



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

REGULAR MEETING AGENDA

January 11, 2017 at 7:00 p.m.

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

1. Call to Order
2. Celebrating Education: Positive Discipline – K. Deasey, *Early Learning Coordinator*
3. Public Question Period (10 minutes in total)
4. Adoption of the Agenda
5. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings
 - a. Regular Meeting – December 7, 2016Pg. 3-7
 - b. Record of Closed Meeting – December 7, 2016.....Pg. 8
6. Reports
 - a. Executive Reports
 - i. Strategic Plan Update:
 1. Goal 1.a. – Early Learning.....Pg. 9-10
 - ii. Superintendent’s Report.....Pg. 11-12
 1. Administrative Regulations to be received:
 - a. Regulation 4450 (Purchasing).....Pg. 13-16
 2. Administrative Regulations in circulation:
 - a. Regulation 2400 (Scholarships, District/Authorized Awards & Bursaries)....Pg. 17-19
 - iii. Secretary-Treasurer’s ReportPg. 20
 - iv. Information Items:
 1. Larger Cheques Written in the Month of December 2016.....Pg. 21
 - b. Board/Committee Reports
 - i. Board ReportPg. 22-29
 1. Internal and External Committee Appointments.....Pg. 30
 2. BCSTA Report
 3. BCPSEA Report
 4. Student Trustee Report
 - ii. Committee of the Whole Notes – December 13, 2016.....Pg. 31-32
 - iii. Education Committee Notes – December 14, 2016.....Pg. 33-34

MOTION: “TO receive the reports.”
7. Correspondence
 - a. K. Abbott – Rural Education Enhancement Fund (Ref. 192110).....Pg. 35-36
 - b. G. Farkas – Rural Education and Financial Health Working Group (Ref. 192021).....Pg. 37-38
 - c. Min. Bernier – Local Elections Expense Limits (Ref. 192030)Pg. 39

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 February 8th, 2017.

MOTION: "TO approve the committee agendas."

10. Adjournment

COMMITTEE MEETINGS
2016 – 2017

MONTH	EDUCATION COMMITTEE	OPERATIONS COMMITTEE	POLICY COMMITTEE	COMMITTEE OF THE WHOLE
September	28 from 3:30 – 5 pm	22 from 12:30 – 2 pm	27 from 11:30 – 1 pm	27 from 9:30 – 11:30 am
October	26 from 3:30 – 5 pm	20 from 12:30 – 2 pm	25 from 11:30 – 1 pm	25 from 9:30 – 11:30 am
November	23 from 3:30 – 5 pm	17 from 12:30 – 2 pm	22 from 11:30 – 1 pm	22 from 9:30 – 11:30 am
December	14 from 3:30 – 5 pm	-	-	13 from 9:30 – 11:30 am
January	25 from 2:30 – 4 pm	19 from 12:30 – 2 pm	24 from 11:30 – 1 pm	24 from 9:30 – 11:30 am
February	22 from 2:30 – 4 pm	16 from 12:30 – 2 pm	28 from 11:30 – 1 pm	28 from 9:30 – 11:30 am
March	29 from 2:30 – 4 pm	30 from 12:30 – 2 pm	28 from 11:30 – 1 pm	28 from 9:30 – 11:30 am
April	26 from 2:30 – 4 pm	20 from 12:30 – 2 pm	25 from 11:30 – 1 pm	25 from 9:30 – 11:30 am
May	24 from 2:30 – 4 pm	18 from 12:30 – 2 pm	23 from 11:30 – 1 pm	23 from 9:30 – 11:30 am
June	28 from 2:30 – 4 pm	15 from 12:30 – 2 pm	27 from 11:30 – 1 pm	27 from 9:30 – 11:30 am

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

Agendas for Upcoming Meetings:

Education Committee – Wednesday, January 25 from 2:30-4:00 pm at the SBO

1. Strategic Plan: 1.d. Social Emotional Learning
2. Strategic Plan: 3.b. Collaborations
3. FreshGrade Reflections and Feedback
4. Regulation 1300 – Condom Machines (to be repealed)
5. Curriculum (standing item)
6. Parent Engagement (standing item)

Operations Committee – Thursday, January 19 from 12:30-2:00 pm at the SBO

1. Enrollment Projections
2. Amended Budget
3. Preliminary Budget Discussion
4. Transportation Review Process

Committee of the Whole – Tuesday, January 24 from 9:30-11:30 am at the SBO

1. Strategic Plan: 2.a. Professional Development
2. Strategic Plan: 3.d. Local Governments
3. 2017/18, 2018/19, 2019/2020 School Calendar
4. Trustee Electoral Areas
5. Regulation 1730 – Process for Administrative Regulations (revised)
6. Communication plan (standing item)



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

Held on Wednesday, December 7, 2016
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
P. Bishop, Director of Instruction
V. White, Director of Instruction
J. Pritchard, Assistant Secretary-Treasurer
E. Reimer, Executive Assistant (Recording Secretary)

REGRETS: L. Dixon, Trustee; N. Weswick, Secretary-Treasurer, M. Haines, Student Trustee

#29. Call to Order

The meeting was called to order at 7:02 p.m.

Chair Baxter acknowledged that the meeting was taking place on the traditional territory of the Squamish Nation and welcomed those in attendance.

#30. Celebrating Education:

Cheryl Wilson, Career Education Coordinator, shared information on the district's career programs, including ACE-IT programs that allow student the opportunity to earn university level red seal credits while attending secondary school, as well as the Secondary School Apprenticeship (SSA) program that offers students an opportunity to earn secondary school credits for work performed in an ITA recognized trade area. Both programs have been rebranded by the ITA and will be known as "Youth Train in Trades" (previously ACE-IT) and "Youth Work in Trades" (previously SSA) for 2017. In January, the "Find your Fit" program from WorkBC, which allows students an opportunity to learn about different trades and careers through hands on experiences, will be visiting the district. In February, students will have an opportunity to attend a presentation by Jamie McMillan, an ironworker by trade and inspirational speaker promoting women in the trades.

Cori Lynn Germiquet, Executive Director of Sunshine Coast Habitat for Humanity, spoke to the history of their organization and shared information on homes that have been built with the assistance of students completing their ACE-IT carpentry credits. Ms. Germiquet thanked the board for their continuing partnership to support affordable housing for families in need.

#31. Public Question Period

- There were no questions.

#32. Adoption of the Agenda

MOTION: Pratt/Ruth

“THAT the agenda of December 7, 2016 be adopted.”

Carried.

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

MOTION: Pratt/Ruth

“THAT the minutes of the Regular Meeting of November 9, 2016 and the Record of the Closed Meeting of November 9, 2016 be adopted.”

Carried.

#34. Reports

a. Executive Reports

i. Strategic Plan Update:

1. Goal 1.i. - Technology

Superintendent Bocking spoke to his written report and highlighted upcoming changes and enhancements to email, websites and storage systems.

2. Goal 2.e. – Healthy Staff

The report was submitted as written. Director Bishop reported on upcoming measures to enhance emergency preparedness.

3. Goal 2.h. – Safe and Healthy Schools

The report was submitted as written. Director White indicated that *Out in Schools* won't be available to visit the district in February as previously reported.

ii. Superintendent's Report

Superintendent Bocking shared information on plans to attend PAC meetings in January and February to consult with parents regarding transportation and the budget. Information was provided regarding the recent Supreme Court decision and it was reported that the district and SCTA continue to meet regularly while talks continue at the provincial level.

1. Administrative Regulations to be received:

a. Regulation 2840 (Student Reporting)

b. The revised regulation provides two reporting options and details the requirement of each.

c. Regulation 6700 (Physical Restraint and Seclusion of Students)

Updates to the regulation include the addition of definitions, address proper techniques relating to the seclusion of students, and outline positive behaviour supports and de-escalation techniques.

iii. Information Items:

1. Larger Cheques Written in the Month of November 2016

The report was submitted as written.

b. Board/Committee Reports

i. Board Report

The report submitted as written. Chair Baxter highlighted a recent Truth and Reconciliation event that took place at the Gibsons Library.

1. Ad Hoc Community Celebration Notes – November 23, 2016

MOTION: Baxter/Younghusband

“That the district host an annual celebration of community partnerships as outlined in the notes of the November 23, 2016 the Ad Hoc Community Celebration Committee.”

Carried.

2. BCSTA Report – AGM and Provincial Council Motions

Trustee Mewhort clarified the process for submitting motions to BCSTA and reported that emergent issues only would be heard by the provincial council.

Vice-Chair Pratt reported that the election engagement commitment would host a workshop at provincial council.

3. BCPSEA Report – AGM Motions

Trustee Younghusband reported that two trustees would be appointed to the provincial table for discussion between the BCTF and the ministry regarding class size and composition.

4. Student Trustee Report

Superintendent Bocking reported that the DSLT was taking part in the organization of the North vs. South hockey game planned for December 8th.

ii. Committee of the Whole – November 22, 2016

The notes were submitted as written.

iii. Policy Committee Notes – November 22, 2016

The note were submitted as presented.

iv. Operations Committee Notes – November 17, 2016

The notes were submitted as written.

v. Education Committee Notes – November 23, 2016

The notes were submitted as written. Trustee Younghusband noted that the attendance at the meeting had not improved with the recent change in timing and suggested that the agenda setting committee consider changing the time in the new year.

MOTION: Russell/Mewhort

“TO receive the reports.”

Carried.

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

- A member of the audience asked if information from consultation sessions with PACs would be made available to the public. Chair Baxter reported that the information would come back to Operations as part of the budget feedback discussions.

#36. Next Meeting

The next public board meeting will be held on January 11th, 2017.

MOTION: Pratt/Mewhort

“TO approve the committee agendas.”

Carried.

December’s Education Committee meeting will take place at the regularly scheduled time of 2:30-5:00 pm.

#37. Elections

a. Board Chair

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

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

b. Vice-Chair

Nominations were called for the role of Vice-Chair. Nominations were received for Trustee Pratt, who accepted the nomination, and Trustee Younghusband, who declined the nomination. Seeing no further nominations, Trustee Pratt was acclaimed to the position of Vice-Chair.

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

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

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

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

#38. Adjournment

MOTION: Pratt/Ruth

The meeting adjourned at 8:20 p.m.

Carried.

Chair

Secretary-Treasurer



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

RECORD OF CLOSED MEETING

Held on Wednesday, November 9, 2016
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
P. Bishop, Director of Instruction
V. White, Director of Instruction
J. Pritchard, Assistant Secretary-Treasurer
E. Reimer, Executive Assistant (Recording Secretary)

REGRETS: L. Dixon, Trustee; N. Weswick, Secretary-Treasurer

Call to Order

The meeting was called to order at 4:58 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
 - Property
 - Ruby Lake – PODS: Trustee Russell recused himself at 4:59 from the meeting for this agenda item due to a declared conflict of interest.
- **Items for Disclosure**
 - No items for disclosure

Adjournment

The meeting adjourned at 6:10 p.m.

Chairperson

Secretary-Treasurer

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

**Strategic Plan Report:
Early Learning**

Submitted by Superintendent Bocking

January 11, 2017

“If kids come to us from strong, healthy, functioning families it makes our job easier. If they do not come from strong, healthy, functioning families it makes our job more important” – Barbara Coloroso

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

Background:

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

<http://www.changelearning.ca/get-informed/understanding-human-learning/born-learn/early-years>

Discussion:

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

- SPARK! (Supporting Parents on the Road to Kindergarten).
- Imagination Library
- StrongStart Centres
- StrongStart Outreach (‘WonderWheels’)
- Ready, Set, Learn
- KinderSPARK!
- Screening of our newest students in September
- Early Development Instrument (EDI) is completed by all Kindergarten teachers every year.
- PALS (Parents as Literacy Supporters)
- SPARK! 10.

Recent and Next Steps:

- Imagination Library books have been provided to the food bank to ensure all families have access to reading materials;
- The Rotary Club has renewed their commitment to the Imagination Library program;
- “Pop-up” StrongStart centres are taking place in various locations on the Sunshine Coast;
- A pilot immigrant PALS program is underway, with training provided through the literacy council and collaboration with Welcoming Communities, to assist families that are new to Canada;
- Dawson Creek school district has adopted a model similar to the district’s SPARK!10;
- Parenting strategy courses being offered through the Early Years Council and Success by Six have proven to be very popular.
- A supplement to SPARK! 10, perhaps at the grade 9 level, is being developed.

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

Superintendent's Report

Submitted by Superintendent Bocking
January 11th, 2017

1. Students

- a. The Foundation Skills Assessment will be written by all of our grade four and seven students between January 9th and February 17th. The assessment takes a total of about four hours spread over this time. There will be a new format for the FSA beginning next year. (1b, 1c)
- b. The Aboriginal Education Advisory Circle will include a student voice in the near future. This active circle reviews all matters related to the education of our aboriginal students on a near monthly basis. (1j)
- c. The Ministry of Education recently extended the implementation period of the revised 10–12 curriculum by one year. The draft 10–12 curriculum will be available for trial through the 2017–18 school year, with the official version available July 2018. (1g)

2. Staff

- a. Teaching staff participated in a day of collaborative professional development on January 3rd in order to deepen their understanding of the curriculum. Teachers mostly worked in school sites to focus on planning, assessment, reporting, and conceptual understanding of Core Competencies. (2a)
- b. All Codes of Conduct at all district schools have been updated to include a statement regarding the rights of our students to enjoy their education and for our staff to enjoy their work free from discrimination. (2h)
- c. Colette O'Reilly from the Vancouver School District will work with school and district leadership to establish a cohesive Emergency Preparedness Planning Program. (2e, 2h)
- d. The District Manager of Facilities is working with the Environmental Education Committee to find the synergies possible for our

students to both learn in energy efficient buildings as well as learn more about energy efficiency. (2J)

3. Community

- a. SD46 participated in an inter-governmental discussion on December 16th with Vancouver Coastal Health (VCH) and local government representatives to receive updated information around the current opioid overdose situation and other key initiatives taking place within VCH regarding mental health. We were invited to give our input regarding needs and challenges, much of which focussed on substance use and mental health. We are most appreciative of the relationship we have with VCH with regards to the CYMHSU Collaborative and the amazing work on substance use prevention that has been done with the Grade 7 Panels. These panels will resume in January and will be visiting every Grade 6/7 class on the Coast. (3b)
- b. Ten principals came to Elphinstone Secondary from Guandong on January 9th to tour the school in order to see first hand the education that is offered on the Sunshine Coast. (3c)
- c. The District is currently redesigning the international education website and promotional materials with a view to being more accessible to international student agents. (3c)



School District No. 46 (Sunshine Coast)

Administrative Regulations

FINANCE

4450

PURCHASING

Background:

School District No. 46 (Sunshine Coast) must maintain high legal, ethical, managerial, and professional standards in the management of the resources entrusted to it as a publicly funded institution. Goods and services must be acquired in a manner that ensures the district:

- a) obtains value for money by incurring the lowest cost in the fulfillment of specified needs with appropriate levels of quality and service;
- b) uses a fair and open process when calling for, receiving, and evaluating quotations and tenders;
- c) meets its statutory, legal and ethical obligations in the acquisition of goods and services by purchase or lease.

A. Principles:

Goods and services shall be acquired according to the following principles:

- a) Planning – Goods and services should be acquired after consideration of needs, alternatives, timing, and availability of funds.
- b) Sourcing – The process by which suppliers compete for school district business shall be open, fair, consistent, and non-discriminatory.
- c) Purchasing – Goods and services shall be acquired competitively from qualified suppliers to meet specified needs and to achieve the best value for money expended.
- d) Accountability – Approvals shall be obtained and documentation shall be retained for review and auditing.

B. Authority And Process:

1. The Secretary-Treasurer is responsible for overseeing all purchasing, and provides a centralized purchasing resource to facilitate the acquisition of goods and services required by School District No. 46 (Sunshine Coast).

Date adopted: January 12, 2010

Revised: January 14, 2014

Reference: Policy 1.3 (Values Statement), Policy 12 (Role of Secretary-Treasurer)

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

FINANCE

4450

2. All purchases made in the name of the Board or of a school become the property of the Board. The same conditions apply to donations to the Board or school. The Board reserves the right to refuse any donation or purchase.
3. School District No. 46 (Sunshine Coast) authorized buyers of goods or services are responsible to ensure the research of purchase requirements, contacting vendors, obtaining quotes, and other supporting documentation of the purchase.
4. Where a provincial agreement is in place (e.g.: EDCO, BCEM), authorized buyers may purchase from tendered product lists without obtaining alternative pricing.
5. The following are the threshold values for all goods and services purchases except where there is a School District supply contract in place:
 - (a) \$50 - \$5,000 – three verbal quotes required. All quotes are to be documented and filed.*
 - (b) \$5,001- \$49,999 – Three written quotes are required with a formal, written evaluation of the quotations.**
 - (c) Over \$50,000 – Formal tender is required to be posted on BC Bid through the office of the Secretary-Treasurer.

Whenever possible, purchases shall be made on vendor accounts.

****Purchase orders must be generated for all orders over \$1,500.***

*****When the required good or service is valued at under \$50,000, a tender still MAY be posted on BC Bid at the buyer's discretion in consultation with the Secretary Treasurer.***

6. Whenever possible, authorized buyers of goods and services will solicit bids from local vendors. In accordance with the principals of applicable trade agreements, no supplier of comparable goods or services should be accorded less favourable treatment than the best treatment provided to any other supplier.

Date adopted: January 12, 2010

Revised: January 14, 2014

Reference: Policy 1.3 (Values Statement), Policy 12 (Role of Secretary-Treasurer)

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

FINANCE

4450

7. School District No.46 (Sunshine Coast) will obtain competitive prices for all supplies, equipment and services except in the following situations:
 - a) An emergency exists and requirements cannot be satisfied in time by means of a competitive process;
 - b) A process delay would interfere with School District No. 46 (Sunshine Coast) ability to maintain security or order, or to protect human or animal safety;
 - c) The required service is confidential; or
 - d) It can be proven that only one contractor is qualified to provide the service.
8. The Board reserves the right at all times to reject some or all bids, to not award the contract or purchase, or to re-tender.
9. Purchase Orders must be generated and approved for purchases over \$1,500 and are the only authority to purchase goods or services on behalf of the School District. Purchases in excess of \$10,000 must have the prior approval of the Secretary-Treasurer in accordance with School District No. 46 Administrative Regulation #4200, Decentralized Decision Making.
10. In the case of a single vendor, the person responsible for the purchase is required to present research to prove that only one vendor can provide the good or service.
11. As a general rule, all orders and contracts will be awarded based on the principles listed in Section A. All relevant factors contributing to the overall value of the contract will be weighted and measured consistent with acceptable purchasing practices. Only the Secretary-Treasurer is empowered to commit the credit of School District No. 46 (Sunshine Coast), except for those instances where the Secretary-Treasurer has specifically delegated this power.
12. Individuals who obligate School District No. 46 (Sunshine Coast) without authorization may be held personally responsible for the commitment.
13. Suppliers who accept orders over \$1,500 from individuals or departments which do not reference an official Purchase Order number, and who subsequently invoice School District

Date adopted: January 12, 2010
Revised: January 14, 2014

Reference: Policy 1.3 (Values Statement), Policy 12 (Role of Secretary-Treasurer)

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

FINANCE

4450

No. 46 (Sunshine Coast) for payment will be advised that payment cannot be made for orders accepted from unofficial sources.

14. School District purchasing cards may be issued to an employee routinely involved in purchasing supplies and services. Applications for purchasing cards must be approved by the Secretary- Treasurer.
15. The purchasing card is to be used for routine supply and service purchases within the established limits of the card. Detailed information on the use and responsibilities of the School District Purchasing Card can be found in the School District No. 46 Purchasing Card Agreement with Employees.
16. Technology purchases should be coordinated through the technology department.
17. Furnishings purchases should be coordinated through the facilities department. "Furnishings" means any carpets, tables, chairs, pillows, etc. brought into the school for student or staff use. All furnishings:
 - a) Must be purchased new;
 - b) Must be made from non-absorbable material, i.e. leather, vinyl;
 - c) Must be able to be wiped and sanitized (except carpets);
 - d) Must meet commercially approved standards.

C. Conflict of Interest:

1. School District No. 46 (Sunshine Coast) employees engaging in the purchasing function will be free of interests or relationships that are actually or potentially inimical to the best interests of the School District. In order to avoid a possible conflict of interest, any employee who has financial or other interest in a supplier company, either directly or indirectly through members of his/her immediate family, must report such financial or other interests in writing to the Secretary-Treasurer who will determine whether the interest is sufficient to disqualify the vendor. Employees who believe they may have a conflict of interest must remove themselves from the specified procurement.

Date adopted: January 12, 2010

Revised: January 14, 2014

Reference: Policy 1.3 (Values Statement), Policy 12 (Role of Secretary-Treasurer)

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

EDUCATION – *Circulating until March 2, 2017*

2400

SCHOLARSHIPS, DISTRICT / AUTHORITY AWARDS AND BURSARIES

The Board of Education of School District No. 46 (Sunshine Coast) recognizes the value of scholarships, awards and bursaries as a means to support students in achieving their educational goals. The board appreciates community organizations, companies and individuals that support lifelong learning and student achievement by way of donations towards new or existing scholarships and bursaries.

A. Responsibility for Compiling Scholarships, Awards And Bursaries

1. A list of scholarships, awards and bursaries will be compiled on a yearly basis.
2. By **March 1st** each year, the School Board Office will provide to each respective school a listing of all scholarships, awards and bursaries that have come to the attention of the district office, complete with descriptions of the donor(s), criteria and application forms, if provided.

B. Procedures for Promoting Applications of Scholarships, Awards And Bursaries

1. All scholarships, awards and bursaries available to students in the school district will be:
 - 1.1 outlined and explained at the school level to the eligible student body at appropriate times throughout the school year, keeping in mind the timelines of each scholarship, award and bursary;
 - 1.2 provided in summary to each eligible student by April 15th of each year; and
 - 1.3 publicized in such a manner so as to inform the parents/guardians of all eligible students by April 15th each year.
2. Interested students are to be counseled by counselors and/or teaching staff on the merits of scholarships, awards and bursaries that are consistent with their goals and interests.
3. Criteria information, application forms and addresses and other pertinent information are to be made available by school personnel to students in support of their goals and post-secondary education objectives.
4. Students are to be given assistance by school counselors and/or administrative officers in completing application forms and written documentation in support of their applications.

Date adopted: January 1996
Revised: January 2006, October 2009

Reference:
Handbook of Procedures for the Graduation Program

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

EDUCATION – *Circulating until March 2, 2017*

2400

C. Selection Procedures

1. Where selection of recipients is the responsibility of the school, such selection will be made by a panel of not less than three (3) people. Fair process shall be followed and must adhere to the specific criteria outlined by each donor.
2. Where selection of recipients is the responsibility of the school board office, the school shall ensure that all applications are forwarded to the Director of Instruction’s office prior to the due date. Selection will be made by a panel of not less than three (3) people. Fair process shall be followed and must adhere to the specific criteria outlined by each donor.
3. Where selection of recipients is the responsibility of the donor or a community group:
 - a) the criteria for award must be broad enough so as not to limit the application process to any specific student – donors are encouraged to consult with school staff when drafting such provisions,
 - b) there shall be a clearly documented and transparent selection process that includes all eligible students, and
 - c) the donors shall inform the schools of their selection at a time outlined by the school.

Donors who wish to award an individual student without a fair process may not have their funds administered by the school district or present their award at the graduation ceremonies.

4. Selection of District / Authority Awards shall be the responsibility of the school and the nomination process shall be determined by a fair process in accordance with specific criteria outlined by the Ministry of Education. Each school shall submit their selected nominees to the School Board Office for submission to the Ministry. Nominees are submitted to the ministry through the School Board Office upon confirmation of graduation.

D. Unclaimed Awards

1. In the case of scholarships or bursaries disbursed through the school district, recipients will have up to two years to claim their award, unless otherwise stated by donor.

Date adopted: January 1996
Revised: January 2006, October 2009

Reference:
 Handbook of Procedures for the Graduation Program

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

EDUCATION – *Circulating until March 2, 2017*

2400

2. If an award remains unclaimed after the two-year period, the donor will be notified and the award will be decommissioned for that year's recipient. The donor will have the option to use those funds to award an additional scholarship or bursary in the following year.
3. At the discretion of the donor, the criteria for the award may be expanded.
4. In the case of District / Authority Awards disbursed through the Ministry of Education, recipients have until the expiry date on their voucher to redeem their award - up to five years from September 30th of their graduating year from high school.

Date adopted: January 1996
Revised: January 2006, October 2009

Reference:
Handbook of Procedures for the Graduation Program

Supt. Signature:

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

Secretary-Treasurer's Report
January 11, 2017

Student Transportation Review

In August, the ministry announced that they would be allocating \$14.7 million towards student transportation using a formula tied to the student location factor – the allocation amounts to an additional \$380,465 for School District No. 46.

Because the announcement came too late to adjust bus routes in the current year, we have been consulting with stakeholders about what to do with the current year's funding. We have proposed student safety improvements by purchasing activity buses to replace our ageing fleet of 15 passenger vans with activity buses. Overall, this suggestion has been well received, however there is some interest in retaining one or two 15-passenger vans for overflow when scheduling conflicts arise.

In addition to this funding, the Ministry of Education has now approved a coordinated route review process for SD46, including support from The Association of School Transportation Services of B.C. This process will include the implementation of transportation route software that will allow for plotting of student locations and simplify the route modification process. The consultation process leading up to this review includes discussions with the DSLT, employee groups, DPAC and individual PACs.

We will be looking for opportunities to improve the overall system, although this may result in negative impacts to a few families. As a result, we plan to hold several regional public consultation sessions later in the Spring with implementation in September 2017. The main factors we are considering during the review include:

- Reducing ride times,
- Reducing wait times,
- Reducing walk limits,
- Additional funding to schools for extended experiences (field trips),
- Bus alternatives, bus passes, etc.

DATE 04-Jan-2017 02:44 PM

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

PAGE 1

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

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Dec-2016 AND 31-Dec-2016						
00LCET2956	0001	*****	23290	MUNICIPAL PENSION PLAN	02-Dec-16	56,642.97
00LCET2957	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	15-Dec-16	28,021.00
00LCET2958	0001	*****	28093	RECEIVER GENERAL FOR CANADA	05-Dec-16	174,463.92
00LCET2959	0001	*****	28095	RECEIVER GENERAL FOR CANADA	05-Dec-16	10,182.51
00LCET2960	0001	*****	28094	RECEIVER GENERAL FOR CANADA	12-Dec-16	76,861.16
00LCET2962	0001	*****	28094	RECEIVER GENERAL FOR CANADA	08-Dec-16	10,585.40
00LCET2964	0001	*****	30209	TEACHERS' PENSION PLAN	13-Dec-16	466,858.91
00LCET2965	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	15-Dec-16	22,383.00
00LCET2975	0001	*****	28093	RECEIVER GENERAL FOR CANADA	28-Dec-16	150,000.00
00LCET2976	0001	*****	28095	RECEIVER GENERAL FOR CANADA	28-Dec-16	10,645.12
00LCET2978	0001	*****	23290	MUNICIPAL PENSION PLAN	21-Dec-16	55,114.60
00LCET2981	0001	*****	28094	RECEIVER GENERAL FOR CANADA	23-Dec-16	67,575.79
TOTALS FOR BANK - 0001						1,129,334.38
TOTAL NUMBER OF CHEQUES						12
TOTAL NUMBER OF CHEQUES WITH MICR						0
COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Dec-2016 AND 31-Dec-2016						
1952000001	0001	0000049175	15590	ALLIED PLUMBING, HEATING &	07-Dec-16	32,012.40
1952000005	0001	0000049179	12012	BC HYDRO & POWER AUTHORITY	07-Dec-16	37,600.64
1952000021	0001	0000049195	26243	PEBT IN TRUST	07-Dec-16	50,102.39
1952ET0025	0001	*****	11909	DR. DEBORAH AMARAL	07-Dec-16	10,400.00
1952ET0055	0001	*****	26207	PACIFIC BLUE CROSS/MSA	07-Dec-16	56,964.69
1952ET0072	0001	*****	30172	THIRDWAVE BUS SERVICES	07-Dec-16	233,172.92
1954000040	0001	0000049284	32066	VANCOUVER ISLAND UNIVERSITY	15-Dec-16	14,385.50
1955ET0050	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	21-Dec-16	15,642.05
TOTALS FOR BANK - 0001						450,280.59
TOTAL NUMBER OF CHEQUES						8
TOTAL NUMBER OF CHEQUES WITH MICR						4
ON-LINE CHEQUES : ISSUED BETWEEN 01-Dec-2016 AND 31-Dec-2016						
00LCET2983	0005	*****	12144	BANK OF MONTREAL	09-Dec-16	55,641.69
TOTALS FOR BANK - 0005						55,641.69
TOTAL NUMBER OF CHEQUES						1
TOTAL NUMBER OF CHEQUES WITH MICR						0
GRAND TOTAL						1,635,256.66
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,635,256.66
GRAND TOTAL NUMBER OF CHEQUES						21
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						4

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

Board Report
January 11th, 2017

Our Vision

A community engaged in lifelong learning and educational excellence

Another year has passed and the Board of Education wishes everyone in our community a healthy, happy new year of lifelong learning!

In continuing our work toward our vision for School District No. 46, attached are the assignments for committee work and liaison positions for trustees for 2017.

Board Activities: December 2016

December 11 – Chair Baxter and Superintendent Bocking attended the announcement of a new collaboration between SD46 and the Sechelt Arts Festival. S-yiyaya. Our Families, Our Stories is funded by Canada 150, as a celebration and commemoration project to enable students to gather and present stories of the elders in our community. It will “bring together youth, artists, musicians and elders from around the Sunshine coast to deepen our community connections and collaboration through the arts.”

December 16 – Trustee Pratt and Director White attended the community liaison meeting hosted by Vancouver Coastal Health.

December 19 – Chair Baxter and Director Bishop attended the celebration hosted by Habitat for Humanity.

January 6 – Chair Baxter submitted the attached response regarding “rural schools” based on Discussion at the December Committee of the Whole as requested by the Ministry of Education.

All trustees are looking forward to our annual tour of Sunshine Coast schools January 12, 17 and 19.

Introduction

The Parliamentary Secretary for Rural Education would like to engage with parents, education stakeholders and community organizations in a conversation about rural schools to help develop an integrated rural education strategy.

The online discussion will be open for feedback November 15, 2016 to January 15, 2017.

All of the input that is submitted which will be considered by the Parliamentary Secretary for the purpose of preparing a Report on Rural Education by Summer 2017 that includes recommendations for the future.

Questions

How important is each of the following factors when defining Remote Schools or Rural Schools?

	Very Important	Important	Moderately Important	Slightly Important	Not Important
Size of community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Size of school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Population density of school district	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Distance between schools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Distance to major population centre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you have other relevant factors not listed, please suggest them here:

How important is each of the following factors when defining Rural School Districts?

	Very Important	Important	Moderately Important	Slightly Important	Not Important
Size of communities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Size of schools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Population density of school district	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Distance between schools in district	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you have other relevant factors not listed, please suggest them here:

How important is each of the following operational and educational challenges associated with delivering educational programs in rural communities / rural schools?

	Very Important	Important	Moderately Important	Slightly Important	Not Important
Staff recruitment and retention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training and professional development for staff (e.g. transitioning to the new curriculum)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to deliver a range of educational programming and/or specialized programs for students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transportation / Travel time for students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability of curricular & extra-curricular opportunities, such as sports teams or field trips	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Geographic and weather-related conditions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintenance of facilities (i.e. deferred maintenance)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to optimize space in school facilities (i.e. capacity utilization)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall operating costs for rural school facilities (i.e. utilities, staffing, supplies, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How well do each of the Geographic Factors in the Funding Allocation System address the business requirements associated with the operation of rural schools?

	Extremely Well	Very Well	Well	Not Well	Not Well At All	Not Very Well
Small Community Supplement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low Enrolment Factor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rural Factor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climate Factor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sparseness Factor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Location Factor and Supplemental Student Location Factor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Over the past 10 years, (in general) has your school district's student enrolments been:

- Increasing
- About the Same
- Decreasing
- Don't know

If this enrolment trend has changed within the past two school years (2015/16 and 2016/17), please explain.

From your perspective, how do changes to student enrolment trends within your school district impact the delivery of educational programs and school district operations? Please explain.

In addition to K-12 educational programs, for what other purposes are your school facilities being used?

(Please select all that apply)

- Public library
- Museum
- Recreational / sports
- Adult / Community / Continuing Education programs
- Seniors
- Pre-Kindergarten
- Healthcare services
- Parent or community meetings
- Political meetings
- School facilities are not being used for anything else
- No additional use
- Other
- Don't know

If you selected, "Other", please specify:

On average per school, how much time would you estimate are the facilities be used for programs or activities not directly related to the delivery of educational programs?

- 0-5 hours per week
- 6-10 hours per week
- 11 – 14 hours per week
- 15+ hours per week
- Don't know

By your approximation, how many schools have closed within your school district in the past 5 years?

- None
- 1 – 5
- 6 – 10
- 11+
- Don't know

In situations where schools are closed, how does this affect the local (or surrounding) communities, students, and the school district?

(please limit your response to 600 characters or fewer)

What percentage of your students identify as Aboriginal?

- 0% - 20%
- 21% - 40%
- 41% - 60%
- 61% - 80%
- 81% - 100
- Don't know

Do you have specific Aboriginal education programs or initiatives geared towards any of the following categories:

(Please select all that apply)

- Aboriginal culture
- Environmental concerns
- BC's History, including Residential Schools
- Economic hardship
- Health & wellness
- None
- Other

If you selected, "Other", please specify:

If you are experiencing unique challenges or difficulties in delivering educational programs to Aboriginal students in your school district, please explain.

In your opinion, what is the strength of your school district's working relationship with the groups and organizations below?

	Very Strong	Strong	Adequate	Weak	Very Weak
Local/Municipal government	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regional government	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local MLA(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business organizations such as Chambers of Commerce	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local charities such as Lions or Rotary Clubs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local environmental organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other community organizations (i.e. non-profit societies, cultural organizations, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you have any other feedback or examples that you would like to share related to rural education or rural schools in British Columbia?

To better understand who is responding to this survey, please consider providing a bit of information about yourself. These questions are optional.

Are you:

- A member of a local Board of Education in BC
- An employee of a school district in BC
- Other

If you said, "Other", please specify:

If you are an employee of a school district, are you:

- A superintendent or assistant/associate superintendent
- Secretary treasurer or senior business official
- School-based administrator
- Teacher
- Support staff
- Other (please identify)

If you said, "Other", please specify:

How long have you worked within the BC public K-12 education sector?

- 0-5 years
- 6-10 years
- 11-15 years
- 16-20 years
- 21-25 years
- 25+ years
- Not applicable

In what region of British Columbia do you live in?

- Cariboo
- Kootenay
- Mainland / Southwest / Fraser Valley
- Northcoast
- Northeast
- Thompson / Okanagan
- Vancouver Island
- Nechako
- I live outside of B.C.

Conclusion

Thank you for providing your feedback.

Please click "Submit" below to submit your responses.

All of the input that is submitted which will be considered by the Parliamentary Secretary for the purpose of preparing a Report on Rural Education by Summer 2017 that includes recommendations for the future.

Privacy Policy

COLLECTION NOTICE:

Personal information collected will inform the Ministry of Education under the authority of s.26(c) and 27(1)(e) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, use and disclosure of your personal information, please contact:

Kim Abbott
Executive Director, Resource Management and Corporate Services Division
Ministry of Education
Victoria BC Kim.Abbott@gov.bc.ca

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

Committee and Liaison Appointments

January 11, 2017

Standing committees and other internal committees:

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

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

Trustee liaisons to Parent Advisory Councils (PACs):

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

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

External liaisons: *(reports to be heard every fall at committee of the whole)*

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



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

COMMITTEE OF THE WHOLE NOTES

Held on December 13th, 2016 from 9:30-12:00 pm
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Betty Baxter (Committee Chair), Dave Mewhort, Pammila Ruth,
Lori Pratt, Christine Younghusband

STAFF/OTHERS: Patrick Bocking, Superintendent; Vanessa White, Director of
Instruction; Carolyn Smith, CUPE Local 801; Marnie Baba, CUPE Local 801;
Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Lori Dixon, Trustee; Greg Russell, Trustee; Nicholas Weswick, Secretary-
Treasurer

The meeting was called to order at 9:40 a.m.

1. Rural Engagement

BC school districts have been invited to take part in a consultation process for the review of rural educational practices and funding. The committee discussed the survey and discussion forum questions and suggested the following information be provided:

- Sechelt Elementary closure saw the facility redefined as a community and early learning centre,
- Innovative learning opportunities at Pender Harbour Secondary to meet the needs of students and engage student learning,
- Partnership with the regional district to provide recreational facilities for the community at Pender Harbour Secondary,
- Changes in programming offered at Davis Bay Elementary resulted in a dramatic increase in enrollment,
- Often times small communities seem to have more multi-generational attachments to schools,
- Langdale Elementary is a small school that engages the community with flash mobs and school-wide field trips,
- Predictability of funding is important to schools in rural communities,
- Changes to the Unique Geographic Features grant could provide additional security to rural schools.

2. School Growth Plans

Superintendent Bocking reported that school growth plans are updated yearly at all schools and reviewed to ensure that they meet district priorities. Elementary schools are all working towards ensuring children read at grade level, with the expectation that some students may not meet that goal due to learning difficulties. Secondary schools are required to have a completion goal.

The district's program committee is looking to develop a publically accessible website with quantitative data as a reporting structure under the framework for enhancing student learning. A report on the district's achievements will be submitted to the ministry at the end of February, the structure of which will also be determined by the program committee.

The committee reviewed school growth plans for Davis Bay Elementary, West Sechelt Elementary, Cedar Grove Elementary, Pender Harbour Secondary, Chatelech Secondary, Langdale Elementary and Madeira Park Elementary.

3. Communication Plan

The committee reviewed the plan. Superintendent Bocking requested that "District report to the ministry" be added to the February Committee of the Whole and to the March Board meeting.

The committee discussed the purpose of the plan.

The meeting adjourned at 11:24 a.m.

NEXT MEETING: Tuesday, January 24 from 9:30 to 12:00 pm at the School Board Office.



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

EDUCATION COMMITTEE

Held on December 14th, 2016 from 3:30-5:00 p.m.
At the School Board Office, Gibsons, B.C.

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of
Instruction; Kirsten Deasey, Early Learning Coordinator; Carolyn Spence,
Principal; Vanessa White, Director of Instruction; Sharon Mackenzie, CUPE
Local 801; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Lori Dixon, Trustee; Louise Herle, SCTA; David Barnum, Transitions
Coordinator; Carolyn Smith, CUPE Local 801; Marnie Baba, CUPE Local 801

The meeting was called to order at 3:32 p.m.

1. Goal 1.a.: Early Learning

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

Kirsten Deasey, Early Learning Coordinator, provided an overview of the early learning programs offered through the district and highlighted the following:

- Imagination Library books have been provided to the food bank to ensure all families have access to reading materials;
- The Rotary Club has renewed their commitment to the Imagination Library program;
- "Pop-up" StrongStart centres are taking place in various locations on the Sunshine Coast;
- A pilot immigrant PALS program is underway, with training provided through the literacy council and collaboration with *Welcoming Communities*, to assist families that are new to Canada;
- Dawson Creek school district has adopted a model similar to the district's SPARK!10;

Parenting strategy courses being offered through the Early Years Council and Success by Six have proven to be very popular. Ms. Deasey shared a demonstration of the "Positive Discipline" course being offered to parents and teachers.

2. Regulation 3050 - Animals in Schools

Superintendent Bocking reviewed the regulation in response to a request to the agenda setting committee from earlier in the year. The committee discussed how animals, specifically dogs with service training, had been a positive addition to the classroom environment.

3. Regulation 2400 - Scholarships, District / Authority Awards and Bursaries

Director Bishop spoke to the revised regulation and reported that new language had been developed with input from district staff and school counsellors. Director Bishop intends to add information to the regulation to clarify the process to create an award or bursary.

The committee discussed the revisions and suggested that definitions be added to the regulation for clarification purposes.

4. Curriculum (standing item)

Director Bishop reported that metro principals would be meeting on January 26th to discuss transition to the new curriculum for grades 10-12.

5. Parent Engagement (standing item)

The next DPAC meeting is scheduled for 7:00 p.m. on January 26th at Chatelech Secondary School.

The meeting adjourned at 5:00 p.m.

NEXT MEETING: Wednesday, January 25 from 3:30 to 5:00 p.m. at the School Board Office.



January 3, 2017

Ref: 192110

To: All Board Chairs, Superintendents, Secretary Treasurers
All School Districts

Dear Colleagues:

I am pleased to announce that the Rural Education Enhancement Fund (REEF) is now accepting new applications for the 2017/18 school year with a revised timeline, process and criteria (attached). These have been developed in consultation with the Parliamentary Secretary for Rural Education, MLA Linda Larson, and the Technical Review Committee, taking into consideration feedback from the 2016/17 REEF process.

If you already have schools with approved funding, starting in the 2016/17 or 2017/18 school year, you do not need to re-apply for those schools. If you have increased costs for your current approvals, please submit an updated costing by February 15, 2017.

For any questions, please contact me at Kim.Abbott@gov.bc.ca (250 896-3680) or Jonathan Foweraker at Jonathan.Foweraker@gov.bc.ca (250 896-2673).

Thank you for your continued collaboration.

Sincerely,

Kim Abbott
Executive Director

Attachment: REEF Application Process, Criteria and Timeline

Rural Education Enhancement Fund 2017/18 Application Process, Criteria and Timeline

Application Process

Districts do not have to have a Board bylaw motion or vote on school closure; however, districts must present a business case that demonstrates that the school is at risk of closure as part of a long-range facilities plan, and that their local stakeholders are aware that the school is being considered as part of this plan.

At a minimum, the following information is required as part of the application process:

- School district name and key contact person (including contact information);
- List of school(s) for which funds are being requested under the REEF;
- Overview of local community context (i.e., location of schools, community engagement/consultation processes, etc.);
- Overview of school district and school context (i.e., current enrolment, historical enrolment trends, forecast enrolment, facility information, etc.);
- Rationale outlining why the school is at risk of being closed (i.e., implications for students and community if school is closed);
- Outline of expected savings from closing the school;
- Identification of the schools within the areas that have capacity to receive the students, the distance between schools, and any unique geographic features for consideration;
- Distribution of funding between educators' compensation, administration, utilities and supplies and ongoing maintenance; and
- Where a District has approved REEF funding for 2016/17 or 2017/18, they may submit an application for additional funding for subsequent years by showing actual and projected costs for the school in receipt of REEF funding.

Criteria

- A rural community outside Greater Victoria, the Lower Mainland, and Kelowna areas with a population less than 15,000 and where isolation creates demonstrable challenges;
- The potential school closure would leave the community with no school;
- Funding is used to keep the school open;
- Closures where the primary driver is facility condition are not included; and
- Closure would have a detrimental educational impact on students and/or social/economic impact on the community.

Timeline

October 2016–December 2016

- Informal consultation between School Districts and Ministry on potential school closures (driven by Fall 2016 enrolment data and projections)
- Announcement of REEF criteria and process

December 2016

- Recalculated grants announced

January 1, 2017

- REEF 2017/18 applications can be accepted

February 15, 2017

- Deadline for applications requiring a decision by March 15, 2017
- Districts to be notified as soon as possible of their application status

March 15, 2017

- REEF 2017/18 funding announcement



January 4, 2017

Ref: 192021

To: All Board Chairs, Superintendents, Secretary Treasurers
All School Districts

Dear Colleagues:

As we begin the 2017 calendar year, I am pleased to share with you updates on the rural education review and work of the Financial Health Working Group.

Rural Education Review

On November 30, 2016, the Rural Schools Working Group met in Vancouver with the Parliamentary Secretary for Rural Education MLA Linda Larson, Ministry staff and representatives from BCSTA, BCSSA, BCASBO, BCPVPA and BCCPAC.

The Rural Schools Working Group reported on early developments of the rural education engagement and public consultation processes. Committee representatives provided input to further strengthen the consultation process that is underway, including identifying additional groups to be included. As well, the Committee members provided advice to support the planning of upcoming regional meetings (i.e., possible locations, generating participation, format/approach, etc.).

Later this month, you can expect to see the following:

- Detailed information on the dates and locations for regional meetings to be held starting in late January; and
- A short discussion paper summarizing feedback received through the initial stages of the consultation process, which will be posted on the rural engagement website for further comment.

Please visit the rural education engagement site and continue to share your perspectives: <http://engage.gov.bc.ca/ruraleducation/>. I look forward to seeing many of you at the upcoming regional meetings.

Financial Health

The Financial Health Working Group, comprised of our sector associations and representatives from the Offices of the Comptroller General and Auditor General, was established in 2016. The Financial Health Working Group's goal is to provide a clear picture of the state of school district financial health to government, school districts and the public. The Financial Health Working Group's initial work plan included looking at accumulated surplus, administration spending and Financial Statement discussions and analysis.

The Group has met several times in 2016, with the goal of providing school districts with expectations and toolkits that may be helpful in the 2017/18 budget development process. The Group recommended a phased approach to this work, beginning with a focus on budget monitoring and reporting, accumulated surplus and Taxpayer Accountability Principles in the short-term. Ministry expectations will be clarified later this month, in time for your budget development process, and supporting material (tools/resources) will be circulated to the sector in draft form to allow for feedback.

As the end of the year approaches, I would like to thank members of the Rural Schools and Financial Health Working Groups for their engagement with Ministry initiatives. This work would not be possible without your ongoing collaboration. I look forward to continuing our work together, and sharing updates, as we continue with the rural education review and strengthening financial governance and accountability in the K-12 sector.

Sincerely,



George Farkas
Assistant Deputy Minister



December 30, 2016

Ref: 192030

All Trustees
Boards of Education

Dear Trustees:

I am writing to advise you of legislative amendments, which will impact school trustee elections beginning in October 2018.

As you may know, government implemented the majority of the Local Government Elections Task Force recommendations on elections reform with the passage of the *Local Elections Campaign Financing Act* (LECFA) in May 2014. Given the significant changes introduced for the 2014, general local elections, government chose to postpone the implementation of expense limits until the next general local elections in October 2018. To enable implementation, the Legislature passed the *Local Elections Campaign Financing (Election Expenses) Amendment Act* (Bill 17) to amend LECFA in May 2016. Government then made subsequent amendments to the Local Election Campaign Financing Regulation in December 2016.

In accordance with the recommendations of the Task Force and the bipartisan Special Committee on Local Elections Expense Limits, expense limits will apply to candidates, third party advertisers and elector organizations in all types of local elections, including municipal, regional district and school trustee elections. Expense limits will apply during the campaign period only—a period that begins 28 days before election day and ends on election day itself. As required under LECFA, Elections BC will make the expense limits publicly available online by May 31, 2018.

Over the coming months, the Ministry of Education will work closely with the Ministry of Community, Sport and Cultural Development and Elections BC to develop educational and other resource materials regarding the new expense limit rules. These resources will be made available well in advance of the October 2018, election process.

Should you have questions regarding expense limits, please contact Dave Duerksen, Executive Director, Legislation, Policy and Governance Branch, by phone at (250) 387-8037 or by email at Dave.Duerksen@gov.bc.ca.

Sincerely,

Mike Bernier
Minister

pc: All Secretary Treasurers

Ministry of
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