



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

REGULAR MEETING AGENDA

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

1. **Call to Order**
2. **Presentations:**
 - a. Celebrating Education: Story Baskets – K. Deasey
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 – October 13, 2015 Pg. 3-7
 - b. Record of Closed Meeting – October 13, 2015 Pg. 8
6. **Reports**
 - a. **Executive Reports**
 - i. Strategic Plan Update:
 1. Goal 1.b. – Reading / Goal 2.b. – Reading Teachers Pg. 9-10
 2. Goal 2.j. – Sustainable Practices Pg. 11-13
 - ii. Superintendent’s Report Pg. 14
 1. Learning Improvement Fund (LIF) Final Allocations Pg. 15
 2. Administrative Regulation for Circulation:
 - a. Regulation 4550 – Student Fees Pg. 16
 - iii. Secretary-Treasurer’s Report Pg. 17-18
 1. Minor Capital Grant – Madeira Park Boiler Upgrade (*bylaw – pg.21*) Pg. 19-22
 - iv. Information Items:
 1. Larger Cheques Written in the Months of October 2015 Pg. 23
 - b. **Board/Committee Reports**
 - i. Board Report Pg. 24-25
 1. Strategic Plan: Mission and Values Pg. 24
 2. BCSTA Report Pg. 26-34
 3. BCPSEA
 4. DPAC Report Pg. 35
 5. Student Trustee/DSLTL Report
 - ii. Committee of the Whole Notes – October 28, 2015 Pg. 36
 - iii. Operations Committee Notes – October 20, 2015 Pg. 37-38
 - iv. Education Committee Notes – October 28, 2015 (*motion – pg.40*) Pg. 39-41
 - v. Policy Committee Notes – October 27, 2015 (*motion*) Pg. 42-43

MOTION: “TO receive the reports.”

7. **Correspondence**
 - a. A. Attal, Fujitsu America – MyEducation BC system Pg. 44-45

MOTION: “TO receive the correspondence.”

8. Questions and Enquiries from the Public Relating to the Board Meeting

9. Next Meeting

The next public board meeting will be held on December 8, 2015.

MOTION: “TO approve the committee agendas.”

10. 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	17 from 12:30 – 2 pm	15 from 11:30 – 1 pm	15 from 9:30 – 11:30 am
January	27 from 1 – 2:30 pm	21 from 12:30 – 2 pm	26 from 11:30 – 1 pm	26 from 9:30 – 11:30 am
February	24 from 1 – 2:30 pm	18 from 12:30 – 2 pm	23 from 11:30 – 1 pm	23 from 9:30 – 11:30 am
March	23 from 1 – 2:30 pm	17 from 12:30 – 2 pm	22 from 11:30 – 1 pm	22 from 9:30 – 11:30 am
April	27 from 1 – 2:30 pm	21 from 12:30 – 2 pm	26 from 11:30 – 1 pm	26 from 9:30 – 11:30 am
May	25 from 1 – 2:30 pm	19 from 12:30 – 2 pm	24 from 11:30 – 1 pm	24 from 9:30 – 11:30 am
June	22 from 1 – 2:30 pm	16 from 12:30 – 2 pm	21 from 11:30 – 1 pm	21 from 9:30 – 11:30 am

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

Agendas for Upcoming Meetings:

Committee of the Whole – November 24, 2015 from 9:00 – 11:00 am at the SBO

1. Progress Plan Update – A. Titcombe and P. Hunt
2. External Committees Report
3. We Envision SCRD
4. Freedom of Information and Protection of Privacy
5. Communication (*standing item*)

Education Committee – November 25, 2015 from 1:00 – 2:30 pm at the SBO

1. Strategic Plan: Goal 1.i – Technology Plan
2. Immunization / Mature Minor Consent / Regulation 1820 (Student Health)
3. Inspirational Achievement Award
4. Grad Survey
5. Curriculum (*standing item*)
6. Parent Engagement (*standing item*)

Operations Committee – November 26, 2015 from 11:00 – 12:30 pm at the SBO

1. Strategic Plan: Goal 2.e. – Healthy Staff
2. Carbon Neutral Capital Project (CNCP) Submission Review
3. Annual Transportation Review
4. Long Range Facilities Plan (*standing item*)

Policy Committee – November 24, 2015 from 11:00 – 1:00 pm at the SBO

1. Role of Board Committees
2. Role of the Trustee



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

Held on Tuesday, October 13, 2015
At the School Board Office, Gibsons, B.C.

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

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

REGRETS: Trustee L. Dixon

#11. Call to Order

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

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

#12. Swearing-in of Student Trustee

Superintendent Bocking presented Wyatt Henley as the elected Student Trustee for the 2015-2016 school year. Secretary-Treasurer Weswick swore in Student Trustee Henley.

#13. Public Question Period

- There were no questions.

#14. Adoption of the Agenda

MOTION: Pratt/Ruth

“THAT the agenda of October 13, 2015 be adopted.”

Carried.

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

MOTION: Mewhort/Younghusband

“THAT the minutes of the Regular Meeting of September 8, 2015 and the Record of Closed Meeting of September 8, 2015 be adopted.”

Carried.

#16. Reports

a. Executive Reports

i. Strategic Plan Update:

1. Goal 1.g. – Outdoor Education

Superintendent Bocking spoke to his written report, highlighting health benefits and improved cognition that result from proximity to nature and exposure to natural

settings in educational environments. He further noted that all district schools are providing increased opportunities to outdoor education.

Superintendent Bocking announced that Simon Fraser University, in partnership with School District No. 46, is offering a Graduate Diploma in Outdoor Education / Nature Based Experiential Learning. Applications are due in November, 2015 for the program beginning in January, 2016. School District No. 46 teachers will be offered first placement in the program.

2. Goal 2.d. – Parent Communication

Superintendent Bocking spoke to his written report and underlined the piloting of the FreshGrade portfolio program at several schools in the district. The program allows teachers to effectively communicate with parents by providing them with information relevant to their child's classroom activities. The program also provides an opportunity to explore changes in reporting requirements by sharing information on a student's skills rather than using letter grades.

ii. Superintendent's Report

The report was submitted as written. Superintendent Bocking drew the board's attention to curriculum inservice sessions currently underway at all schools and to the ministry's directive to schedule 10 hours of non-instructional time to further support the transition to the new curriculum. The district is in consultation with the SCTA to determine where the hours would be best placed in the current school calendar. Further information and discussion will take place at the October Education Committee meeting, with a recommendation coming to the board at the November board meeting.

Director White reported that Vancouver Coastal Health, through the joint Health Promoting Schools Committee, has requested that the district consider revising regulation 1820 (Student Health) to allow for mature minor consent when administering immunizations at schools. The request will be brought forward to an upcoming Education Committee meeting for additional information and discussion.

1. Grad Survey Draw

Each year the school district invites past graduates to complete an online survey. Those who complete the survey are entered into a draw. This year's survey received 170 responses in total, an increase from previous years.

The board drew the following winners:

- \$1000 – Carlee Wells
- \$750 – Laura Olson
- \$500 – Michaela Sugars

The survey results will be reviewed at the October Education Committee meeting. Additional information will be provided regarding changes to the form of future surveys at that meeting.

2. Administrative Regulation for Circulation:

a. Regulation 3350 – Disposal of Surplus Property

Secretary-Treasurer Weswick advised the board amendments to the existing regulation better align with ministerial processes and regulations. The amended regulation will be circulating until December 4, 2015 and comments are invited

during this period. Additional information on the process can be found at www.sd46.bc.ca/index.php/regulation.

iii. Secretary-Treasurer's Report

1. Enrollment Report

Secretary-Treasurer Weswick spoke to his written report, highlighting that early enrollment reports show an increase to enrollment that may result in additional funding from the government. He cautioned that the numbers were preliminary and could see a reduction as duplicate records are removed from the system. Additionally, Secretary-Treasurer Weswick noted that the district has initiated a tendering process for audit services. The results of that tender will be reported to the board by the November meeting.

2. Capital Plan

Secretary-Treasurer Weswick indicated that the Operations Committee had reviewed the draft Capital Plan, including minor capital projects.

MOTION: Russell/Pratt

“THAT the Board of Education of School District No. 46 (Sunshine Coast) approve the 2015-2016 Capital Plan as presented.”

Carried.

iv. Information items

1. Larger Cheques Written in the Month of September 2015

The report was submitted as written.

b. Board/Committee Reports

i. Board Report

Chair Baxter reported that Vice-Chair Pratt has been appointed as interim chair for the Policy Committee. Policy Committee meetings commence in October and have been scheduled, where possible, on the third Tuesday of the month for the remainder of the school year.

1. Strategic Plan: Vision

Chair Baxter indicated that the Board Report format has changed in an effort to highlight sections of the Strategic Plan and board policy. Future reports will look at the board's mission and values.

2. BCSTA Provincial Council – Provincial Council Motions

Trustee Mewhort sought trustee input on the six motions being presented to BCSTA Provincial Council.

3. BCPSEA Report

Trustee Baxter reported that the upcoming BCPSEA Symposium is scheduled for October 22-23, 2015.

4. Student Trustee/DSLIT Report

Student Trustee Henley reported that student mental health is a priority for students and the District Student Leadership Team. He shared that he has been in contact with

Vice-Principal Biel to discuss the student mental health conference and is pleased to see the progress being made in supporting student mental health issues.

ii. Committee of the Whole Notes – September 22, 2015

The notes were submitted as written.

iii. Operations Committee Notes – September 17, 2015

The notes were submitted as written. Trustee Mewhort brought attention to the minor capital grant applications and the Safe Stop program recommendation.

MOTION: Mewhort/Pratt

“THAT the Board of Education of School District No. 46 (Sunshine Coast) endorse the Safe Stop program and share support for support higher fines, advertising on buses and the use of surveillance. Correspondence to be copied to ThirdWave and MLA Nicholas Simons.”

Carried.

iv. Education Committee Notes – September 16, 2015

The notes were submitted as written. Trustee Younghusband drew attention to David Barnum’s report on curriculum implementation and the conversation at the meeting regarding the Inspirational Achievement Award (formerly known as the France Fleming Award).

MOTION: Ruth/Pratt

“TO receive the reports.”

Carried.

#17. Correspondence

- a. Deputy Min. D. Byng – Curriculum Support Plan (Ref: 184229)

MOTION: Pratt/Ruth

“TO receive the correspondence.”

Carried.

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

- A member of the audience commented on past layoffs in relation to funding for compensation increases and queried if similar issues would arise when increasing compensation for Principals and Vice-Principals. Chair Baxter provided a response.

#19. Next Meeting

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

MOTION: Pratt/Younghusband

“TO approve the committee agendas.”

Carried.

#20. Adjournment

MOTION: Pratt/Younghusband

The meeting adjourned at 7:54 p.m.

Carried.

Chair

Secretary-Treasurer

DRAFT



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

RECORD OF CLOSED MEETING

Held on Tuesday, October 13, 2015
At the School Board Office – Gibsons, B.C

PRESENT: TRUSTEES: B. Baxter (Chair), L. Pratt (Vice-Chair), D. Mewhort,
G. Russell, P. Ruth, C. Younghusband
STAFF: P. Bocking, Superintendent of Schools
V. White, Director of Instruction – Student Support
N. Weswick, Secretary-Treasurer
E. Reimer, Administrative Assistant (Recording Secretary)

REGRETS: Trustee L. Dixon

Call to Order

The meeting was called to order at 5:01 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
 - Personnel
 - Superintendent as Secretary-Treasurer
 - Executive Team Contracts
 - Property
 - Sechelt Elementary School Site Information
 - Hough Road / Gibsons Boundary Extension Update
- **Correspondence**
 - White Kennedy – Audit Findings Letter
- **Items for Disclosure**
 - No items to disclose

Adjournment

The meeting adjourned at 6:36 p.m.

Chairperson

Secretary-Treasurer

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

Strategic Plan Report: Reading and Reading Teachers

Submitted by Patrick Bocking

November 10, 2015

Strategic Plan 2015-2019

Goal: 1.b. Our students will read at or beyond grade level. They will discover the joy in their reading!

Goal: 2.b. Our staff will support reading and all teachers will be reading teachers.

...we can begin by acknowledging that at-risk readers need more expert reading instruction than we have been providing... Only then will struggling readers become on-level readers. Only then can we look ourselves in the mirror and say, "We've done everything we could."

Educational Leadership: March 2011 | Volume **68** | Number **6**

What Students Need to Learn Pages 40-45

Richard Allington

Background:

Reading is an essential skill for our students' success through the grades and through their lives. Richard Allington, quoted above, has provided a clear, research-based, six level intervention model that School District No. 46 (Sunshine Coast) is utilizing to improve students' reading skills.

1. Every child reads something he or she chooses.
2. Every child reads accurately.
3. Every child reads something he or she understands.
4. Every child writes about something personally meaningful.
5. Every child talks with peers about reading and writing.
6. Every child listens to a fluent adult read aloud.

Discussion:

Please review the notes from the November 2015 Education Committee for detailed information regarding reading initiatives in SD No. 46.

Synergies:

The reading goals intersect with a number of other Strategic Plan goals:

1 a. Early Learning: Kindergarten Survey.

Students begin to learn to read before they start school as they develop oral fluency and symbol recognition. The survey helps teachers and parents to plan next steps for each child's learning needs.

Strategic Plan Update: Reading and Reading Teachers

2 a. Professional Development:

Staff are provided with a wide variety of learning opportunities through the district as well as their own initiatives.

2 c. District Communication

Staff communicate about reading skills face to face, by email, social media, EduCoaster, professional reading and writing.

2 d. Communication with Parents

Sharing information regarding children's reading level is one of the reasons for clear and consistent assessment and evaluation strategies in literacy instruction.

3 a. Communicating in the Community

The district "Bookmobile", invitations to community members to read with students, partnerships with associations such as the Sunshine Coast Festival of the Written Arts, distribution of Coastal Voices, all contribute to ensuring that our community knows that reading is important.

3b. Collaboration with Community Partners

The support of the Sunshine Coast Festival of the Written Arts supports important activities including Writers in Residence, Coast Reads, Canadian Authors and Books in the Classroom (CABC) and the Spoken Word Festival. These rich opportunities for reading and writing are impossible without this support.

3 e. Embrace Community Schools

Community schools offer after school and summer programs that support student growth in many ways. The Community School coordinators are interested in extending their influence through reading activities at their summer camps.

Next Steps:

- Maintain focus at all elementary schools on reading.
- Work in partnership with our community schools to develop summer reading programs as a part of the camps that they facilitate.
- Continue to go wider and deeper with training using data from EPRA (Elementary Primary Reading Assessment) and DART (District Assessment of Reading) assessments.
- Develop reading tips brochures and communication with parents.

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

Strategic Plan Report: Sustainable Practices

Submitted by Nicholas Weswick

November 10, 2015

Strategic Plan 2015-2019

Goal: 2.j. Our Staff will employ **sustainable practices** through efficient human resource, financial, facility and environmental strategies.

School District 46 is committed to sustainable practices and the long-term preservation of assets in support of the district's 2015 – 2019 Strategic Plan.

Some examples of this are:

Energy Management

Each year we strive to reduce our energy intensity (EkWh's/M2), water and fuel consumption by 5% over the baseline year of 2010/2011. We have significantly exceeded this goal through effective project planning and implementation. Examples of recent projects are:

- Heating plant upgrades and refined building automation controls
- Better lighting controls and more efficient systems
- Replacing older vehicles with new, more fuel efficient ones
- Installation of low flow toilets and waterless urinals
- Annual window/door replacement projects

Maintenance

The maintenance department is continuously maintaining and upgrading facilities to maximize performance and operational efficiency while minimizing environmental impact. Ongoing staff training and sustainability discussions at department meetings have led to numerous operational improvements and staff initiated projects. Renovation projects now include the use of natural wood products, low or VOC free paints, solvents and glues as well as recycled and "Green Certified" products whenever possible. Life cycle costs are reduced through the use of durable, easy to maintain products and systems.

Custodial

The custodial department has successfully switched to green cleaning products for daily cleaning in all facilities. Wax free flooring and 100% recycled content carpet tile are now the products of choice for flooring replacement. Future sustainability training sessions for custodians will reduce water usage, energy consumption and support further initiatives.

Past Notable Major Projects

- Chatelech Secondary boiler plant upgrade 2012 – 3500 GJ savings to date
- West Sechelt Elementary boiler plant upgrade 2012 - 500 GJ savings to date

Strategic Plan Update: Sustainable Practices

- Elphinstone Secondary boiler plant and solar domestic hot water upgrade 2014 – 2200 GJ savings to date
- Cedar Grove Elementary lighting upgrade 2013 – 220,000 kWh savings to date
- Davis Bay Elementary lighting upgrade 2013 – 80,000 kWh savings to date
- Sechelt Learning Centre lighting upgrade 2013 – 86,000 kWh savings to date
- District total – 3.5 million kWh's since 2012
- District total water use reduction of 27% since 2012

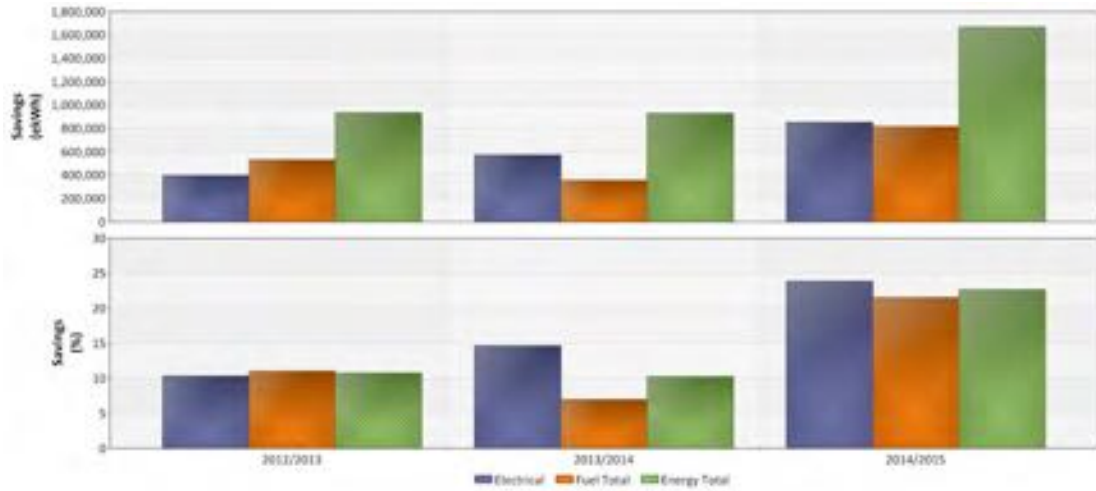
Upcoming Projects

- Madeira Park Elementary boiler plant conversion/upgrade 2015/2016 – School District No. 46 (SD46) received great news from the Capital Management Branch of the Ministry of Education. The school district presented a high priority request for a boiler plant replacement at Madeira Park Elementary School and has been granted up to \$453,750 for this purpose. This project involves removal of the existing propane boiler and installation of an air source heat pump, which will provide heat for the building for 85% of the heating season. By removing the existing propane boiler, the facility will see a carbon footprint reduction of 85% by reducing its emissions from 26.9 tonnes of CO₂ (tCO₂e) to 4.1 tCO₂e annually.
- Student Energy Ambassadors - The school district has partnered with Rede Energy Solutions and BC Hydro to implement the Energy Plus Program. This program engages students to explore and innovate energy saving solutions in their schools through hands-on energy inquiry based based projects, campaigns and outreach. Students access school based energy data, explore solutions, design and a complete a campaign or school based project and present it to elementary schools and the Board of Trustees.

The attached graphs show our annual energy savings and total cumulative savings compared to our baseline year of 2011/2012.

Annual Energy Savings: Project

Project: SD #46 Sunshine Coast - PUMA (2014035)



Year	Electrical				Fuel Total							Energy Total			
	Prorated Actual	Prorated Baseline	Savings		Prorated Actual		Prorated Baseline		Savings			Prorated Actual	Prorated Baseline	Savings	
			Abs. kWh	%	GJ	ekWh	GJ	ekWh	Abs. kWh	%	ekWh			Abs. kWh	%
2012/2013	3,464,347	3,863,698	399,351	10.3	15,467	4,296,448	17,393	4,831,464	1,926	535,016	11.1	7,760,795	8,695,162	934,367	10.7
2013/2014	3,338,899	3,912,567	573,667	14.7	17,158	4,766,156	18,440	5,122,125	1,281	355,970	6.9	8,105,055	9,034,692	929,637	10.3
2014/2015	2,716,923	3,570,011	853,088	23.9	10,733	2,981,344	13,679	3,799,799	2,946	818,455	21.5	5,698,267	7,369,810	1,671,543	22.7
Overall:	9,520,169	11,346,276	1,826,106	16.1	43,358	12,043,948	49,512	13,753,388	6,154	1,709,440	12.4	21,564,117	25,099,663	3,535,547	14.1

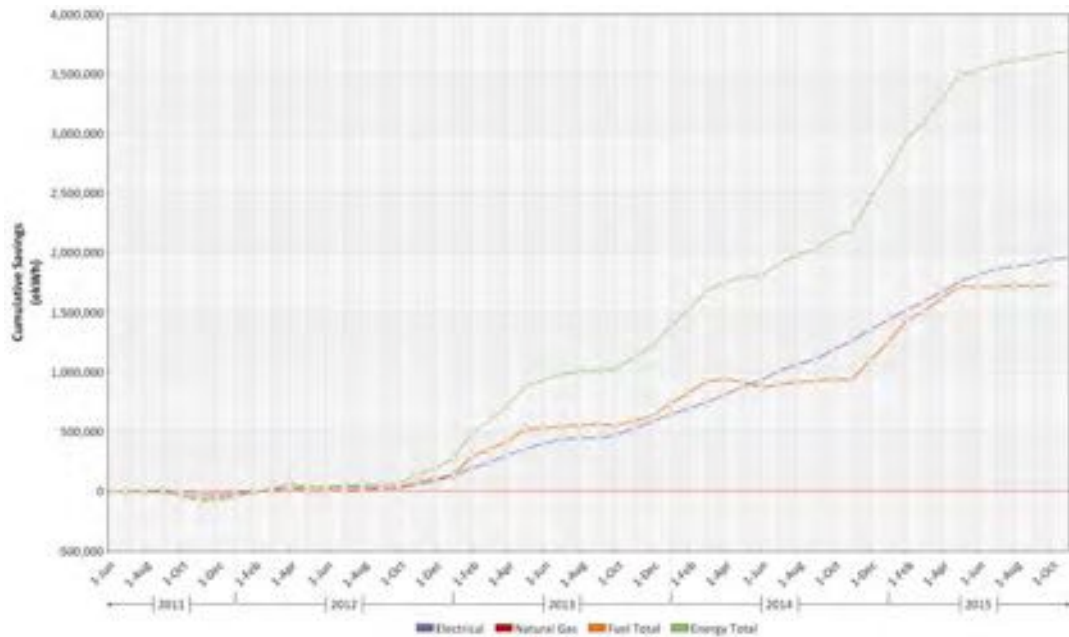
¹Year refers to fiscal year ending in June.
Brown indicates missing data and Blue indicates data that has been prorated down so that it is comparable to incomplete data.



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www.pumautilitymonitoring.ca

CUSUM: Project

Project: SD #46 Sunshine Coast - PUMA (2014035)



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www.pumautilitymonitoring.ca

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

Superintendent's Report
November 10, 2015

1. Students

- a. Grade four and seven students will be working with Director White to complete the **Middle Years Developmental Inventory** (MDI) during the month of November.
- b. **B.C. Hydro Energy Ambassadors** has invited student teams from secondary schools learning how to lead in energy and sustainability practices.

2. Staff

- a. **Paul Bishop**, currently Principal at Pender Harbour Secondary School will take his place on the Executive Team as Director of Instruction on Monday, November 16, 2015. We are very pleased to welcome **April McKnight**, currently a teacher in Pender Harbour, to the role of Interim Principal of Pender Harbour Secondary School effective Monday, November 16th, 2015.
- b. On Monday, November 23rd Professional Development morning regarding **Residential Schools** experiences and learning steps to move forward with our indigenous partners. Trustees are welcome to attend.
- c. The first phase of the **Curriculum implementation training** of four sessions is complete for all teachers. Meetings are being held shortly to continue planning for the remainder of the school year.

3. Community

- a. **Community Schools Coordinators**, school principals and Superintendent Bocking reviewed current successes and new challenges including opportunities to support our students' reading and social and emotional learning needs.
- b. **We Envision Planning Table**: A Regional Sustainability Plan for the Sunshine Coast meets to develop synergies in the areas of land use, learning, economy, culture and more.
- c. **Shared Care Group** is partnered with the district and other community groups to support Youth Mental Health initiatives.

SCHOOL DISTRICT No. 46 (SUNSHINE COAST)
 LEARNING IMPROVEMENT PLAN – FINAL SPENDING PLAN 2015/16

<u>School</u>	<u>Plan</u>
Cedar Grove Elementary	Increase of one division to reduce class sizes
Langdale Elementary	Increase Support Service Teacher by 0.2 FTE
Gibsons Elementary	0.55 FTE Reading and Math Support Teacher
West Sechelt Elementary	0.3 FTE Literacy Teacher
Kinnikinnick Elementary	Increase of one full division to reduce class size
Madeira Park Elementary	Increase of one division to reduce class size
Davis Bay Elementary	Hired 0.4 FTE Librarian
Halfmoon Bay Elementary	0.085 Special Education Teacher
	0.565 FTE Literacy and Numeracy Support Position
Roberts Creek Elementary	0.5 FTE Literacy and Numeracy Support Position

<u>District</u>	<u>Plan</u>
SSLIF Additional Hours	Increased time for current Education Assistants
SCAS Program	1.0 FTE Teacher for Social Development Program (SCAS)
Secondary	\$40,000 to secondary schools for additional Learning Assistance teaching blocks
Counselors	Added 1.5 FTE to elementary district counsellors

Teachers	\$561,282
CUPE	\$84,828
Reserve	\$60,940
TOTAL LIF	\$707,050



School District No. 46 (Sunshine Coast)
Administrative Regulations

FINANCE – Circulating until January 6, 2016

4550

STUDENT FEES

A. Student fees

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

B. School fees

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

C. Inability to Pay

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

Date adopted: November 4, 1997
Revised: February 25, 2002

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

Supt. Signature:

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

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

Auditor Selection Process

District management recently posted a request for proposals for financial audit services. We received six responses to the RFP, including a proposal from White Kennedy, the firm that has audited our financial statements for the past several years. The proposals were evaluated against a weighted criteria list by committee and ranked accordingly. The highest-ranked firm was The Coast Group, a Sechelt-based company, which has been appointed for the next three years. The RFP included an option to extend through mutual agreement of the parties.

Enrolment Report

Although it has not yet been confirmed by the Ministry, our District enrolment report (1701 report) is close to complete. The overall enrolment is listed below:

	<u>2014/15</u>	<u>2015/16</u>	<u>Net Change</u>
School Age	2,819.8	2,881.4	61.6
Alternative	130.0	174.0	44.0
SPIDER	77.5	66.0	(11.5)
Adult Education	13.2	13.9	0.7
Total	3,040.4	3,135.3	94.8
Level 1 Spec Needs	4	4	
Level 2 Spec Needs	229	231	
Level 3 Spec Needs	179	183	
English Language Learning	119	110	
Aboriginal Ed	513	555	

Please note that the District changed the classification of SCAS to allow enrolment throughout the grade range, which accounts for a significant portion of the enrolment increase.

Average Teacher Salary

As part of a sustained effort to improve budgetary estimates, the average teacher salary cost was reviewed in the Spring. The estimate is a key budgetary figure, as schools and departments use it to build their budgets. If there is too high/conservative an estimate, funds won't be available in the classroom until the surplus is allocated the following year; too low an estimate and the District could potentially run a deficit. The District maintains a financial reserve of approximately 2% to address potential shortfalls.

The average teacher salary was recently calculated and submitted to the Ministry, and it appears that the finance department has been very successful in refining its estimate. Actual average teacher salary for the year is \$72,241, compared to the estimate of \$72,225. While this means that more resources are available in the classroom, it also means that the expected operating surplus will be significantly less than in prior years. The comparison of budget impacts is shown in the table below.

	<u>2014/15</u>	<u>2015/16</u>
Estimated Average Salary	73,500	72,225
Actual Average Salary	70,927	72,241
Difference	2,573	(16)
Total Budget Impact	<u>488,870</u>	<u>(3,040)</u>

This increase in average teacher cost is partially explained by the contractual increase of 1.25% that occurred on January 1, 2015. The remaining increase is due to the relative qualifications and experience levels of the teachers. For your information, the current teacher salary grid is presented below.

Step	Cat 4	Cat 5	Cat 5+	Cat 6
0	44,204	47,413	50,913	52,141
1	46,342	50,127	53,805	55,098
2	48,480	52,841	56,699	58,055
3	50,619	55,555	59,593	61,011
4	52,757	58,269	62,486	63,968
5	54,896	60,982	65,379	66,924
6	57,035	63,696	68,272	69,880
7	59,172	66,410	71,166	72,837
8	61,311	69,124	74,060	75,794
9	63,449	71,838	76,952	78,749
10	67,556	76,788	82,241	84,158



October 29, 2015

Ref: 184572

Nicholas Weswick
Secretary-Treasurer
School District No. 46 (Sunshine Coast)
PO Box 220
Gibsons, BC, V0N 1V0
Email: nweswick@sdc46.bc.ca

Dear Nicholas Weswick:

Re: Routine Capital 2015/16 (Project No. 126956)

I am pleased to confirm that capital funding of up to \$453,750 has been approved for the following Routine Capital project(s): Boiler plant replacement for Madelra Park Elementary Project No. 126956. These funds will contribute to extending the life of your facilities and school-based assets and help support healthy, efficient schools for students, teachers and staff.

Prior to establishing a Certificate of Approval (COA) to access funding for this project, a capital project bylaw must be adopted by the School District No. 46 (Sunshine Coast) Board of Education. The Board should therefore adopt Capital Project Bylaw No. 126956 specifying a total maximum allocation of \$453,750. The original bylaw must then be forwarded to the attention of Jennifer Coward, Finance and Administration Officer, Business Operations Branch.

Following registration of the above bylaw and the receipt of two (2) copies of the duly executed Routine Capital Funding Agreement (copies attached for your signature) the Branch will issue a COA enabling the School District to draw capital funds for the Routine Capital project.

If you have any questions regarding the Routine Capital funding, please feel free to contact your Planning Officer, Rachelle Ray at: Rachelle.ray@gov.bc.ca.

.../2

Ministry of Education	Capital Management Planning and Major Projects Division	Mailing Address PO Box 9101 81st Floor Govt Victoria BC V8W 9H1	Location 8 th Floor, 620 Superior St Victoria BC V8V 1V2
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I wish you every success with this project for Madelra Park Elementary and look forward to its completion before March 31, 2016.

Sincerely,



Ryan Spillett, Regional Director
Capital Management Branch

Attachment: Project Funding Agreement

cc: Renée Mounteney, Executive Director, Capital Delivery
Rachelle Ray, Planning Officer, Capital Management Branch
Jennifer Coward, Finance and Administration Officer, Business Operations Branch



**PRO-FORMA
CAPITAL PROJECT BYLAW NO. 126956
MADEIRA PARK ELEMENTARY BOILER PLANT REPLACEMENT**

A BYLAW by the Board of Education of School District No. 46 (Sunshine Coast) (hereinafter called the "Board") to adopt a Capital Project to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the School Act, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. **126956** (Madeira Park Elementary Boiler Plant Replacement).

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially in accordance with the Project Agreement or as directed by the Minister;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Project of the Board approved by the Minister and specifying a maximum expenditure of **\$453,750** for Project No. **126956** is hereby adopted.
2. This Bylaw may be cited as School District No. 46 (Sunshine Coast) Capital Project Bylaw No. **126956**.

Read a first time the 10th day of November, 2015.

Read a second time the 10th day of November, 2015.

Read a third time, passed and adopted the 10th day of November, 2015.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No.46 (Sunshine Coast) Capital Project Bylaw No. **126956** adopted by the Board the 10th day of November, 2015.

Secretary-Treasurer

School District No. 46 (Sunshine Coast)
CAPITAL PROJECT BYLAW NO. 126956

- 1) MOTION:
“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 126956, in the amount of \$453,750, be read for a first time.”

- 2) MOTION:
“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 126956, in the amount of \$453,750, be read for a second time.”

Requires unanimous approval before third reading.

- 3) MOTION:
“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 126956, in the amount of \$453,750, be read for a third time, passed and adopted.”

Regular Board Meeting - November 10, 2015

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

DATE 02-Nov-2015 10:02 AM

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

PAGE 1

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

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Oct-2015 AND 31-Oct-2015						
00LCET2579	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Oct-15	65,645.12
00LCET2582	0001	*****	28093	RECEIVER GENERAL FOR CANADA	05-Oct-15	225,870.86
00LCET2583	0001	*****	30209	TEACHERS' PENSION PLAN	02-Oct-15	453,050.27
00LCET2592	0001	*****	33038	WORKERS' COMPENSATION BOARD	09-Oct-15	29,150.09
00LCET2593	0001	*****	23290	MUNICIPAL PENSION PLAN	13-Oct-15	54,051.04
00LCET2594	0001	*****	23290	MUNICIPAL PENSION PLAN	23-Oct-15	54,296.70
00LCET2596	0001	*****	28094	RECEIVER GENERAL FOR CANADA	19-Oct-15	74,351.06
00LCET2597	0001	*****	28095	RECEIVER GENERAL FOR CANADA	26-Oct-15	12,178.45
00LCET2598	0001	*****	28093	RECEIVER GENERAL FOR CANADA	26-Oct-15	150,000.00
TOTALS FOR BANK - 0001						1,118,593.59
TOTAL NUMBER OF CHEQUES						9
TOTAL NUMBER OF CHEQUES WITH MICR						0
COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Oct-2015 AND 31-Oct-2015						
1870000001	0001	0000047108	12012	BC HYDRO & POWER AUTHORITY	07-Oct-15	17,422.83
1870000022	0001	0000047129	23268	MINISTRY OF PROVINCIAL REVENUE	07-Oct-15	25,209.00
1870ET0005	0001	*****	12021	BC TEACHERS FEDERATION	07-Oct-15	24,783.07
1870ET0006	0001	*****	12111	BC TEACHERS FEDERATION	07-Oct-15	25,806.46
1870ET0055	0001	*****	26207	PACIFIC BLUE CROSS/MSA	07-Oct-15	56,186.88
1871000001	0001	0000047148	13811	4TH UTILITY INC.	14-Oct-15	13,609.26
1871ET0007	0001	*****	13003	C.U.P.E. - LOCAL 801	14-Oct-15	12,211.82
1872ET0052	0001	*****	30172	THIRDWAVE BUS SERVICES	21-Oct-15	80,000.00
1875000017	0001	0000047257	23268	MINISTRY OF PROVINCIAL REVENUE	29-Oct-15	17,761.50
TOTALS FOR BANK - 0001						272,990.82
TOTAL NUMBER OF CHEQUES						9
TOTAL NUMBER OF CHEQUES WITH MICR						4
ON-LINE CHEQUES : ISSUED BETWEEN 01-Oct-2015 AND 31-Oct-2015						
00LCET2607	0005	*****	12144	BANK OF MONTREAL	09-Oct-15	49,874.56
TOTALS FOR BANK - 0005						49,874.56
TOTAL NUMBER OF CHEQUES						1
TOTAL NUMBER OF CHEQUES WITH MICR						0
GRAND TOTAL						1,441,458.97
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,441,458.97
GRAND TOTAL NUMBER OF CHEQUES						19
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						4

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

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

Board Report
November 10, 2015

STRATEGIC PLAN 2015-2019

MISSION:

to enable and inspire our students to realize their full potentials, as knowledgeable, confident and contributing citizens in the global community.

VALUES:

ETHICS

By placing ethics in high regard and through transparency, we ensure an environment of mutual trust and respect.

INCLUSION

By engaging all learners and staff, we strive for a diverse, dynamic community that is welcoming and inclusive to everyone.

COLLABORATION AND EQUITY

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

INNOVATION

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

RESPECT AND RESPONSIBILITY

Through clear communication and mutual respect, we believe that issues of environmental sustainability, social and fiscal responsibility can be addressed to support aware citizens and a healthy future for our local and global community.

CELEBRATION

By celebrating the contributions of students, staff and community members we create unity and bring joy to our work together.

As we work together to achieve the goals of our four-year plan, it is these values that act as markers to guide how we are proceeding. Working under the guidance of these values give us the authority to make hard decisions. They inform our conversations and everything we do.

Board Activities for November

We are happy to witness the strategic plan being referenced both at this board table but also at the Parent Advisory Council meetings throughout the past month. When we all have the same plan, we all are working toward the same goals.

October 14 – SCCU Meeting: Chair Baxter met with Shelly McDade of the Sunshine Coast Credit Union to explore partnering on student education on financial literacy and other opportunities.

October 15 and 29 - Director of Instruction Hiring Process: Trustee Pratt and Chair Baxter represented the Board in the hiring process for the Director of Instruction position. Congratulations to newly appointed Director of Instruction Paul Bishop

October 21 – Ministry of Education Joint Partnership Meeting: Chair Baxter, Superintendent Bocking and Secretary Treasurer Weswick attended the first annual meeting with the Ministry of Education staff. Here are the links to the presentations of the day.

- [BC's Curriculum: Preparing Students for a Changing World](#) (PDF, 2 MB)
- [Improving Accountability in BC: A Framework for Enhancing Student Learning](#) (PDF, 2.8MB)
- [Ministry Capital Update](#) (PDF)
- [Financial Accountability & Assurance: Developing A Common Understanding to Support Student Learning](#) (PDF)

October 21 – Reducing Red Tape Government Initiative: BCSTA shared information with board chairs and trustees regarding an upcoming government initiative that will look at reducing “red tape” for interactions with government services. More information is available at <http://engage.gov.bc.ca/helpcutredtape/>

October 22 – BCSTA Board Chairs Meeting: Chair Baxter attended the BCSTA board chairs professional development day. Sessions on conflict of interest, the attorney general's audit process for school districts, conflict resolution and media presentations were included. Presentation materials are available upon request.

October 23 – BCSTA Education Committee: Trustee Ruth attended the BCSTA Education Committee meeting as an observer.

October 23-24 – BCSTA Provincial Council: Trustee Mewhort attended the BCSTA Provincial Council meetings as our representative and Trustee Ruth attended as an observer.

**Provincial Councilor's Report
Regular Board Mtg, Nov 10, 2015**

On October 23rd and 24th I attended the BCSTA Provincial Council at the Morris J. Wosk Centre for Dialogue in Vancouver. The attached "Synopsis" and "Forum Notes" summarize, for the most part, the 2-day event. I would like, however, to expand on BCSTA's notes in the "Synopsis" under the section "Ministry of Education presentations".

Dave Byng spoke on Friday evening and focused on 2 main topic areas:

1. Key Government Priorities:

- The Provincial economy
- LNG
- Economic development
- Improving BC's credit rating
- Getting BC residents ready for new jobs
- Implementing "shared services"

2. The next 18 mths in Education:

- International Education will be a key initiative that will include the launch of a K- 12 Int Ed Strategy... new Int Ed homestay guidelines are already out now
- The launch of a Provincial Literacy Framework
- Increase the number of students in dual credit programs, trades and technology
- Accelerate the Seismic Mitigation Program
- Expand the use of Aboriginal Education Enhancement Agreements
- Increase Aboriginal completion rates
- There will be \$300M over the next 3 years (LIF), to support students with Special Needs
- Modernize curriculum

In addition, Mr. Byng cautioned the group by commenting that he has seen an increase in the liquidation of "excess lands" for short-term gain and said, "Don't sell lands you may have to buy back in 10- 20 years at 5 times the price."

He left his contact info if anyone has questions:

Dave Byng
(250) 387- 2026
dave.byng@gov.bc.ca

Submitted by Dave Mewhort
Provincial Councilor

2015 Provincial Council Issues Forum Notes

Held at the Wosk Centre, Vancouver, Oct 24th

At the conclusion of this year's Provincial Council, we participated in an "Issues Forum" which amounted to free discussion on several topics and was intended to provide an update to PC's and, more importantly, to provide direction to the BCSTA. It was also anticipated that these discussions would generate motions for future PC's and AGM's.

1. Shared Services: The idea here is that money could be saved in the area of grievances. There are currently 50 active grievances in the province. These older grievances would go through the "old" system. As new issues arise, they would be dealt with in a new way. If there were 7 or 8 grievances on the same topic, instead of 8 different disputes, one would be settled provincially, and the rest would be settled based on the first one. The concept is that Boards would pay into an "Actuarially-Determined Litigation Pool" (based on District size) that would cover legal costs in the event the District won its case. If it were to lose, the District pays. It is believed this approach would eliminate the practice of unions targeting "poorer" Districts in the hope of easier settlements. There is also a "sickness" component to Shared Services, detail of which can be found on the BCPSEA Website.
2. Exempt Staff Compensation: Update for those that don't know- the current definition of "compression" is when a supervisor and subordinate have less than a 10% pay difference, and "inversion" is when the highest paid teacher earns more than the lowest paid VP. These are presenting problems now that the government allows us to approve a 2% increase on current wages (except Senior Exempt) and a further 2% on Jan 1, 2016 (not funded). We can expect some motions in this area.
3. BCTF Collective Bargaining: BCPSEA has begun the task of going through a mountain of data from the last bargain. One critical issue will be agreement on a common "data set". In the last bargain there was, for a time, an agreed to Data Set, but they eventually went to a "dueling press conference" bargaining style that blew up on us all.
4. Employer Professional-Development: Renzo reminded us that some of the bargaining function is local, and we need to be prepared. He went over what bargaining Pro-D courses are currently offered. He also asked, "What pro-d needs do Boards and staff have in regard to Labour Relations?"
5. The BCPSEA School District and Gov't Advisory Committee: Discussion generally focused on "What recommendations would we want our Trustee Advisory Committee to take to BCPSEA?" and "How can we continue to fight for control of BCPSEA by Trustees?"
6. BCPSEA Governance and Potential Structural Changes: The question here is "What changes to the current structure and governance of BCPSEA would we recommend to the Ministry of Finance and PSEC?"

Submitted by Dave Mewhort
BCSTA Provincial Councillor

BCSTA PROVINCIAL COUNCIL: OCTOBER 2015

SYNOPSIS

Introduction

The following is a summary of the October 23-24, 2015 Provincial Council meeting at the Morris J. Wosk Centre for Dialogue in Vancouver. Councillors passed four 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.

Ministry of Education presentations

On Friday evening, both Minister of Education Mike Bernier and Deputy Minister of Education Dave Byng addressed our Provincial Councillors. Minister Bernier shared information about his recent visits to school districts across the province, noting that it was his goal to visit every district in his first year as Minister. Deputy Minister Byng presented a slideshow to trustees, which touched on several things, including key government and ministry priorities as well as key accomplishments of BC's public education system.

[See the slides from the Deputy Minister's presentation.](#)

President's report

BCSTA President Teresa Rezansoff addressed Provincial Councillors on the morning of Saturday, October 24. President Rezansoff highlighted the work of the Association since the last Provincial Council meeting in April 2015. She reported on several areas of progress in regard to the Co-governance Memorandum of Understanding (MOU), noting that there have been many productive and regularly-scheduled meetings with the Ministry of Education to help develop common goals. She stated that trustee input and concerns are having a real impact on decisions and programs, and that the MOU has strengthened our voice.

[Read the full President's report.](#)

CEO's report

CEO Mike Roberts delivered his report to Provincial Councillors, and provided an overview of BCSTA's strategic plan progress over the past few months. He shared information on the elements of the strategic plan, including the timelines of 3, 6, 9, and 12 months, and discussed the ways in which the BCSTA board of directors and staff will accomplish the goals set out within those time frames. Mike also spoke about the many services that BCSTA can offer member boards, which include, board self-reviews and partner reviews, general legal advice and background information covering any number of district functions and issues, and professional development on a great variety of K-12 topics.

[Read the full CEO's report.](#)

CSBA report

President Rezansoff provided her Canadian School Boards Association (CSBA) director's report, in which there was a summary of the CSBA activities since February. She mentioned that while most provincial associations are experiencing a renewed sense of engagement and support from government, the Quebec School Boards Association is currently struggling with the potential elimination of elected boards. She also noted that there have been extensive conversations about CSBA member fees, and that member associations will not support an increase in dues. Instead, they have entered into discussions about strategies that will help manage costs going forward, while maintaining—and hopefully increasing—value for membership to provincial associations.

[Read the full CSBA report.](#)

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, BCSTA received seven motions by the motion submission deadline. The Legislative Committee determined that six of the motions were emergent in nature and one motion was not emergent. The Legislative Committee has, therefore, approved for debate by Provincial Council motions 9.1 through 9.6 which appear in the agenda package.

Education Committee report

The Education Committee met on Friday, October 23. They had a full agenda, and began by discussing the activities that have taken place since they last reported to Provincial Council in February 2015. Highlights of their meeting include an exploration of the Trustee Learning Recognition plan. The committee members will ask for feedback from their respective branches in the coming weeks, and will bring this input to their February 2016 meeting. They also talked at length about the upcoming Trustee Academy, which takes place November 26-28.

[Read the full Education Committee report.](#)

Aboriginal Education Committee report

The Aboriginal Education Committee met on Friday, October 23. They discussed many issues, including the Aboriginal Employment Equity Agreement, and the Human Rights Exemption. This is an exemption to permit the preferential hiring of an employee with aboriginal ancestry. At present, a minority of Districts have such policies in effect. The committee would like to have this featured as a Pro-D item at the next AGM.

[Read the full AbEd Committee report.](#)

Finance Committee report

The members of the Finance Committee discussed a number of factors likely to impact BCSTA’s 2016/2017 operating budget, such as student enrollment, inflationary pressures, a one per cent staff salary grid increase to be applied on July 1, 2016, and BCSTA’s Conference within a Conference to be held in conjunction with the December 2016 Learning Forward Conference. The Finance Committee asked the October 2015 Provincial Council for feedback to assist with the development of the draft budget, which will be forwarded to the February 2016 Provincial Council for feedback and receipt. BCSTA’s 2016/2107 Budget will ultimately be adopted by the April 2016 Provincial Council.

Disposition of Motions

The following motions were carried:

- 9.1 Safe Stop Program- School District 60
- 9.5 Executive compensation
- 9.6 Principal and Vice-Principal compensation
- 10.1 Funding for executive and management staff compensation

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

OCTOBER 2015 PROVINCIAL COUNCIL DISPOSITION OF MOTIONS

OCTOBER 2015 PROVINCIAL COUNCIL DISPOSITION OF MOTIONS

#	TITLE	SUBMITTED BY	MOTION	STATUS
8.1	BCSTA Audited Financial Statements for the Year Ended June 30, 2015	Board of Directors	That the October 2015 Provincial Council receive and distribute to member boards the audited financial statements of the BC School Trustees Association for the year ended June 30, 2015, as prepared by D&H Group LLP Chartered Accountants.	Carried
8.2	Grant Status Update as at June 30, 2015	Board of Directors	That Provincial Council receive the status report on BCSTA's external grants as at June 30, 2015, as summarized in BCSTA's 2014/2015 Audited Financial Statement.	Carried
8.4	BCSTA's Policy on Travel Expenses	Board of Directors	That BCSTA's <i>Policy on Travel Expenses</i> , as it pertains to accommodation, be updated as follows: 3. Hotel – Claim the actual cost of the hotel/motel, less any personal items charged. If staying with friends, claim \$30 per night. BCSTA will not be	Carried as amended

OCTOBER 2015 PROVINCIAL COUNCIL DISPOSITION OF MOTIONS

#	TITLE	SUBMITTED BY	MOTION	STATUS
8.4 continued			responsible for accommodation that exceeds the minimum stay required to conduct business on behalf of the Association.	
9.1	Safe Stop Program	Submitted by: SD60 (Peace River North)	That BCSTA urge the Ministry of Transportation and Infrastructure and ICBC to increase the penalty for failing to stop for a school bus to 6 demerit points and a \$368 fine.	Carried as amended
9.2	Reversing Public Funding of Private Schools	Submitted by: SD70 (Alberni)	That BCSTA arrange a meeting with the Minister of Education to strongly urge the provincial government to immediately discontinue the practice of utilizing public tax dollars to fund and subsidize private/independent schools, with the exception of band schools, and redirect this funding to the public school system.	Tabled (to AGM)
9.3	Emergent Provincial Curriculum	Submitted by: SD63 (Saanich)	That BCSTA urge the Ministry of Education to invest in the successful implementation of the new B.C. Ed.	Tabled

OCTOBER 2015 PROVINCIAL COUNCIL DISPOSITION OF MOTIONS

#	TITLE	SUBMITTED BY	MOTION	STATUS
9.3 continued	Development, Funding and Implementation		Plan by providing districts with additional funds earmarked for teacher professional development opportunities	
9.4	Change in the Executive Compensation Freeze Requirements	Submitted by: SD8 (Kootenay Lake)	That BCSTA: (a) ask member boards to provide BCSTA with written statements outlining how implementing the recent changes to the exempt staff compensation freeze will impact each board's financial situation and staff morale; and, (b) submit a collective statement to the Minister of Education and the Minister of Finance outlining the impact that implementing the recent changes to the exempt staff compensation freeze will have on boards' finances and staff morale.	Defeated
9.5	Executive Compensation	Submitted by: SD45 (West Vancouver)	That BCSTA request the Ministry of Finance and Public Sector Employers Council (PSEC) amend the current salary freeze on exempt staff compensation by allowing school districts to provide executive staff members with salary increases.	Carried



OCTOBER 2015 PROVINCIAL COUNCIL DISPOSITION OF MOTIONS

#	TITLE	SUBMITTED BY	MOTION	STATUS
9.6	Principal's and Vice-Principals' Compensation	Submitted by: SD45 (West Vancouver)	That BCSTA request the Ministry of Finance and Public Sector Employers' Council (PSEC) amend the current salary freeze on exempt staff compensation and support the transitioning of school and district vice-principals and principals to the grids recommended in the BCSPEA Exempt Staff Compensation Working Group (ESCWG) report.	Carried
10.1	Principal and Vice-Principal Compensation	Submitted by: SD44 (North Vancouver)	That BCSTA advocate for the provincial government to: (a) amend the exempt staff compensation freeze to permit boards of education to provide compensation increases to all executive staff; and	Carried



OCTOBER 2015 PROVINCIAL COUNCIL DISPOSITION OF MOTIONS

#	TITLE	SUBMITTED BY	MOTION	STATUS
10.1 continued			(b) provide boards of education with full funding for the cost of providing exempt staff with compensation increases.	

From: Alyson Fawcus <alysonfawcus@gmail.com>
Subject: DPAC Recap
Date: 27 October, 2015 11:10:14 AM PDT
To: Allen Stevenson <allenstevenson@me.com>, Andy Lewis <speckkils59@hotmail.com>, Arneke Van Swieten <jvanswieten@telus.net>, Birgit Breuer <bbreuer@doonet.com>, Catherine Cooper <ccooper@sd46.bc.ca>, Christabelle Kua-Kardos <chatpacchair@gmail.com>, Christine Hardt <c.hardt@telus.net>, 'Dave Mewhort' <dmewhort@doonet.com>, 'David Barnum' <dbarnum@sd46.bc.ca>, Deb Manulak <dmanulak@outlook.com>, Dirk
Cc: Diane Wagner <dwagner@sd46.bc.ca>, pbocking@sd46.bc.ca

4 Attachments, 545 KB

Hello all, Sorry I wasn't there for this meeting but I understand everyone was in very capable hands thanks to Sarah.

We had some great information from David Barnum about the New Curriculum and he has offered to come to your schools to give a presentation to parents wanting to hear more. Please contact him at dbarnum@sd46.bc.ca if you'd like to schedule a workshop for your school (or joint with another school).

I'd also like to send out a thank you to all the SD46 staff and volunteers who escorted students to the amazing WE Day last week. What an unforgettable experience for everyone!

Our last meeting was the AGM and we had our elections. I'd like to thank Jo Thomson for stepping up and taking the Vice Chair position, I'm looking forward to having you aboard! A huge thank you to our outgoing Vice Chair Sarah Bradley. We are still looking for a Secretary so if you know of someone who would be willing to take that position please let us know. Allen Stevenson has agreed to stay on as Treasurer and I'm willing to be Chair for the upcoming year. Neither of us were present at the last meeting so we'll make that official at the next meeting unless we have other names to put into the pot.

Please be sure to send Diane Wagner your updated PAC Exec info. It's important she has current contacts on file in order to save time in tracking down new info. I've attached a form you can fill out and send in the mail run attn.: Diane Wagner at the SBO or email to dwagner@sd46.bc.ca

Also, if each PAC could please send me your finalized Constitution & Bylaws we're still waiting for 90% of them. It's essential that your PAC have a current version so please make this a priority.

I've attached some Waste Reduction Initiatives Program information, if your PAC is interested in applying please contact Tracy Ohlson at the SCRD for more info.

Upcoming committee meetings:

Committee of the Whole – Tues Oct 27th & Nov 24th 9:30-10:30
Education Committee – Wed Oct 28th & Nov 25th 1-2:30
Operation Standing Committee – Thurs Nov 26th 11-12:30
Policy Committee – Tues Oct 27th 10:30-12 & Nov 17th 10-11:30
Board Meeting – Tues Nov 10th 7pm

All meetings are open to the public and held at the School Board Office at 494 South Fletcher rd in Gibsons. View agendas and minutes here: <http://www.sd46.bc.ca/index.php/2015-2016-board-meeting-schedule> All these meetings focus on achieving the goals set out in the Strategic Plan, view here: <http://www.sd46.bc.ca/files/Community%20Info/StratPlanWeb-use.pdf>

Feel free to see what's new and happening in the District by visiting: <http://www.sd46.bc.ca/index.php/news-and-updates>

Our next meeting is on November 25th at 7pm in the Pender Harbour Secondary foods room.

October draft minutes are attached.

Thanks!
Alyson

District Parents Advisory Council (DPAC) School District No.46 (Sunshine Coast) at Elphinstone Secondary
DPAC Minutes
Thursday, October 22nd 2015

Call to order: 7.05 pm

Introductions around the room

APPROVALS

Motion to adopt minutes from September 24th 2015 Dpac meeting: Jo Thomson (first motion), Lorena Ruth (second motion). Passed.

Motion to adopt October 22nd 2015 Agenda: Janice Nelson (first motion) Susan Goddard, Passed.

Spending approvals
Follow up with Allen Stevenson

REGULAR REPORTS

DPAC VICE CHAIR – Sarah Bradley, Allyson Fawcus absent –

Gaming funds suggestions.
Every PAC to send Diane Wagner at the Board office their new Executive Board names.
Thank you from Stacia Leech for having them speak at the DPAC meeting.

TREASURER'S REPORT – Allen Stevenson
Follow up

BOARD'S REPORT – Dave Mewhort

Welcome to New 205-2016 Student trustee, Wyatt Henley, he was sworn in at the October Board meeting

There is an initiative commencing in Jan 2016, SFU, in conjunction with SD46 are offering a Graduate Diploma in Advanced Professional Studies for teachers interested in nature-base learning program, this is very exciting, there are already

12 interested teachers without advertising. See attached information for further background and information

SUPERINTENDENT'S REPORT – Patrick Bocking

Good energy around schools at the moment.

“We day” – 190 students went to Rogers Arena from the Sunshine Coast, amazing experience- “Free the children” organised this event sponsored by Telus and The Royal Bank. There were inspirational speakers and bands playing, sending the message to the kids that together we can change the world and anything is possible. The SD46 logo appeared on the screen so we officially belong as one of the partners.

Assessment in reading in Elementary schools is a strong emphasis in the district at the moment, Grade 3 level is where Jeopardy can begin, there is big staff committee formed to facilitate reading testing levels, EPRA. Perceptively there is high degree of acceptance once you can read, for self esteem. Kirsten Deasey “strong Start” is helping incoming reading and literacy levels, hearing etc before entering Kindergarten.

Vancouver Coastal Health – The immunisation record is not good in this district, below population level, we are working to support VCH for students health.

Strategic plan leaflets available.

NEW CURRICULUM – David Barnum – Patrick Bocking

Please find attached “Curriculum Redesign” information and frequently asked questions.

Check out “Curriculum.gov.bc.ca” for more details

A few highlights are as follows:-

Reading assessments, informed instruction, individual snapshot and class snapshot. 4 years ago website went live, input requested from everyone, it was put out as a BC plan. Not new, but new framework. K-9 energy transformation, different topics, Top of report card, categories expanded, to be noticed, named and nurtured. Now 8 months out from completion.

This year is optional to use new curriculum. Are teachers happy about this? A lot of questions at this point, which are being worked on. Staff are being trained, gr 10-12 very important, for credibility Relevance brings the uncertainty, but positive, teaching philosophy, the basics are the same.

David Barnum would be happy to come to PAC meetings to discuss.

What is participation of staff? The School Board authorized funds for staff learning about the new curriculum, collaboration of teaching in each grade. The Ministry of Education announced 10 instructional hours where students do not attend school, for teachers to collaborate with the new curriculum.. Parent engagement - better info about student achievement, reporting guidelines about to come out. NEST program makes sure reporting is by portfolios and wanderwalks, report to parents but no marks, very happy. Online program for staff to students and parents – “Fresh Grade”, new way of reporting – web based program. The server is based in Canada to help with privacy concerns. How does assessment follow through for post-secondary etc? this is being worked on at the moment- better flow needed. Chat. High school - Finding Creative ways - implementing home room for kids to check in, hands on care not just academics.

GAMING FUNDS

\$1,500 from last year, \$2,500 this year

SUGGESTIONS

Speakers accommodation or fees.

Jesse Miller – came a few years ago.

Anxiety, stress, Mental Health speaker – Rebecca Mitchell.

Survey? Within PACS.

Dave Mewhort – student council concerned over mental health.

Edu/workshop for parents – substance abuse, MH, mood disorders,

Mindfulness/ social and Emotional learning

Educational Needs around Aboriginal Education

School Councilors group - (Mark Sauer) ask about speakers we could have

Face behind the Mask – Movie night and workshop. Hallstead

(Udo Rosenberg)

Grade 7 transition

ELECTIONS – accepting nominations for:

Chair – Allyson Fawcus

1st motion - Marilyn Baines, 2nd motion - Paddy Shields

Vice Chair – Jo Thomson

1st motion - Miyuki Shinkai, 2nd motion - Marilyn Baines

Treasurer - Allen Stevenson?

Secretary - ?

BCCPAC Rep - ? where, what it involves – Jen Hoile?

Next meeting Wednesday 25th, 2015 at Pender Harbour Secondary, 7pm

DPAC fee for BCCPAC membership

Thanks for rotation of meeting locations facilitating more parents.

Meeting adjourned 8.45 pm

DRAFT



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

COMMITTEE OF THE WHOLE NOTES

Held on October 27, 2015 at 9:30 a.m.

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

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick,
Secretary-Treasurer; Erica Reimer, Recording Secretary; Marnie Baba

REGRETS: Trustees Lori Dixon and Dave Mewhort

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

1. Trustee Electoral Variance Review

Chair Baxter provided information on the timeline of the Trustee Electoral Variance Review process from 2011 and asked if there was interest from the committee to pursue an electoral variance. Trustees discussed several options. While several trustees spoke in favour of an electoral area shift and remaining with 7 trustees, there was no appetite to change from the status quo at the current time. A suggestion was made to incorporate the Trustee Electoral Variance Review into the board's self evaluation process in order to consider the effectiveness of the board's governance on a routine basis and as part of the board's self-reflection process to ensure the board is properly serving its constituents.

2. Board Communication Plan

Secretary-Treasurer Weswick requested that the Freedom of Information and Protection of Privacy Act be added to the November Committee of the Whole as the government has initiated a review of the act and has requested submissions from interested parties.

The meeting adjourned at 10:30 a.m.

Next Meeting: November 24th, 2015 from 9:00 a.m to 11:00 a.m at the School Board Office.

Upcoming agenda item(s):

- Freedom of Information and Protection of Privacy



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

OPERATIONS COMMITTEE

Held on October 20, 2015 at 12:30 p.m.
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Dave Mewhort, Chair; Lori Pratt; Betty Baxter, Greg Russell
STAFF/OTHERS: Nicholas Weswick, Secretary-Treasurer; Rob Collison,
Manager of Facilities and Transportation; Phil Luporini, District Principal of
Technology and Careers; Allyson Fawcus, DPAC; Erica Reimer, Recording
Secretary; Marnie Baba; Louise Herle

The meeting was called to order at 12:33 p.m.

1) Long Range Facilities Plan

Secretary-Treasurer Weswick reported that the district is required to submit an updated Long Range Facilities Plan to the ministry, as it has been five years since the last plan was submitted. He recommended that the topic remain a standing agenda item until such time as the new plan is complete. Secretary-Treasurer Weswick indicated that the plan would look at enrollment, capacity and any potential facility issues. The plan will also take into consideration surplus properties and provide suggestions for the best use of those assets. A consultation plan and information on the structure of the advisory committee will be provided to the committee in November with a goal to have a draft plan completed in the new year.

2) Preliminary Budget Information

Secretary-Treasurer Weswick spoke to the general timelines for the preliminary budget and amended budget processes. He reported that final district enrolment will be confirmed by early November and that allocations to schools have been adjusted due to higher than anticipated enrollment.

Trustee Mewhort requested an update on the status of the district music program. Superintendent Bocking responded that the district music program is thriving with four elementary district music teachers, providing two full hours of music instruction to elementary students, and one secondary music teacher.

The committee discussed the importance of librarians, research supporting the benefits of librarians and the different supports in place at various schools. It was noted that there is always a wide variety of ways to meet the needs of students including librarians, resource teachers, educational assistants, increased electives offerings and smaller class sizes.

3) Regulation 4550 (Student Fees) Amendment

Secretary-Treasurer Weswick reported that updates to the Student Fees regulation were required in order align with the ministry's revised policy for students who have already met graduation requirements. Ministry policy now requires that districts charge fees to graduated students who enroll in upgrading courses. Additional updates to the regulation

include differentiation for international students and additional housekeeping items. The committee discussed the amendments and requested clarification on items.

4) District of Sechelt Referral: Clayton Family Lands

The committee discussed the referral. Secretary-Treasurer Weswick indicated that the referral does not have an impact on the school district's interests. There were no concerns raised by the committee.

5) Strategic Plan: Goal 2.j. – Sustainable Practices

Facilities Manager, Rob Collison, spoke to his written report that was provided at the meeting. A copy is included with these meeting notes. The committee discussed the potential for additional solar projects, the current solar panels at Elphinstone Secondary and energy reduction initiatives at Gibsons Elementary.

Johan Stroman of Rede Energy Solutions provided information on BC Hydro's Energy Ambassadors Program. The program engages students in energy conservation by providing a structure for student teams to investigate potential energy reduction strategies at their schools. The program supports behaviour change and provides student leadership opportunities that are supported with the new curriculum changes. The program is aimed at students in grades 8 to 11, however there is a possibility of involving grade 7 students if sponsor teachers are interested. The program provides teachers with release time to participate in the preliminary workshops.

The committee discussed the program. Superintendent Bocking suggested that all secondary principals be advised of the program in order to promote the program.

The meeting adjourned at 2:01 pm.

Next Meeting: November 26th, 2015 from 11:00 to 12:30 pm at the School Board Office.

Upcoming agenda item(s):

- Long Range Facilities Plan (standing item)

Sustainability in the Facilities Department

The facilities department is committed to sustainable practices and the long-term preservation of assets in support of the district's 2015 – 2019 Strategic Plan.

Some examples of this are:

Energy Management

Each year we strive to reduce our energy intensity (EKWh's/M2), water and fuel consumption by 5% over the baseline year of 2010/2011. We have been able to achieve this through effective project planning and implementation. Examples of recent projects are:

- Heating plant upgrades and better building automation controls
- Better lighting controls and more efficient systems
- Replacing older vehicles with new, more fuel efficient ones
- Installation of low flow toilets and waterless urinals
- Annual window/door replacement projects

Maintenance

The maintenance department is continuously maintaining and upgrading facilities to maximize performance and operational efficiency while minimizing environmental impact. Ongoing staff training and sustainability discussions at department meetings have led to numerous operational improvements and staff initiated projects. Renovation projects now include the use of natural wood products, low or VOC free paints, solvents and glues as well as recycled and "Green Certified" products whenever possible. Life cycle costs are reduced through the use of durable, easy to maintain products and systems.

The carpentry department is looking to add a CNC machine the carpentry shop to allow more work to be done "in house" and substantially increase overall efficiency of the shop.

Custodial

The custodial department has successfully switched to green cleaning products for daily cleaning in all facilities. Wax free flooring and 100% recycled content carpet tile are now the products of choice for flooring replacement. Future sustainability training sessions for custodians will reduce water usage, energy consumption and support behavioral change.

Long Range Plans

We will provide training and support toward environmental responsibility for all stakeholders. To achieve this, we have partnered with Rede Energy Solutions and BC Hydro to implement the Energy Ambassadors program with the goal of creating a culture of sustainability while offering learning opportunities for students.

Possible future projects:

- Solar power projects – SBO, ESS recycling shed, potential partnerships with schools and solar community
- Purchase electric vehicles for the IT department, powered by solar charging stations
- Installation of air source heat pumps as a primary heat source for buildings
- Composting stations at all facilities



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

EDUCATION COMMITTEE NOTES

Held on October 28, 2015 at 1:00 pm

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

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Vanessa White, Director of
Instruction; Carolyn Spence, Principal; David Barnum, District Co-ordinator;
Erica Reimer, Recording Secretary; Kirsten Deasey, Early Learning Co-ordinator;
Louise Herle; Laura Clarke; Cathy Calder

REGRETS: Trustee Lori Dixon

The meeting was called to order at 1:02 p.m.

1) Strategic Plan: Goal 1.b – Reading / Goal 2. b. – Reading Teachers

Kirsten Deasey shared the district's Reading Committee's goals and provided information on the committee's ongoing efforts to achieve those goals. The committee meets monthly and consists of 14 members, including teacher librarians and district representatives. Goals include:

- i. *That all students will read at grade level or beyond:* The committee hosts "Engaging Readers" workshops for teachers by teachers. The workshops are divided into primary, intermediate and secondary sessions. The district also takes part in the province's Changing Results 4 Young Readers (CR4YR) that just concluded three years of research in a case study format over 57 districts. The program makes use of collaborative strategies to share information between educators on effective strategies for improving reading. Self-regulation, confidence, personal responsibility and motivation, social awareness, and personal identity were key areas of focus.
- ii. *Increase the number of students who experience joy of reading:* The committee is creating top 10 lists of popular books and story baskets in order to engage kids in books.
- iii. *Build a professional culture intensely focused on improving reading results:* The committee is promoting improved reading results, sharing workshops and materials with teachers.
- iv. *Extending reading opportunities in the broader community & consider reading transitions from school settings to recreational and adult contexts:* Several events have taken place including "Words on the Water" where story reading took place on local ferry routes. Local mayors and deputy mayors were invited to read at StrongStart Centres.
- v. *Improve our ability to understand, support and communicate reading skills:* Early primary reading assessments help to determine students' strengths and highlight individual learning styles.

The committee discussed reading assessments and the valuable role of teacher librarians. Information was shared on other uses of library space and creative ways in which teacher librarians support a love of reading including spoken word festivals and other performances.

2) Curriculum Implementation/School Calendar

David Barnum provided an update on the ongoing curriculum implementation workshops. Resources are being shared on FirstClass in order to provide easy access to relevant materials. The ministry's curriculum website is constantly growing and changing and proves to be a fluid platform. Teachers have been asked to provide suggestions as to what would be useful and relevant in the move to the new curriculum.

Superintendent Bocking reported that the board has allocated \$156,000 to support changes to the curriculum under a plan developed by the Education Implementation Committee. Under the district's plan to support the new curriculum, all teachers will have 4 half-day sessions. Orientation sessions will also be provided to Educational Assistants.

The Ministry of Education has redesignated 10 hours of non-instructional time to the 2015-2016 school year for collaboration time in order to support teachers with the new curriculum, 5 additional hours will be designated in the 2016-2017 and 2018-2019 school years to provide ongoing support. The superintendent and the SCTA are working to determine the best placement of those hours.

The committee discussed the ministry directive and made a recommendation.

Recommendation:

“That the 2015-2016 School Calendar will be changed as a result of the ministry directive to re-designate 10 non-instructional hours, pending feedback received from the SCTA.”

3) Middle Years Development Instrument (MDI)

Director of Instruction, Vanessa White, reviewed 2015 MDI results available at <http://earlylearning.ubc.ca/maps/mdi/nh/sd46/>. This is the first time that the district has had both grade 4 and grade 7. The MDI is a self-reporting questionnaire administered to students in grade 4 and grade 7, that serves to understand and assess how children are thriving based on five areas of development: physical health, sense of connectedness, social emotional development, school experiences and the use of after school time. The committee discussed overall results.

A request was made that information be shared at the board table to support the District Student Leadership Team's concerns regarding student anxiety. Concerns were raised regarding the lack of sleep reported by students. The committee discussed how to best raise those concerns with parents by sharing information with the District Parent Advisory Council (DPAC) and school PACs.

4) Curriculum (standing item)

Report included in Curriculum Implementation update.

5) Inspirational Achievement Award

The item was tabled to the November Education Committee meeting due to time constraints.

6) Grad Survey

The item was tabled to the November Education Committee meeting due to time constraints.

7) Parent Engagement (standing item)

October's DPAC meeting took place at Elphinstone Secondary on October 22 and the November meeting is scheduled for November 25th at Pender Harbour Secondary.

The meeting adjourned at 2:34 p.m.

Next Meeting: November 25th from 1:00 to 2:30 pm at the School Board Office.

Upcoming agenda item(s):

- Inspirational Achievement Award
- Grad Survey

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

POLICY COMMITTEE NOTES

Held on October 27, 2015 at 10:30 a.m.
At the School Board Office, Gibsons, B.C.

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick,
Secretary-Treasurer; Sarah Bradley, DPAC; Erica Reimer, Recording Secretary;
Marnie Baba, CUPE

REGRETS: Trustee Lori Dixon

The meeting was called to order at 10:37 a.m. A third agenda item was added “Other Items for Future Agendas”

1. Role of the Board Chair

The committee considered several suggestions for revision provided by Trustee Russell. The committee agreed to the following changes:

4 ROLE OF THE CHAIR

*The Chair shall protect the integrity of Board process **and Board cohesion**, coordinate the business of the Board through agenda-setting, represent the Board to outside parties, and speak on behalf of the Board. Consequently, the Chair shall:*

- 4.1 *Maintain a strong understanding of the Board’s policies, bylaws, rules of order and strategic plan, and hold the Board to its rules.*
- 4.2 *Ensure that meeting agendas and discussions are limited to those issues which, ~~according to Board and provincial policy~~, are clearly in Board jurisdiction.*
- 4.3 *Facilitate reasonable opportunity of every trustee to be heard and understood by the Board, and take responsibility for developing and articulating a collective Board position.*
- 4.4 *Chair Board meetings with all the commonly accepted powers (e.g. ruling, recognizing), and keep deliberation timely, fair, orderly, thorough and efficient.*
- 4.5 ***Not withstanding Policy 3.14, vote ~~Vote~~** while presiding over a meeting only when it will change the outcome of the decision.*
- 4.6 *Make decisions and representations on behalf of the Board which fall within and are consistent with any reasonable interpretation of Board policy, motions and planning, and keep the Board informed of such decisions and representations.*
- 4.7 *Coordinate and encourage input, concerns, ideas and information from trustees and senior administration, and oversee either the placement of these items on Board agendas, or appropriate delegation of them to the Superintendent, Secretary-Treasurer or Board committee in accordance with Board policy.*

- 4.8 *Establish a professional, working relationship with the Superintendent that emphasizes the clarification of Board directives; the sharing of information and trustee/community concerns; **determination and provision** of accurate, thorough and up-to-date information to support Board decision-making; ~~and a coherent and consistent division of district leadership.~~*
- 4.9 *Upon consultation with all trustees, appoint members and chairs of Board Standing Committees and Ad-hoc Committees, and representatives/liaisons to external organizations and committees.*
- 4.10 *Delegate duties to the Vice-Chair, including facilitating the transfer of all duties when the Chair is to be absent.*

2. Role of the Trustee

Due to time constraints, the agenda item was tabled to the November meeting.

3. Other Items for Future Agendas

- A suggestion was made that there be a clear separation of governance and operations in policy.
- A request was made that the Policy Committee meetings be scheduled following Committee of the Whole on an ongoing basis.
- A request was made that suggested policy revisions be provided to the committee in advance of the meeting.
- A suggestion was made that the discussion of the Role of the Trustee be best suited for Trustee Lori Dixon's return.

The meeting adjourned at 12:04 p.m.

Next Meeting: November 24th from 11:00 a.m. to 1:00 p.m. at the School Board Office.

Upcoming agenda item(s):

- Role of Board Committees

From: "Alex.Attal@us.fujitsu.com"
<Alex.Attal@us.fujitsu.com>
Date: October 29, 2015 4:24:45 PM PDT
To: "bettybaxter@dccnet.com" <bettybaxter@dccnet.com>
Cc: "pbocking@sd46.bc.ca" <pbocking@sd46.bc.ca>
Subject: MyEducation BC system

Dear Ms. Baxter:

Today, I am writing to directly acknowledge the concerns with the new MyEducation BC system, which supports the critical day-to-day operations of your Boards' schools.

To start, I would like to reinforce our belief in the Province's vision of a comprehensive student information system. This vision puts children first and aims at providing them with an enriched educational experience that will have lasting benefits into their adult lives. Our role in supporting the education of children in British Columbia, many of whom are children of our own employees, is truly a sacred responsibility – one that you have entrusted to Fujitsu. We take this responsibility very seriously and are fully committed to seeing the program succeed.

Recently, the incremental load on the system created by the addition of 236,213 students across 894 schools has caused performance issues. These, in turn, have caused inconvenience, frustration and lost time for many users. We deeply regret this and sincerely apologize.

Fujitsu and our application partner (Follett) are working diligently every day to optimize system performance for MyEducation BC. Although considerable progress has been made, we acknowledge that more effort on our part is required to meet the standards of our contractual commitments and also provide users with an exceptional experience. You have our sincere and

unwavering commitment, from our project teams to the senior-most leaders at Fujitsu, to achieve a positive, expeditious outcome.

The Province of British Columbia is among Fujitsu's most valued and long-standing relationships. We are incredibly mindful of the important role we play in this program and will work tirelessly to address the challenges and strengthen your trust in Fujitsu.

We will not let you down.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Attal', is written over a horizontal line.

Alex Attal
Executive Vice President
Business & Application Services
Fujitsu America