank you to Erica Reimer for making the entire visit seamless, and to everyone that welcomed us in to their classrooms and learning areas.

**March 2 – MBSR “A Taste of Mindfulness”:** Trustees and district staff were given the opportunity to experience a “Taste of Mindfulness” in a 5-hour seminar at the beautiful grounds of the Botanical Gardens. Dr. Rahul Guptka and Ron Skene lead us through theory and exercises so we could understand what students and teachers are learning in our mindfulness programs. Thanks to Stacia Leech and the Roberts Creek Community School for hosting us in this excellent experience.

# SYNOPSIS

## Introduction

The following is a summary of the February 19-20, 2016 Provincial Council meeting at the Morris J. Wosk Centre for Dialogue in Vancouver. Councillors passed six motions. The [meeting agenda](#) and [Disposition of Motions](#) are available online. For more information about any part of Synopsis, please contact CEO Mike Roberts at [mroberts@bcsta.org](mailto:mroberts@bcsta.org).

## Presentation from the Office of the Auditor General

On Friday evening, two representatives from the Office of the Auditor General gave a presentation to Provincial Councillors. They spoke at length about the various audits that they have done and will be doing for the education sector, and engaged trustees in a question and answer period to take feedback on their work. [Their slides are available here for your review.](#)

## President's Report

President Teresa Rezanoff delivered her verbal report, noting how the various activities and meetings that we have taken part in recently have increased the profile and influence of BC trustees and school boards across the province. She touched on information given at the recent BC budget lockup in Victoria, and discussed meetings and phone calls with the Ministry of Education that have taken place in the last few weeks. [Read the full President's Report here.](#)

## CEO's Report

CEO Mike Roberts delivered his report, overviewing administration cutbacks and commending trustees for their hard work to address the issue. [Read the full CEO Report here.](#)

## CSBA Report

There has not been a CSBA meeting since our last Provincial

Council in October. President Rezanoff provided a brief update about our national education partners. In Quebec, Bill 86 was recently introduced, which would abolish elected school boards. It is currently in first reading. A fourth new Minister of Education was recently appointed, and it remains to be seen what will happen with the readings. CEO Mike Roberts and President Rezanoff will be going to CSBA in Montreal this weekend, where the provincial associations will be taking part in strategic planning exercises for the year ahead. At the end of the report, we shared a CSBA 2017 and National Gathering on Aboriginal Education promotional video. BCSTA will be hosting the event at Whistler in 2017.

## Legislative Committee Report

According to BCSTA Bylaws, the role of the Legislative Committee is to “examine, correlate, amend, reject, and report on motions.” Additionally, for Provincial Council meetings the Legislative Committee is required to determine whether the motions are of an emergent nature, where emergent is defined as “matters that if delayed until the AGM will impact negatively on Boards’ ability to influence public policy or a public education issue.”

The Legislative Committee does not assess the merits of the motions that are submitted to Provincial Council.

For this Provincial Council meeting, the Legislative Committee received 7 motions by the motion submission deadline. They determined that 5 motions were emergent in nature and 2 motions were not emergent. The Legislative Committee, therefore, approved for debate by Provincial Council motions 10.1 through 10.5 which appear in the agenda package. [Read the Legislative Committee Report.](#)

## Education Committee Report

The BCSTA Education Committee focused on several important topics at their recent meeting. Topics included setting a date to meet with the Board of Directors to better be able to support the BCSTA strategic plans, trustee learning

recognition program, professional development opportunities, AGM 2016, and budget considerations. Thank you to Carolyn Broady, Ed Committee Chair, for her [detailed report](#).

## Aboriginal Education Committee Report

The Aboriginal Education Committee met on Feb 18-19 in the run-up to the Feb 2016 Provincial Council. Major items covered by the committee included meetings with Ted Cadwallader, Aboriginal Education Department Director, Ministry of Education, and Starleigh Grass, Policy Analyst, First Nations Education Steering Committee. Additional topics discussed included the need for a new Superintendent of Aboriginal Education (prompting a motion to AGM 2016), the status of Employment Equity – Human Rights Exemptions for District employees of Aboriginal ancestry, the need to celebrate Aboriginal Education achievements around BC, and preliminary work for the National Aboriginal Gathering that will precede the CSBA Congress to be hosted by BCSTA in Whistler, BC in July 2017. Full meeting details are included in the report to Provincial Council. [Read the Aboriginal Education Committee Report](#).

## Finance Committee Report

The Finance Committee presented the first draft of BCSTA's 2016/2017 operating budget to the February 2016 Provincial Council and identified a number of factors expected to increase cost pressure in 2016/2017, as follows:

- the replacement of the 2016 Academy with Learning Forward
- high cost of travel for the Aboriginal Education Committee due to geographic location
- the addition of an annual meeting of Board Chairs
- costs associated with participation in the 2016 Learning Forward Conference
- capital asset replacements
- staffing and salary grid changes
- increased benefit costs

These increasing cost pressures have been alleviated by the addition of fees for SD08 (Kootenay Lake), an overall increase in FTE students, increased use of grant funds in 2016/2017 and cuts to specific budget lines.

The draft budget presented by the Finance Committee does not recommend a member fee increase for 2016/2017; however, cuts to individual budget lines will impact member services. The Finance Committee therefore focused on ensuring that the budget cuts needed to balance the budget will be the least impactful to member services.

Budget cuts included in BCSTA's draft 2016/2017 budget are:

- Costs for the Board Chairs' meeting will be absorbed by the In-District/Professional Development Services budget line, thereby reducing funds available for facilitation support
- BCSTA will not send representatives to the 2017 National School Boards Association (NSBA) Conference in order to offset Learning Forward Conference costs not covered by the grant allocation
- BCSTA's NSBA membership will be cancelled in 2016/2017, but we will retain our CSBA membership
- The AGM expenditure line has been reduced
- The Office Administration budget line has been reduced

The Finance Committee further cautioned Provincial Councillors that, as revenues are not keeping pace with increasing costs, and as the use of grant funds to support BCSTA's operating budgets is not sustainable over the long-term, additional cuts to service areas are projected for future budgets, unless other sources of income can be found.

Lastly, the Finance Committee extended an invitation to member Boards, through Provincial Councillors, to provide additional feedback on the budget draft prior to its adoption by the April 2016 Provincial Council. Additional input can be sent to the Finance Committee prior to March 10, 2016, by mail or by e-mail to:

BCSTA Finance Committee  
c/o Jodi Olstead, Director of Finance & Human Resources  
BC School Trustees Association  
4th Floor, 1580 West Broadway  
Vancouver, BC V6J 5K9  
[jolstead@bcsta.org](mailto:jolstead@bcsta.org)

## Disposition of Motions

The following motions were carried:

- 9.1. Emergent Provincial Curriculum Development, Funding and Implementation
- 10.1. Block Funding and Holdback Funding
- 10.2. Compensation Increase for Principals and Vice-Principals
- 10.3. First Nations Language Curriculum Approval
- 10.5. Support for Refugees
- 10.6. My Education BC

[See the full Disposition of Motions.](#)

**From:** Teresa Rezansoff

**Date:** March 3, 2016 at 10:03:22 AM PST

**To:** Board Chairs

**Subject: Board of Education input to Annual Review of MOU between BCSTA and the Ministry of Education**

Dear board chairs,

On December 5, 2014 the BCSTA and the Ministry of Education signed a Memorandum of Understanding (MOU) regarding the co-governance relationship between the parties. As part of the co-governance process and the terms of the MOU, the parties agreed to an annual review of progress under the MOU as well as a setting of priorities for the coming year. Additionally, the Board of Directors of the BCSTA is guided by the following AGM motion passed by the membership in April, 2015:

*That BCSTA involve all member Boards of Education in the annual assessment of the Co-Governance Relationship Memorandum of Understanding with the Ministry of Education by inviting Board input through BCSTA's regional branch associations and preparing a report which:*

- 1) *summarizes that input,*
- 2) *identifies key areas of the agreement which Boards and the BCSTA Board feel have been functioning well and those which have not,*
- 3) *makes recommendations to the Ministry and BCSTA on what can be improved in either the wording or implementation of the agreement going forward,*
- 4) *identifies progress made on subsidiary protocol agreements considered over the past year, and*
- 5) *identifies the subsidiary protocol agreements which are to be considered over the next year.*

The first step in the review process was a joint listing of Key Actions between the parties over the past year (2015). The joint report is attached for your review. Please note that the actions were each categorized under one of the MOU's guiding principles thought most directly linked to the activity.

The next step in the BCSTA review process is to provide member boards with the opportunity to:

- Review the Key Actions document.
- Review each of the five individual guiding principles of the MOU toward providing feedback to the BCSTA Board of Directors regarding how you as a board feel the parties are successfully and/or unsuccessfully co-governing K-12 education in relation to the principles of the MOU.
- Provide input to the BCSTA Board of Directors as to what issues you feel BCSTA

should address under the MOU over the coming year.

- Provide any further input, suggestions or questions to the BCSTA Board of Directors that your board feels is appropriate in addressing the MOU with the Ministry of Education.

**We request that your board's response to [this survey](#) be submitted online by no later than **April 1, 2016**.** A comprehensive report of input, including a listing of all responses received, will be provided to member boards at the completion of the review process.

Additionally, the BCSTA Board of Directors is committed to further discussion with boards as to future priorities under the MOU following this initial review and input process. Boards may also wish to include a discussion of the functioning of the MOU at an upcoming branch meeting, toward making future 'regional' recommendations to the Board of Directors.

Thank you for taking the time to discuss the Memorandum of Understanding and to respond to this survey. Your Board of Directors will ensure the consolidated results of the survey are provided back to all member boards as soon as possible.

Sincerely,  
Teresa Rezanoff on behalf of the BCSTA Board of Directors

**Please submit a single set of answers from your board as a whole. We are not seeking input from individual trustees through this process.**

**All answers must be submitted using the following online survey link.**

**[http://fluidsurveys.com/s/bcsta\\_mou\\_survey/](http://fluidsurveys.com/s/bcsta_mou_survey/)**

A copy of the survey questions is attached for reference purposes only to help facilitate your board's discussion.

# **The British Columbia Ministry of Education & the British Columbia School Trustees Association**

## **Annual Review and Report of the Co-Governance Relationship Memorandum of Understanding**

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On December 5, 2014 the BC School Trustees Association and the Ministry of Education signed a Memorandum of Understanding (MOU) intended to define the working relationship between the two organizations. The MOU was signed as an aspirational framework reflecting the shared commitment of both parties to realize the full potential of a co-governed public education system and to continually improve BC's world class education system.

This report is an annual review of the results that have been realized as a result of the MOU and demonstrates the continued commitment to the co-governance relationship and its principles.

The parties agreed to five principles in the MOU that would form the foundation for their relationship in the years ahead. Below is a summary that details the work that has been completed since the Co-Governance Relationship MOU was established last year.

### **1. Public Confidence**

"The Province and BCSTA will seek shared opportunities to publicly demonstrate and communicate the achievements, strengths and potential opportunities for improvement in K-12 education with the goal of maintaining and improving public trust and confidence in the public education system across the province. Both parties recognize this is best achieved through a shared focus on improved learning outcomes for students and a demonstrated commitment to respect, integrity, public service, accountability and the responsible management of public resources."

### **Key Actions:**

- Both parties collaborated to host the 1st Annual Partner Liaison Meeting on October 21st enabling the sector's management partners to convene and discuss key initiatives to improve and modernize the K-12 public education system.
- The Ministry of Education has included BCSTA executive members in major planning, policy decisions, and implementation activities related to improvement of the K-12 education system such as the accountability framework and shared services.
- We are working together to understand, address and monitor ministry recommendations from the 2015 Ernst and Young review of the Vancouver Board of Education, including implications for all school districts.



# The British Columbia Ministry of Education & the British Columbia School Trustees Association

## Annual Review and Report of the Co-Governance Relationship Memorandum of Understanding

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### **2. Commitment to Action**

"In the interests of all British Columbians, the parties are committed to discharge their responsibilities within their respective areas of jurisdiction while understanding and respecting the jurisdiction of the other party."

#### **Key Actions:**

- Joint Ministry and BCSTA executive meetings are held quarterly where 4 priorities were established and communicated:
  - o Clarify the respective roles and responsibilities of the Ministry of Education and Boards of Education.
  - o Acknowledge that both organizations are jointly accountable for the efficient and effective delivery of education and are committed to working together to ensure the best possible outcomes for students
  - o Develop guidelines to describe and report on school district financial health; and
  - o Recognize and showcase the remarkable contributions of BC educators in bringing world class innovation to our schools
- Commitment to work together to understand and respond to auditor general reports on:
  - o 2013: School District Board Governance
  - o 2015: Aboriginal Education
  - o 2016: K-12 Budgeting and Monitoring

### **3. Partnership**

"The parties recognize each other's strengths and capabilities. To maximize efficiency and effectiveness, the parties are committed to cooperate in the spirit of partnership particularly in the development of policies, programs, projects and funding options. The parties commit to clear division of responsibilities so that the Province and local Boards of Education can effectively perform their roles. The Province and BCSTA will also cooperate in the development and distribution of information required for effective discharge of this agreement."

#### **Key Actions:**

- Established Sector Advisory Council comprised of education partners with the objective of providing advice on policy considerations and ensuring sector perspectives are included in Ministry initiatives.

## **The British Columbia Ministry of Education & the British Columbia School Trustees Association**

### **Annual Review and Report of the Co-Governance Relationship Memorandum of Understanding**

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- Jointly established an Education Sector Calendar of key partner events (<https://etrak.bcsta.org/EduCal/>)
- BCSPA, along with other sector partners came together support on September 28, 2015 to announce K-12 curriculum supports program, so that teachers have the support they need to implement the new curriculum.
- Planned BCSTA participation on the MOE working group focussed on improving the reporting and understanding of school district financial health.

#### **4. Consultation and Notification**

"Any party proposing a change in policies or programs that will affect the other party will consult and collaborate with the other party to the fullest extent possible given the specific circumstances and any respective legislative and confidentiality obligations. This commitment includes, but is not limited to timely notification of the proposed change. The parties recognize that there may be extraordinary circumstances that limit the timeliness of consultation and notification. In such circumstances the other party will be provided with the rationale for the unusual limitations to consultation. New responsibilities will not be assigned to Boards of Education until resourcing implications have been discussed between the parties."

#### **Key Actions:**

- Both parties work in collaboration to keep each other aware of any major initiatives and associated information that will directly affect the other party.
- The Ministry has committed to engage and consult with BCSTA (and the sector) on the development of the continuing professional development program prior to establishing the regulations and program policies.
- Program areas consult and work with BCSTA and other management partners at regular and scheduled meetings to discuss new projects and programs that may impact the sector at a provincial level.

#### **5. Flexibility**

"Policies or programs will be developed with consideration to the varying needs and circumstances of local Boards of Education in different areas of the province where appropriate and where it is not to the detriment of the education system as a whole."

#### **Key Actions:**

- Ministry, BCSTA and BCASBO staff to work to develop school district financial health indicators that support best practices and enhance transparency.
- Established a cross sector working group (including BCSSA, BCPVPA and BCSSA) to support leadership development to strengthen the knowledge of trustees on topics such as legislation, governance, financial accountability and risk management.

## **The British Columbia Ministry of Education & the British Columbia School Trustees Association**

### **Annual Review and Report of the Co-Governance Relationship Memorandum of Understanding**

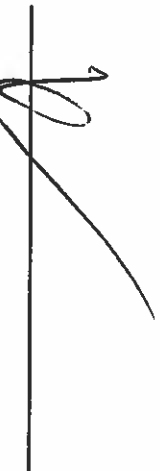
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#### **Going Forward – Priorities for 2016**

- Ministry and BCSTA working in collaboration with FNESSC and other sector partners to respond to Auditor General report to support Aboriginal students' education in B.C.
- Work together to proclaim Public Education Day in the spring 2016, acknowledging the importance of public education in BC.
- Work with the Ministry's Knowledge Management & Accountability Division to update the BCSTA's 2010 edition of the "Guide to School Legislation in BC".
- Continued collaboration around communication of joint announcements.
- Work collaboratively to address Child and Youth Mental Health to support the coordinated work of government.
- Participation in the Leadership Development Working Group to present recommendations to Sector Advisory Council.



**Dave Byng**  
Deputy Minister  
Ministry of Education



**Teresa Rezanoff**  
President  
BC Trustees Association

Signed (date) February 18, 2016

# BCSTA CO-GOVERNANCE MOU SURVEY

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## CO-GOVERNANCE MEMORANDUM OF UNDERSTANDING BOARD OF EDUCATION REVIEW AND INPUT PROCESS 2015

### SECTION A

Please review each of the five (5) principles of the MOU listed below and provide your board's feedback as to: How the principle is successfully being addressed by BCSTA and the Ministry of Education. How the principle is not being successfully addressed by BCSTA and the Ministry of Education. Identifying any further Key Actions not already included in the review document.

#### **A1.) Public Confidence**

"The Province and BCSTA will seek shared opportunities to publicly demonstrate and communicate the achievements, strengths and potential opportunities for improvement in K-12 education with the goal of maintaining and improving public trust and confidence in the public education system across the province. Both parties recognize this is best achieved through a shared focus on improved learning outcomes for students and a demonstrated commitment to respect, integrity, public service, accountability and the responsible management of public resources." Provide your board's feedback as to:

**a.) How the principle is successfully being addressed by BCSTA and the Ministry of Education.**

**b.) How the principle is not being successfully addressed by BCSTA and the Ministry of Education.**

**c.) Identifying any further Key Actions not already included in the review document.**

## **A2.) Commitment to Action**

“In the interests of all British Columbians, the parties are committed to discharge their responsibilities within their respective areas of jurisdiction while understanding and respecting the jurisdiction of the other party.” Provide your board's feedback as to:

### **a.) How the principle is successfully being addressed by BCSTA and the Ministry of Education.**

### **b.) How the principle is not being successfully addressed by BCSTA and the Ministry of Education.**

### **c.) Identifying any further Key Actions not already included in the review document.**

## **A3.) Partnership**

“The parties recognize each other's strengths and capabilities. To maximize efficiency and effectiveness, the parties are committed to cooperate in the spirit of partnership particularly in the development of policies, programs, projects and funding options. The parties commit to clear division of responsibilities so that the Province and local Boards of Education can effectively perform their roles. The Province and BCSTA will also cooperate in the development and distribution of information required for effective discharge of this agreement.” Provide your board's feedback as to:

### **a.) How the principle is successfully being addressed by BCSTA and the Ministry of Education.**

**b.) How the principle is not being successfully addressed by BCSTA and the Ministry of Education.**

**c.) Identifying any further Key Actions not already included in the review document.**

**A4.) Consultation and Notification**

“Any party proposing a change in policies or programs that will affect the other party will consult and collaborate with the other party to the fullest extent possible given the specific circumstances and any respective legislative and confidentiality obligations. This commitment includes, but is not limited to timely notification of the proposed change. The parties recognize that there may be extraordinary circumstances that limit the timeliness of consultation and notification. In such circumstances the other party will be provided with the rationale for the unusual limitations to consultation. New responsibilities will not be assigned to Boards of Education until resourcing implications have been discussed between the parties.” Provide your board's feedback as to:

**a.) How the principle is successfully being addressed by BCSTA and the Ministry of Education.**

**b.) How the principle is not being successfully addressed by BCSTA and the Ministry of Education.**

**c.) Identifying any further Key Actions not already included in the review document.**

**A5.) Flexibility**

“Policies or programs will be developed with consideration to the varying needs and circumstances of local Boards of Education in different areas of the province where appropriate and where it is not to the detriment of the education system as a whole.” Provide your board's feedback as to:

**a.) How the principle is successfully being addressed by BCSTA and the Ministry of Education.**

**b.) How the principle is not being successfully addressed by BCSTA and the Ministry of Education.**

**c.) Identifying any further Key Actions not already included in the review document.**

**SECTION B Going Forward: Priorities for 2016**

The BCSTA Board of Directors and the Ministry of Education have identified six (6) priorities under the MOU for 2016. Ministry and BCSTA working in collaboration with FNEC and other sector partners to respond to Auditor General report to support Aboriginal students' education in B.C. Work together to proclaim Public Education Day in the spring 2016, acknowledging the importance of public education in BC. Work with the Knowledge Management & Accountability division to update the BCSTA's 2010 edition of the "Guide to School Legislation in BC". Continued collaboration around communication of joint announcements. Work collaboratively to address Child and Youth Mental Health to support the coordinated work of government. Participation in the Leadership Development Working Group to present recommendations to Sector Advisory Council. Boards are invited to provide feedback to the Board of Directors as to:

**B1.) How might these priorities (as listed above) be moved forward under the co-governance MOU during 2016?**

**B2.) What additional items does your board recommend the BCSTA and the Ministry of Education focus on under the MOU during 2016?**

**SECTION C**

In conclusion, the Board of Directors would also like to receive from your board any general recommendations as to future focus under the MOU, or suggestions as to subsidiary protocol agreements (short or long term) that might be implemented toward enhancing the strength of the co-governance MOU.

**C1.) Your board's general recommendations regarding the MOU:**

**C2.) Your board's suggestions as to possible subsidiary agreements under the MOU:**

**Thank you!**

Thank you for taking the time to discuss the Memorandum of Understanding and to respond to this survey. Your Board of Directors will ensure the consolidated results of the survey are provided back to all member boards as soon as possible. We will also look for further opportunities to discuss the overall co-governance relationship between BCSTA and the Ministry of Education toward strengthening the role of boards of education within the K-12 education sector. - BCSTA Board of Directors



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Here is the DPAC Recap from last week.

----- Forwarded Message -----  
From: SD48DPAC <[sd48dpac@sd48.ca](mailto:sd48dpac@sd48.ca)>  
Sent: Monday, February 29, 2016 2:23 PM  
Subject: DPAC Recap

Hello all, Thanks for joining us on Tuesday. The meeting was well attended and we had some great discussion as always.

Jill Shafford from The F.O.R.C.E Society for Kid's Mental Health introduced herself as the new Parent in Residence for the Gibson's and Sechelt areas. She wanted to let us know that she is available if you or your PAC would like to have her stop by for a chat. To learn more about The FORCE Society please visit [www.force-society.com](http://www.force-society.com) or email [jshafford@force-society.com](mailto:jshafford@force-society.com). She can help guide you in the right direction if you need help navigating the Mental Health system. She is also holding a presentation on Anxiety called 'In The Know' on March 9<sup>th</sup> in the Roberts Creek Elementary school library. Please contact her for more information.

We also had some clarification regarding the Safe On Line funding request. At the end of the night we did vote to support the parent presentations with \$1350. This leaves us with \$650+, we should try and have this remaining amount spent by the end of the year so we can easily qualify for our gaming grant.

Roberts Creek Community School is hosting a Mindfulness Based Stress Reduction session this Wednesday, March 2 from 11-4pm at the Botanical Gardens in West Sechelt. We have had a few cancellations so there are a few spaces that are being opened to parents. I've attached the day's agenda, in addition to information below from one of the facilitators. If you (and any parents you can round up) are interested in attending, can you please let me know by end of day tomorrow (Tues. Mar. 1).

Also, if your PAC would like a DPAC executive to visit your PAC meeting please let us know. One of us would be more than happy to pop by and help with any concerns or questions you may have.

Our next meeting is March 31<sup>st</sup> at 7pm in the Pender Harbour foods room.

Thanks!



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

**OPERATIONS COMMITTEE**

**Held on February 18, 2016 from 12:30 to 2:00 p.m.**  
At the School Board Office, Gibsons, B.C.

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PRESENT: TRUSTEES: Dave Mewhort, Chair; Betty Baxter; Greg Russell; Lori Pratt  
STAFF/OTHERS: 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; Janice Budgell, CUPE Local 801; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Allyson Fawcus, DPAC

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The meeting was called to order at 12:31 p.m.

1. Update on Capital Projects

Rob Collison, Manager of Facilities, provided an update on two recently approved minor capital project grants, one for a district level upgrade to Direct Digital Control (DDC) systems and another for a heating plant upgrade for Madeira Park Elementary School.

The committee discussed the requirements of the grants and the heating upgrade at Madeira Park Elementary. Rob Collison reported that the propane tank at Madeira Park would be replaced by a smaller tank, as a high efficiency propane boiler would remain as a back up system for the school. It was reported that BC Hydro has changed costs from \$13,000 to \$30,000.

Secretary-Treasurer Weswick reported the Gibsons Elementary School rebuild is substantially completed and that Bouygues Building Canada is on site regularly to address the remaining deficiencies. The district expect to receive the final occupancy permit for the school in the near future and is please to be in the final stages of the project.

2. Strategic Plan: Goal 2.h. Safe and Healthy Schools

*Our staff will strive with their students in safe and healthy schools where everyone feels respected for their individual gifts and contributions.*

Director Bishop shared information on Comprehensive School Health, an international framework for student learning environments, which focuses on four pillars: Relationships and Environments; Teaching and Learning; Community Partnerships; and School Policies. The committee viewed a short film “Comprehensive School Health in a Nutshell” (<http://healthyschoolsbc.ca/key-focus-areas/comprehensive-school-health/>). Director Bishop shared information on school environments and highlighted:

- New furniture provides better flexibility to adjust desk heights and configuration
- Presentations to staff and students to encourage supportive communities for LGBT2Q+ Youth
- Gender-neutral washrooms in some facilities

- VTRA and other training in place to support staff
- Mind the Gap and other mindfulness supports to students
- Some schools taking part in BC School Fruit and Vegetable Nutritional Program
- District website for emergency preparedness.

The committee discussed emergency procedures and drills, including the Great Shakeout, and the BC School Fruit and Vegetable Nutritional Program.

A committee member asked for clarification regarding responsibility for the replacement of perishable emergency supplies, such as water and alcohol swabs. Director Bishop indicated that the district underwent a review of emergency supplies in recent years and provided all schools with a common base of supplies from a district budget. After that point, schools are expected to replenish their emergency supplies from school budgets on a yearly basis. A suggestion was made to review the expectation with principals, as this is a common question that arises at PAC meetings.

### 3. Preliminary Budget Considerations

The committee discussed the timelines for the 2016/17 budget and the meeting schedule for the Operations Committee. Secretary-Treasurer Weswick spoke to the following budget considerations, in addition to those submitted by stakeholder groups:

- Attaining strategic plan objectives, recognizing that there is a four-year plan, and ensuring there is a budget for those priorities,
- Maintaining a high per pupil allocation,
- Addressing concerns with school base funding, including the additional allocations to both SCAS and Pender Harbour Elementary-Secondary School.
- Supporting the administrative savings plan through savings from the Teachers Pension Plan contribution rate reduction,
- Self-funding exempt compensation increases,
- Wellness initiatives to support staff and students,
- Reviewing the level of decentralizations and assigning specific costs and creating energy and waste reduction initiatives where savings are transferred back to the schools,
- Addressing additional transportation costs incurred due to Halfmoon Bay Elementary School's unique school schedule.

The committee discussed the proposed funding shift to support SCAS programs, energy and waste reduction strategies and the transportation requirements at Halfmoon Bay Elementary.

### 4. Long-Range Facilities Plan (standing item)

Secretary-Treasurer Weswick reported on a meeting to discuss long term facilities plan with maintenance staff. Two additional meetings with custodial staff are being scheduled for early March. The committee discussed issues with school fields. A suggestion was made that the joint use plan be considered in the long-term facilities plan as well as infrastructures such as internet and phone systems.

The meeting adjourned at 2:03 p.m.

**Next Meeting:** April 21<sup>st</sup>, 2016 from 12:30 to 1:00 p.m. at the School Board Office.



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

**COMMITTEE OF THE WHOLE NOTES  
Held on February 23, 2016 from 9:30-11:30 p.m.  
At the School Board Office, Gibsons, B.C.**

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

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

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The meeting was called to order at 9:34 a.m.

1. Strategic Plan: Goal 3.c. International Students

*Our district will actively recruit students from around the world to live and learn with us in a welcoming international student program that showcases the beautiful, natural environment of the Sunshine Coast.*

Director Bishop provided a report on the status of the district's international education program. Since 2010, the district has enrolled 100 international fee paying students from 10 different countries. The district recently engaged a consultant to review the international student program and provide recommendations for improvement. Recommendations include developing an attractive and search engine friendly website, increasing the program's social media presence, providing direct intake for international students, improving program orientations and planning for monthly activities for international students. The district has employed a local staff person to over see monthly student activities, act as a school liaison and plan for orientation activities.

The committee discussed the program, the availability of homestays, and projections for the future. Director Bishop indicated that the district hopes to increase international enrolment by 10 students in each year but that key recommendations need to be in place before those goals can be achieved. Director Bishop's report can be found in the agenda package posted online at:

[http://www.sd46.bc.ca/files/15-16\\_BoardMeetings/cmtes/CoW\\_022316\\_Agenda.pdf](http://www.sd46.bc.ca/files/15-16_BoardMeetings/cmtes/CoW_022316_Agenda.pdf)

2. Inspirational Achievement Award / Community Recognition

Trustee Baxter spoke to the history of the board initiated Inspirational Achievement Award and recapped conversations that took place at recent committee meetings regarding the future of the award. It was noted that a recent discussion on partnerships lead to a suggestion to initiate a larger community recognition event that could either substitute or tie into the Inspirational Achievement Award framework. The committee shared thoughts on how to celebrate the community's involvement in supporting student learning.

Superintendent Bocking shared the ways in which the district recognizes achievement for employees, including long service recognition events and retirement celebrations.

**RECOMMENDATION:**

“That the board initiate an annual community recognition event and/or award to celebrate inspiration.”

The committee suggested that an ad hoc committee be struck to develop the event and/or award, considerations would include creating terms of reference, developing criteria for the award, describing the nomination process and suggestions for communication and marketing. The committee suggested that the ad hoc committee work towards establishing an event for the 2016/17 school year.

3. Communication (*standing item*)

The committee quickly reviewed the communication plan and made no suggestions for updates. Two suggestions were made for consideration of the agenda setting committee:

- discussion regarding the district website, and
- “big picture” review of the strategic plan.

The meeting adjourned at 11:32 a.m.

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



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

**POLICY COMMITTEE NOTES**  
**Held on February 23, 2016 from 11:30-1:00 p.m.**  
At the School Board Office, Gibsons, B.C.

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Vanessa White, Director of Instruction; Sarah Bradley, DPAC; Erica Reimer, Executive Assistant (Recording Secretary)

**REGRETS:** Paul Bishop, Director of Instruction

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The meeting was called to order at 11:48 a.m.

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

The committee discussed the merits of policy 3.18, which states that a trustee must “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.”

The committee considered several options:

- striking the policy in its entirety,
- striking only the words “including Parent Advisory Councils”,
- clarifying that a trustee would only act as a liaison to the board when attending such meetings, or
- leaving the policy as currently written.

Committee members acknowledged that every parent of a child attending a public school in British Columbia is a member of a Parent Advisory Council according to the *School Act*. The committee debated whether the policy as written impacted a trustee’s parental rights to take part in a Parent Advisory Council. Additional concerns included:

- that a trustee could unduly influence a Parent Advisory Council should they attend a meeting in a role other than that of a board liaison.
- that a trustee’s role is to provide oversight to the governance of the school district and that by removing an explicit policy, future trustees could presume authority to take part in operational committees.
- that the impact of any of the suggested changes should be considered in light of the policy in its entirety.

The committee was unable to reach a consensus on a recommendation and agreed to table discussion to a future meeting due to time constraints.

A suggestion was made to review policies that are phrased in the negative and provide positive alternatives.

2. Policy 7 – Trustee Donations

To be addressed at a future meeting.

The meeting adjourned at 1:07 p.m.

**Next Meeting:** April 26<sup>th</sup> from 11:30 a.m. to 1:00 p.m. at the School Board Office.

**Upcoming agenda item(s):**

- Policy 3 (Role of the Trustee)
- Policy 7 (Trustee Donations)



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

**EDUCATION COMMITTEE NOTES  
Held on February 24<sup>h</sup>, 2016 from 1:00-2:30 pm  
At the School Board Office, Gibsons, B.C.**

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

STAFF/OTHERS: Paul Bishop, Director of Instruction; Vanessa White, Director of Instruction; Erica Reimer, Recording Secretary

**REGRETS:** Patrick Bocking, Superintendent; Carolyn Spence, Principal, David Barnum, Curriculum and Transitions Coordinator;

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The meeting was called to order at 1:08 p.m.

1. Strategic Plan: Goal 1.c. Math

*Our students will achieve the mathematical skills required for academic and life success.*

Director Bishop passed on regrets from Superintendent Bocking who had become ill earlier in the day. Director Bishop provided information on the mathematics planning committee and reported that a call for members had been sent to the Sunshine Coast Teachers' Association (SCTA). The committee will consist of four SCTA representatives and four management team members, including David Barnum as an SCTA representative. The committee's mandate is to create a district plan to support student learning in mathematics and to provide resources, strategies and directions for assessment.

The committee reviewed provincial examination marks in mathematics courses from 2010/11 to 2014/15. The committee discussed exams, differences in learning styles and the impact on changes to the reporting order on assessment for mathematics.

A request was made to compare the mandates and goals of the reading and math committees at a future meeting.

2. Strategic Plan: Goal 2.f. Leaders

*Our staff will be leaders in their work.*

Director Bishop reported that the principal process is underway. A number of qualified applicants have put their names forward and a hiring committee has been appointed to evaluate the applicants and create a short-list for interviews. The principal pool hiring committee consists of one secondary administrator, one elementary administrator, two senior administrators and two trustees. Interviews are scheduled to take place on April 6<sup>th</sup>, 2016.

A committee of administrators is developing professional development opportunities for those applicants in the principal pool, teachers in charge and other staff looking to strengthen their leadership skills.

Director White remarked on the leadership skills demonstrated by those teachers who stepped up to lead sessions in support of the new curriculum at four district sites on the recent non-



instructional day. David Barnum will be meeting with teachers in preparation of the March 29<sup>th</sup> non-instructional day meeting on Friday, February 26<sup>th</sup>.

Trustee Baxter reported that several school districts, including Surrey, Burnaby, Langley and Delta, have expressed an interest in the school district's early learning programs, the NEST nature program and changes to student learning at Pender Harbour Secondary. The success of these programs is credited to teachers and principals having taken on a leadership role in developing a new program. The Roberts Creek Community School is being profiled at an upcoming Civic Governance forum on April 1-2, 2016 for their work in developing mindfulness programming throughout the district.

Principals take on community leadership roles, especially in the event of a local emergency, as was demonstrated over the summer with wildfires. Clear roles and lines of communication are in place for emergency situations.

Director White shared that SET BC awards have been granted to 3 schools, who will be each be receiving 10 iPads, thanks to teacher applications. A committee member commented that teachers are inspired and senior staff is supporting them.

3. Aboriginal Performance Data – “How Are We Doing?” (HAWD)

Director Bishop suggested that in Superintendent Bocking's absence, that the performance document be tabled to a future meeting.

The committee discussed preferences when evaluating aboriginal performance data. Comments were made in support of both graphical summaries and in-depth data as contained in the “How Are We Doing” report. The committee suggested hosting a dedicated meeting to review the report. It was felt that a thorough review of the document would help to ensure transparency and allow for sufficient time to evaluate the data. It was further suggested that key stakeholders, including representatives from the Sechelt Indian Band and Council, be invited to take part in the meeting.

4. Curriculum (standing item)

The standing item was missed due to time limitations.

5. Parent Engagement (standing item)

This standing item was missed due to time limitations.

The meeting adjourned at 2:33 p.m.

**Next Meeting:** March 30<sup>th</sup>, 2016 from 1:00 p.m. to 2:30 p.m. at the School Board Office.

**For agenda setting:**

- Math and Reading Committee Goals
- Aboriginal Education Data (HAWD)