



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

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

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick,  
Secretary-Treasurer; Paul Bishop, Director of Instruction; Vanessa White,  
Director of Instruction; Marnie Baba, CUPE Local 801; Erica Reimer, Recording  
Secretary

REGRETS: Lori Dixon, Trustee

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

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

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

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

2. Mandate for the School System: Overview

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

3. 2016-17 School Calendar

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

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

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

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

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

*“That a two-week spring break be supported.”*

*Chair Baxter indicated that there would be discussion around the implementation of the two-week spring break with employee groups.*

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

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

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

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

***MOTION:*** *Younghusband/Ruth*

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

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

*Carried.*

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

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

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

The committee raised the following points:

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

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

The meeting adjourned at 11:13 a.m.

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

# SCHOOL CALENDAR FORM - GENERAL

## 2016/2017 CALENDAR

| JULY |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      |    |    |    |    | 1  | 2  |
| 3    | 4  | 5  | 6  | 7  | 8  | 9  |
| 10   | 11 | 12 | 13 | 14 | 15 | 16 |
| 17   | 18 | 19 | 20 | 21 | 22 | 23 |
| 24   | 25 | 26 | 27 | 28 | 29 | 30 |
| 31   |    |    |    |    |    |    |

| AUGUST |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| 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 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| 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 |    |    |    |    |    |

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 |    |    |    |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 |

| JANUARY |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| 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 |    |    |    |    |

| 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  |
|       |    |    | 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 |    |

| 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



# SCHOOL CALENDAR FORM - GENERAL

For All

School Types Except Distributed Learning Schools

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

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

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

(6)

## CALENDAR INFORMATION

### District Contact Information:

Provide a contact person for this calendar submission.

|           |  |
|-----------|--|
| Name:     | <input type="text" value="Paul Bishop"/>             |
| Position: | <input type="text" value="Director of Instruction"/> |
| Phone:    | <input type="text" value="604-886-4487"/>            |
| Email:    | <input type="text" value="pbishop@sd46.bc.ca"/>      |

### Number of Days:

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

|         | Days In Session                  | Days of Instruction              |
|---------|----------------------------------|----------------------------------|
| 2016-17 | <input type="text" value="187"/> | <input type="text" value="179"/> |
| 2017-18 | <input type="text"/>             | <input type="text"/>             |
| 2018-19 | <input type="text"/>             | <input type="text"/>             |

### Number of Hours of Instruction:

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

|         | K                                | 1 to 7                           | 8 to 12                          |
|---------|----------------------------------|----------------------------------|----------------------------------|
| 2016-17 | <input type="text" value="848"/> | <input type="text" value="873"/> | <input type="text" value="947"/> |
| 2017-18 | <input type="text"/>             | <input type="text"/>             | <input type="text"/>             |
| 2018-19 | <input type="text"/>             | <input type="text"/>             | <input type="text"/>             |

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