



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

REGULAR MEETING AGENDA

February 8, 2017 at 7:00 p.m.
At the School Board Office, Gibsons, B.C.

1. Call to Order
2. Celebrating Education: Chatelech and Elphinstone Gay-Straight Alliances (GSAs)
3. Public Question Period (10 minutes in total)
4. Adoption of the Agenda
5. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings
 - a. Regular Meeting – January 11, 2017 Pg. 3-6
 - b. Record of Closed Meeting – January 11, 2017 Pg. 7
6. Reports
 - a. Executive Reports
 - i. Strategic Plan Update:
 1. Goal 1.d. – Social Emotional Learning Pg. 8-9
 2. Goal 2.a. – Professional Development Pg. 10-11
 3. Goal 3.b. – Collaborations and Goal 3.d. – Local Governments Pg. 12-13
 - ii. Superintendent’s Report Pg. 14-15
 1. Administrative Regulations to be received:
 - a. Regulation 4450 (Purchasing) Pg. 16-19
 2. Administrative Regulation in circulation:
 - a. Revised: Regulation 1730 (Process for Administrative Regs) Pg. 20-21
 - b. To be repealed: Regulation 1300 (Condom Machines) Pg. 22
 - iii. Secretary-Treasurer’s Report Pg. 23
 - iv. Information Items:
 1. Expenditure by Object – January 2017 Pg. 24
 2. Larger Cheques Written in the Month of January 2017 Pg. 25-26
 - b. Board/Committee Reports
 - i. Board Report Pg. 27
 1. BCSTA Report
 2. BCPSEA Report Pg. 28-51
 3. Student Trustee Report
 - ii. Operations Committee Notes – January 19, 2017 (*motion*) Pg. 52-60
 1. 2016/17 Amended Budget (*bylaw*) Pg. 61-77
 - iii. Committee of the Whole Notes – January 24, 2017 Pg. 78-82
 1. 2017/18 School Calendar Pg. 81
 - iv. Special Committee of the Whole Notes – January 31, 2017 (*motion*) Pg. 83-86
 - v. Education Committee Notes – January 25, 2017 Pg. 87-89
- MOTION: “TO receive the reports.”
7. Questions and Enquiries from the Public Relating to the Board Meeting

8. Next Meeting

The next public board meeting will be held on March 8th, 2017.

MOTION: "TO approve the committee agendas."

9. 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 9:30 – 11:30 am
February	22 from 2:30 – 4 pm	16 from 12:30 – 2 pm	28 from 9:30 –10:30 am	28 from 10:30 – 12:00 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:

Operations Committee – Thursday, February 16 from 12:30-2:00 pm at the SBO

1. Strategic Plan: 2.h. Safe and Healthy Schools (Operational)
2. Preliminary Budget Considerations
3. Transportation Review
4. Regulation 1250 – Communicating through the Media (revised)
5. Regulation 1360 – Distribution of Union Materials (revised)

Education Committee – Wednesday, February 22 from 2:30-4:00 pm at the SCTA Office (301-5710 Teredo St)

1. District Report on Student Achievement
2. Strategic Plan: 1.c. Math
3. Strategic Plan: 2.f. Leaders
4. Regulation 1120 – Ceremonial Protocols (revised)
5. Regulation 2300 – Codes of Conduct (revised)
6. Parent Engagement Committee

Committee of the Whole – Tuesday, February 28 from 10:30-12:00 pm at the SBO

1. Strategic Plan: 3.c. International Students
2. SD46 Presentation to BCSTA AGM
3. School Calendar
4. Communication plan (standing item)

Policy Committee – Tuesday, February 28 from 9:30-10:30 am at the SBO

1. Corporate Policy



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

Held on Wednesday, January 11, 2017
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: B. Baxter (Chair), L. Pratt (Vice-Chair), L. Dixon, D. Mewhort
P. Ruth, C. Younghusband; M. Haines (Student Trustee)

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

REGRETS: G. Russell, Trustee

#39. Call to Order

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

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

#40. Celebrating Education: Positive Discipline

Kirsten Deasey, Early Learning Coordinator, Sue Lamb, Early Years Centre Coordinator, and Sarah Joseph, Sunshine Coast Community Services, shared information on the seven week "Positive Discipline" courses being offered through the support of the Early Childhood Partners. The program explores five points of positive discipline:

- Children feel a sense of connection, belonging and significance
- Mutually respectful and encouraging.
- Effective over the long term.
- Teaches important social & life skills, including respect and problem solving.
- Encourages children to use personal power and autonomy to solve problems and maintain a sense of control over their lives.

The program has been incorporated into the SPARK!10 program. Feedback from course participants has been positive.

#41. Public Question Period

- There were no questions.

#42. Adoption of the Agenda

MOTION: Pratt/Ruth

“THAT the agenda of January 11, 2017 be adopted.”

Carried.

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

MOTION: Pratt/Younghusband

“THAT the minutes of the Regular Meeting of December 7, 2016 and the Record of the Closed Meeting of December 7, 2016 be adopted.”

Carried.

#44. Reports

a. Executive Reports

i. Strategic Plan Update:

1. Goal 1.a. – Early Learning

Superintendent Bocking spoke to his written report.

ii. Superintendent’s Report

Superintendent Bocking reported on upcoming FSA exams and reflected on activities that took place on the January 3rd Non-Instructional Day. Director Bishop spoke to a recent visit from a delegation of administrators from schools in Guandong, China. Director White reported that substance use prevention panels would be taking places in all grade 6 and 7 classes in the district.

MOTION: Dixon/Ruth

That the Board of Education of School District No. 46 (Sunshine Coast) send a card of congratulations on the safe arrival of Emma Pigeon to Superintendent Bocking”

Carried

1. Administrative Regulations to be received:

a. Regulation 4450 (Purchasing)

The final version of the regulation was not included in the meeting package and will be provided at the board’s February meeting for receipt.

2. Administrative Regulations in circulation:

a. Regulation 2400 (Scholarships, District/Authorized Awards and Bursaries)

The regulation will be in circulation until March 2, 2017.

iii. Secretary-Treasurer’s Report

Secretary-Treasurer Weswick reported that the transportation review was taking place and noted the main factors being considering during the review include:

- Reducing ride times,
- Reducing wait times,
- Reducing walk limits,
- Additional funding to schools for extended experiences (field trips),

The review will also consider changes to bell schedules in order to improve services.

iv. Information Items:

1. Larger Cheques Written in the Month of December 2016

The report was submitted as written.

b. Board/Committee Reports

i. Board Report

Chair Baxter highlighted a new collaboration between SD46 and the Sechelt Arts Festival of a commemoration project "S-yiyaya."

1. Internal and External Committee Appointments

The appointments were submitted as written. As in the past, letters to PACs will be distributed to inform them of their trustee liaisons for 2017.

2. BCSTA Report

Trustee Ruth reported on deadlines for motions to the upcoming AGM.

3. BCPSEA Report

Trustee Ruth reported on negotiations between the province and the BCTF as a result of the SCC ruling.

4. Student Trustee Report

Student Trustee Haines shared feedback from the DSLT on the transportation review and noted that Pender students would like a van for the school for student transportation. A district wide talent show is still in the works. Chair Baxter noted that the Student Forum has been scheduled for April 11th at 11 am at the Sechelt Learning Centre.

ii. Committee of the Whole – December 13, 2016

The notes were submitted as written.

iii. Education Committee Notes – December 14, 2016

The notes were submitted as written.

MOTION: Pratt/Mewhort

"TO receive the reports."

Carried.

#45. Correspondence

- a. K. Abbott – Rural Education Enhancement Fund (Ref. 192110)
- b. G. Farkas – Rural Education and Financial Health Working Group (Ref. 192021)
- c. Min. Bernier – Local Elections Expense Limits (Ref. 192030)

MOTION: Pratt/Mewhort

“TO send a letter outlining to the Ministry our disappointment in the Rural Education Enhancement Fund (REEF) program and implore them to better predictably fund public education.”

Carried.

MOTION: Younghusband/Pratt

“TO receive the correspondence.”

Carried.

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

- A member of the audience requested additional information on the criteria for awards created by donors or community groups. Director Bishop clarified that the new language was meant to ensure that groups could not create an award that was designed for a predetermined or specific individual.

#47. Next Meeting

The next public board meeting will be held on February 8th, 2017.

MOTION: Pratt/Ruth

“TO approve the committee agendas.”

Carried.

#48. Adjournment

MOTION: Pratt/Mewhort

The meeting adjourned at 8:28 p.m.

Carried.

Chair

Secretary-Treasurer



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

RECORD OF CLOSED MEETING

Held on Wednesday, January 11, 2017
At the School Board Office – Gibsons, B.C

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

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

REGRETS: G. Russell, Trustee

Vice-Chair Lori Pratt chaired the meeting.

Call to Order

The meeting was called to order at 5:30 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
 - Personnel
 - BCPSEA Update Bargaining
 - Principal Pool
 - Superintendent Evaluation Committee
 - Property
 - Henry Road Lease
 - Ruby Lake – PODS
 - Legal/Liability
 - BCHRT Update
- **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:
Social Emotional Learning**
Submitted by Director White
February 8, 2017

"Circles are ancient; all of our ancestors have gathered in circles for thousands of years. First Nations and Indigenous peoples have kept the teachings alive through generations.

Circles are a structured yet flexible approach to communication. Circles fulfill a range of purposes such as learning, decision-making, strategic planning, healing, conflict resolution and sentencing. Circles are used in families, schools, communities, workplaces and justice systems."

- Evelyn Zellerer, Peace of the Circle

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

For the past year and a half, our District has been participating in an initiative to train staff with the use of Circles as a formal tool for Social Emotional Learning. In conjunction with funding from the SCRD for Restorative Justice programs in schools, Sue Lamb and the Halfmoon Bay Community School Association secured a grant through the Civil Forfeiture program.

A subcommittee of committed staff came together in a strategic planning session, and using funds from the grant, hired Evelyn Zellerer from Peace of the Circle as a facilitator to train and mentor staff.

Over the past year, we have trained over 100 staff members, including 9 principals. From the data we have been tracking, we know that over 1500 staff, students and parents have experienced or participated in Circle work through this project. There have been 12 separate trainings offered and 3 strategic planning sessions with Evelyn. Several of the trainings have been a whole school-wide approach where an entire staff has embraced the practice.

Many schools are offering various types of Circles, including: teaching curriculum, values-based behavior, building relationships, resolving conflict, grief, celebration, planning field trips, student leadership, and developing models of positive learning environments. They are happening in classrooms, school offices, playgrounds and at parenting groups. Counselors, teachers and principals point to the alignment of

the heart, mind and spirit through the common language and structure of Circle practice.

The social-emotional skills of students are expanding with regard to empathy, problem solving, listening, and shared perspectives. Circles have also improved school culture where safety and respect are tangible outcomes from the increased values-based communication.

Our staff members who have taken the training have reported a deeper connection to students; students report an improved sense of emotional honesty and respect of different perspectives.

Next steps:

- Continue to train as grant funding permits
- Fall 2017 – School-wide training at Kinnikinnick
- Advanced training for strategic team as we look to sustainability



MARTIN HILL 2004 CIRCLE

**Wherever possible, create a circle
where people can safely share
deep experiences and diverse viewpoints.
There are many circle formats, but their one central
concept is to demonstrate reverence for the truth
of another person's experience.
-James O'Dea, *Cultivating Peace***

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

**Strategic Plan Report:
Professional Development**

Submitted by Superintendent Bocking

February 8, 2017

"To truly motivate others:

- 1. discover what their motives, desires & drivers are*
- 2. genuinely connect with and support them from the heart."*

- Rasheed Ogunlaru

Goal 2.a.) Our staff will be fully supported for the work that we ask of them and that they ask of themselves through research-based professional development.

Background:

In order for our staff to function at their best they need to have the skills to achieve their professional goals. As learners, staff are constantly assessing our needs and ensuring we have the knowledge and skills to do our work. As professionals in all of our capacities, we believe it is important to find joy in our professional development as we expand our capabilities and have deep pride in the work that we do.

Discussion:

To perform at the highest level, staff pursue a wide range of professional development opportunities. The Sunshine Coast Teachers' Association provides a wide variety of opportunities for its members utilizing the contractual funds available for this purpose. The professional development chair works with the professional development committee to allocate those funds to individuals, school professional development committees, and local specialist associations. For many years, the district and the union have collaboratively supported mentorship for our teaching staff. CUPE 801 uses funds that they receive to allocate to their membership based on the needs of those members requested by them. District directed professional development covers an extensive range. For some examples, the CARE reading project is a combination of workshops and collaborative discussions meant to go very deep into the knowledge of reading instruction. The mathematics committee is developing a program of support for teachers based on teacher survey results. The Environmental Education Committee is developing workshops to empower teachers to explore well beyond the

classroom walls. The Elementary Sports Committee is developing training for teachers who support the physical health needs of our students through team and individual sports.

Just as it is for our students, our staff are individuals with a wide range of talents, experience, and knowledge and, therefore, have unique professional development needs. By working together in a spirit of joyful learning, the district is absolutely determined to meet the needs of all our students.

Next steps:

- Continual assessment of professional development activities through evaluation summaries.
- Committee work to determine focus areas in Strategic Plan goals and Curricular Changes.
- Reaching out beyond our district to learn of best practice in professional development.

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

**Strategic Plan Report:
Collaborations and Local Governments**

Submitted by Superintendent Bocking

February 8, 2017

It is not unusual for African children to stay for long periods with their grandparents or aunts or uncles. Even the wider community gets involved such as neighbors and friends. This communal responsibility in raising children is also seen in the Sukuma (Tanzania) proverb "One knee does not bring up a child" and in the Swahili (East and Central Africa) proverb "One hand does not nurse a child."

- Rev. Joseph G. Healey

Goal 1.d.) Our district will pursue opportunities that enhance collaboration with associations, organizations, businesses and community resource people.

Goal 3.d.) Our district will support enhanced visioning and cohesive planning with local governments.

Background:

In order to meet the needs of students, the board and staff work with local governments and other groups to consider future possibilities and partnerships. Overlaps in service and resources can be reduced and a spirit of cooperation and belonging for all can be created.

Discussion:

Board and District Staff are:

- Working with the District of Sechelt for improved access to Kinnikinnick from the West Sechelt area,
- Actively engaging in Intergovernmental Meetings
- Supporting Mental Health for Youth with Vancouver Coastal Health,
- Developing a forward thinking strategy for sharing facilities with the SCR D,
- Meeting the literacy needs of students through planning with local public libraries,
- Maintaining connections with the SCR D Chair and Vice-Chair on a quarterly schedule,
- Connecting regularly with our Community Schools,

- Empowering young women through active involvement in the Connecting Women Advisory Committee.
- Inviting local politicians to take part in school tours, and
- Welcoming feedback and participation from local officials for the Trustee Electoral Area Variance and Long Range Facilities Plan.

Next steps:

By attending events, participating in community committees, and being attentive to changing realities throughout the Sunshine Coast, the board and district staff are excited to respond to circumstances that will influence our ability to support students, their families, and this community well into the future.

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

Superintendent's Report

Submitted by Superintendent Bocking

February 8, 2017

1. Students

- a. Kindergarten Registration Week takes place from February 20th to February 24th. During this week, district elementary schools place a particular focus on welcoming our newest students and their parents. Our radio ad this month is a, "must listen" as our current kindergarten students welcome their new friends to school. (1a)
- b. The ACE-IT Culinary Arts students completed their course and enjoyed a warm celebration at Elphinstone Secondary. Congratulations to the students and to the staff: Teacher Cathy Gordon and Chef Barry Barone. (1k)

2. Staff

- a. The SCTA Professional Development Committee has prepared an excellent day of professional learning beginning with a breakfast at Chatelech Secondary. All staff and trustees are welcome. (2a)
- b. An SD46 team participates in the Public Discourse in Education Symposia. The second symposium takes place on Saturday, February 18th. (2a, 2c)
- c. The Innovative Schools team has provided a second opportunity for all teachers to learn more about FreshGrade and uncovering the best way to engage parents in their children's education. (2a, 2e, 2f)
- d. District staff and the Sunshine Coast Teachers' Association have collaboratively determined how to best support student learning using the Ministry of Education funds provided in January following the Supreme Court of Canada's decision in favour of the BCTF. (2c)
- e. The district has received many applicants for the district's leadership pool. Shortlisting and moving through the hiring process will continue over the next few weeks. (2e)
- f. District and school leaders and community partners will participate in a training session in February for emergency preparedness. (2h)

3. Community

- a. Preparation is underway for an online district report on student achievement. (3a)
- b. Our local municipal libraries are continuing to work with district staff and

classroom teachers to enhance student understanding of the public library through tours and accessing library cards. Elphinstone Secondary students will work with their teacher librarian and municipal librarians to learn more about online data base researching. (3b)

- c. The Connecting Women Advisory group will be reviewing a workshop on Gender Equity which will then be brought to the businesses and organizations on the Sunshine Coast. (3b)



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 2014; February 2017

Reference: 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 supply contract is in place (e.g.: EDCO, BCEM), authorized buyers may purchase from tendered product lists without obtaining alternative pricing.
5. 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.
6. The following are the threshold values for the evaluation of all goods and services purchases except where there is a supply contract in place:
 - (a) Under \$1,500 – Three verbal quotes required.
 - (b) \$1,500- \$5,000 – Three verbal quotes required and quotes are to be documented and filed with the purchase order.
 - (c) \$5,001- \$49,999 – Three written quotes are required with a formal, written evaluation of the quotations.**
 - (d) Over \$50,000 – Formal tender is required to be posted on BC Bid through the office of the Secretary-Treasurer.

*****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.***

Date adopted: January 12, 2010
Revised: January 2014; February 2017

Reference: Policy 12 (Role of Secretary-Treasurer)

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

FINANCE

4450

7. Whenever possible, authorized buyers of goods and services will solicit bids from local vendors. In accordance with the principles 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.
8. 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.
9. 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.
10. In the case of a single vendor, the person responsible for the purchase is required to present evidence that only one vendor can provide the good or service.
11. 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. 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. 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.

Date adopted: January 12, 2010
Revised: January 2014; February 2017

Reference: Policy 12 (Role of Secretary-Treasurer)

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

FINANCE

4450

14. Furnishings purchases should generally 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 2014; February 2017

Reference: Policy 12 (Role of Secretary-Treasurer)

Supt. Signature:

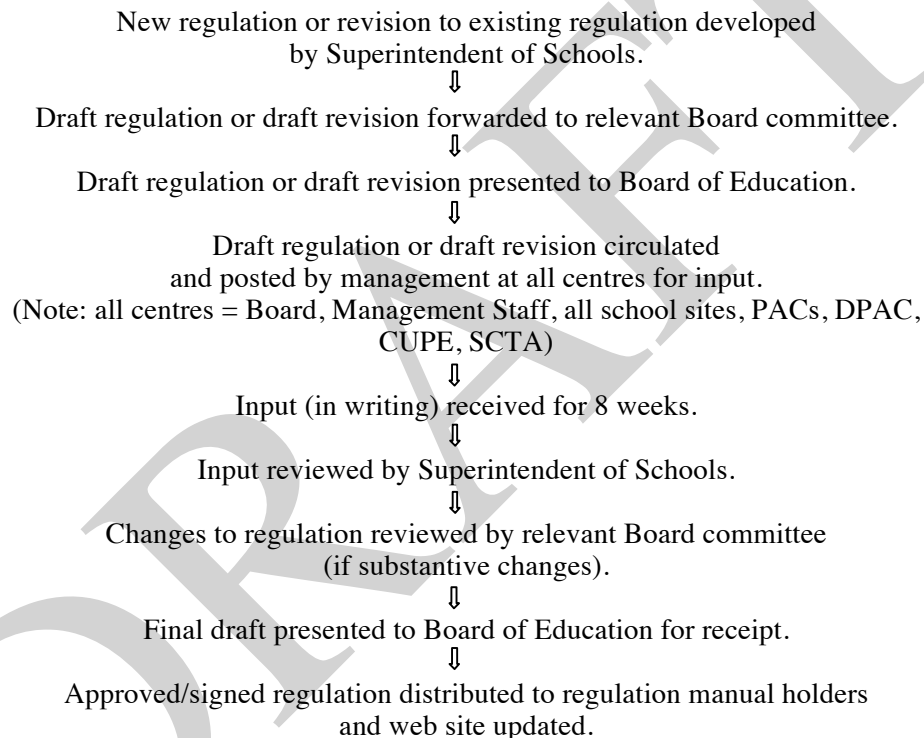
Administrative Regulations

ADMINISTRATION – Circulating until Apr. 7, 2017 1730

PROCESS FOR ADMINISTRATIVE REGULATIONS

The following process must be followed when a new Administrative Regulation is developed or when an existing Regulation requires revision.

a. Process:



b. The following information shall be included with each regulation:

- i) Regulation approval/revision history:
 - Date of approval
 - Date of revisions
- ii) References:
 - The School Act/Ministerial Orders
 - School District No. 46 Board Policy

Date adopted: November 9, 2004
Revised: August 15, 2008; March 12, 2013

Reference: Board Policy 3.1.3
School Act Section 85

Supt. Signature:

Administrative Regulations

ADMINISTRATION – Circulating until Mar. 2, 2017 1730

c. The process to repeal a regulation:



In the event that a regulation must be repealed due to matter of urgency, the above process will be suspended and the repealed regulation will be addressed at the next board meeting.

Date adopted: November 9, 2004
Revised: August 15, 2008; March 12, 2013

Reference: Board Policy 3.1.3
School Act Section 85

Supt. Signature:

Administrative Regulations

ADMINISTRATION

1300

CONDOM MACHINES

1. Principals shall install condom machines when the following criteria have been met:
 - a. the request comes from the P.A.C. of the school;
 - b. the request is accompanied by an indication of support from the majority of the parents ascertained by the ballot;
 - c. the request outlines the type of consultation taken with students;
 - d. the request identifies any reservations expressed by the staff and/or administration and how those reservations shall be addressed.
2. The district or the school shall not assume responsibility for the costs of purchasing, installing and stocking the machine, the collection of money, or the reordering of stock.
3. Each condom machine shall be accompanied by printed information that warns students of the danger of A.I.D.S. and other sexually-transmitted diseases and outlines their choices in avoiding them.
4. Principals shall permit the removal of condom machines when a request is received from a P.A.C. using the same criteria as in (1).
5. Schools shall continue to present educational programs which focus on choices for healthy lifestyles.

Date adopted: January 1996
Revised:

Reference:

Supt. Signature:

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

Secretary-Treasurer's Report
February 8, 2017

Amended Annual Budget – 2016/2017

The total budget bylaw value for the 2016/2017 Amended Annual Budget is \$43,474,762. This total spending amount is comprised of three funds; operating, special purpose and capital. Total operating fund spending is \$38,845,122, which includes budgeted restricted surplus spending of \$1,720,073 and utilization of \$31,261 of unrestricted surplus to balance. This information is shown on Schedule 2 of the ministry document.

Other than enrolment-based funding and related staffing adjustments, the main difference between the preliminary budget and the amended budget is in the transportation department. Staff has recommended that the additional revenue received in the current year should be used to purchase activity buses to replace the twelve and fifteen passenger vans.

Both operating revenue and allocations to schools have been increased since the January 19th Operations Committee due to increased expectations of mid-year enrolment funding. The change in overall revenue and expenditures of \$115,496 has already been built into the SCAS budget for the current year, and was caught during our final review process.

The capital fund is in a net deficit position (Schedule 1, Statement 2), which is due to the capital asset amortization expense being greater than the recognition of deferred capital revenue in the current period. This is normal, and is explained by the fact that not all District assets have been purchased with deferred capital revenue (bylaw capital funding).

The remaining operating fund surplus of \$795,430 (Schedule 1) is comprised of:

Financial Provision	\$ 800,000
Unfunded Future Benefits	(511,406)
Unrestricted Surplus	506,837
Total	\$ 795,431

Expenditure by Object
As at January 2017

	Jan-17 Actual	Jan-17 Budget	Jan-17 Difference	2016/17 Total Budget	%	KEY
Salaries						
110 Teachers Salaries	7,112,064	6,978,750	(133,314)	13,957,500	50.96%	50%
105 Principal and Vice Principal	1,108,556	1,119,360	10,804	1,920,000	57.74%	58%
123 Educational Assistant Salaries	1,288,882	1,447,824	158,942	2,895,647	44.51%	50%
120 Support staff	888,465	911,355	22,890	1,822,709	48.74%	50%
120 Support staff-Mtce/Cust	1,105,980	1,138,179	32,199	1,952,279	56.65%	58%
130 Other Professional	755,034	778,305	23,271	1,335,000	56.56%	58%
140 Substitutes	375,996	530,894	154,898	1,061,788	35.41%	50%
143 Short and Long Term Sick	468,072	610,854	142,782	1,221,707	38.31%	50%
Total Salaries	13,103,049	13,515,519	412,470	26,166,630	50.08%	51.7%
200 Employee Benefits	3,062,393	3,242,219	179,826	6,235,036	49.12%	52%
Total Salaries and Benefits	16,165,442	16,757,738	592,296	32,401,666	49.89%	51.7%
310 Professional Services	418,064	369,529	(48,535)	739,058	56.57%	50%
330 Transportation	506,087	728,500	222,413	1,456,999	34.73%	50%
340 Training and Travel	75,080	77,182	2,102	154,364	48.64%	50%
360 Rentals	21,824	20,100	(1,724)	40,200	54.29%	50%
370 Dues and Fees	58,374	54,500	(3,874)	54,500	107.11%	100%
390 Insurance	19,854	74,700	54,846	83,000	23.92%	90%
510 Supplies	88,391	326,982	238,591	653,964	13.52%	50%
510 School Accounts	828,138	1,011,331	183,193	2,022,662	40.94%	50%
540 Utilities	275,016	347,752	72,736	695,503	39.54%	50%
580 Furniture and Equipment Repl	135,598	183,850	48,252	229,812	59.00%	80%
590 Computer Equipment Replace	158,233	250,715	92,482	313,394	50.49%	80%
Total Services and Supplies	2,584,659	3,445,140	860,481	6,443,456	40.11%	53.5%
Total Expenditures	18,750,101	20,202,878	1,452,777	38,845,122	48.27%	52.0%

DATE 01-Feb-2017 10:23 AM

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

PAGE 1

START DATE: 01-Jan-2017 TO END DATE: 31-Jan-2017

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Jan-2017 AND 31-Jan-2017						
00LC049436	0001	*****	12337	BRAVO FLOORS & DECOR INC	27-Jan-17	13,725.92
00LCET2987	0001	*****	28093	RECEIVER GENERAL FOR CANADA	05-Jan-17	154,645.60
00LCET2988	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Jan-17	67,984.70
00LCET2989	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Jan-17	10,866.04
00LCET2991	0001	*****	23290	MUNICIPAL PENSION PLAN	06-Jan-17	54,118.58
00LCET2993	0001	*****	30209	TEACHERS' PENSION PLAN	12-Jan-17	459,476.38
00LCET2994	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	16-Jan-17	21,750.00
00LCET3003	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	16-Jan-17	27,225.00
00LCET3004	0001	*****	28093	RECEIVER GENERAL FOR CANADA	18-Jan-17	150,000.00
00LCET3005	0001	*****	28094	RECEIVER GENERAL FOR CANADA	18-Jan-17	15,605.71
00LCET3006	0001	*****	28094	RECEIVER GENERAL FOR CANADA	18-Jan-17	66,122.70
00LCET3010	0001	*****	23290	MUNICIPAL PENSION PLAN	13-Jan-17	50,915.82
00LCET3013	0001	*****	33038	WORKERS' COMPENSATION BOARD	14-Jan-17	49,029.54
00LCET3015	0001	*****	23290	MUNICIPAL PENSION PLAN	27-Jan-17	53,561.06

TOTALS FOR BANK - 0001 1,195,027.05

TOTAL NUMBER OF CHEQUES 14

TOTAL NUMBER OF CHEQUES WITH MICR 0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Jan-2017 AND 31-Jan-2017

1956000004	0001	0000049334	26243	PEBT IN TRUST	04-Jan-17	50,550.25
1957000003	0001	0000049339	12012	BC HYDRO & POWER AUTHORITY	11-Jan-17	37,799.06
1957000011	0001	0000049347	30211	FORTIS BC-NATURAL GAS	11-Jan-17	14,361.05
1957ET0008	0001	*****	12021	BC TEACHERS FEDERATION	11-Jan-17	25,242.05
1957ET0009	0001	*****	12111	BC TEACHERS FEDERATION	11-Jan-17	27,916.23
1957ET0068	0001	*****	26207	PACIFIC BLUE CROSS/MSA	11-Jan-17	59,216.56
1957ET0090	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	11-Jan-17	10,248.20
1957ET0093	0001	*****	30172	THIRDWAVE BUS SERVICES	11-Jan-17	63,709.85
1959ET0001	0001	*****	11050	APPLE CANADA INC. C3120	25-Jan-17	13,771.46
1959ET0010	0001	*****	11909	DR. DEBORAH AMARAL	25-Jan-17	11,675.00

TOTALS FOR BANK - 0001 314,489.71

TOTAL NUMBER OF CHEQUES 10

TOTAL NUMBER OF CHEQUES WITH MICR 3

ON-LINE CHEQUES : ISSUED BETWEEN 01-Jan-2017 AND 31-Jan-2017

00LCET3017	0005	*****	12144	BANK OF MONTREAL	09-Jan-17	35,561.02
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TOTALS FOR BANK - 0005 35,561.02

TOTAL NUMBER OF CHEQUES 1

TOTAL NUMBER OF CHEQUES WITH MICR 0

DATE 01-Feb-2017 10:23 AM

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

PAGE 2

START DATE: 01-Jan-2017 TO END DATE: 31-Jan-2017

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

				GRAND TOTAL		1,545,077.78
				CANCELLED TOTAL		0.00
				NET GRAND TOTAL		1,545,077.78
				GRAND TOTAL NUMBER OF CHEQUES		25
				GRAND TOTAL NUMBER OF CHEQUES WITH MICR		3

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

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

Board Report
February 8, 2017

Our Mission

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

In our strategic plan this mission is visually linked to a wonderful graphic highlighting the interconnectedness of many key words contained in our values and goals throughout the plan. These words express how all of us at School District 46 are engaged in learning: emotional, rewarding, joyful, experiential, developmental, enhancing, inquiry based, discovery, personalized, stimulating, comprehensive, enriching, diverse

This month, as the trustees visited every school in the district, it was clear that these key words from our strategic plan can be used to describe the activities of students at every school site. Each year, the visits are inspiring!

Board activities in January

January 12, 17 and 19 – Trustees visited schools. Our thanks go to the Principals and Vice-Principals for your presentations and the many students who acted as our guides.

January 26 – Trustees Ruth, Russell and Chair Baxter attended the ACE-IT Culinary Arts graduation ceremony along with Superintendent Bocking and Secretary Treasurer Weswick. Congratulations to all the graduates and their teachers for all their hard work.

Conference Report: Annual General Meeting

The 23rd Annual General Meeting of the BC Public School Employers' Association (BCPSEA) was held on Friday, January 27, 2017 at the Coast Coal Harbour Hotel, 1180 West Hastings Street, Vancouver, BC.

This one-day event opened with reports from BCPSEA Public Administrator Michael Marchbank and CEO Renzo Del Negro, as well as greetings from BC School Trustees Association President Teresa Rezansoff.

During the business session, the assembly considered the 2015-2016 audited financial statements as well as the appointment of the auditors, and carried the following motion:

BE IT RESOLVED that KPMG be appointed auditors to the British Columbia Public School Employers' Association for the 2016-2017 fiscal year.

Carried

The members then moved into a Representative Council for review of the proposed 2017-2018 BCPSEA budget:

BE IT RESOLVED that the membership approve the proposed BCPSEA budget for April 1, 2017 through March 31, 2018 as presented.

Carried

The assembly moved back into the AGM business session with debate of the following proposed resolutions:

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

Carried

BE IT RESOLVED that the BC Public School Employers' Association members direct the BCPSEA Public Administrator to write a letter to the Minister of Education requesting that costs incurred by boards of education from the exempt staff compensation changes be fully funded with new money by the provincial government.

Carried

BE IT RESOLVED that the BC Public School Employers' Association members direct the BCPSEA Public Administrator to provide an annual tracking report on the disposition of motions passed at previous Annual General Meetings.

Carried

BE IT RESOLVED that the BC Public School Employers' Association members direct the BCPSEA Public Administrator to request that the BCPSEA Bargaining Committee bargaining with the BC Teachers' Federation on the class size and composition language ensure that any settlement reached is fully funded on an ongoing basis by the provincial government.

Carried

BE IT RESOLVED that the BC Public School Employers' Association members direct the BCPSEA Public Administrator to write a letter to the Minister of Education to request that assistance be provided to rural districts to address recruitment and retention issues arising from the Supreme Court of Canada decision.

Carried

The AGM program included a panel presentation by Dave Byng, Deputy Minister of Education, Christina Zacharuk, President and CEO, Public Sector Employers' Council Secretariat, and Eric Harris, Partner, Harris Workplace Law and Advocacy. Delegates also attended a presentation on Bargaining Preparation 2019 presented by Renzo Del Negro, Janet Stewart and Graeme Norton from BCPSEA.

A closing thank you was provided to all delegates for their engagement and participation in the day's events, and appreciation expressed for the members' support for the ongoing work of BCPSEA.

Bargaining 2019

A Coordinated Approach

Time for Reflection

Reflecting on the last round of bargaining...

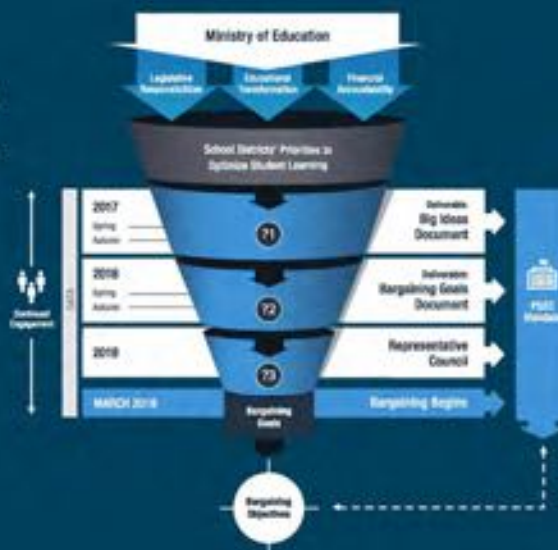
- Mechanisms for input
- Communication structures
 - What worked well?
 - What could be improved?

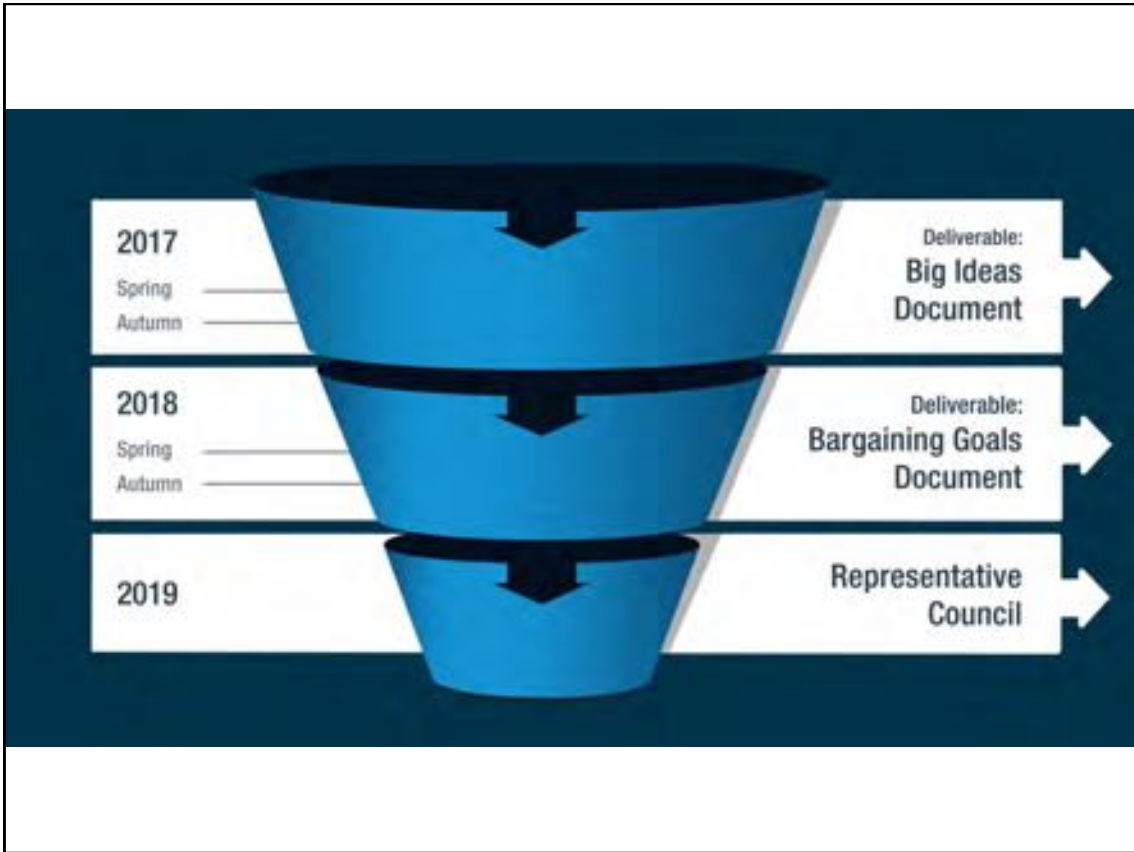
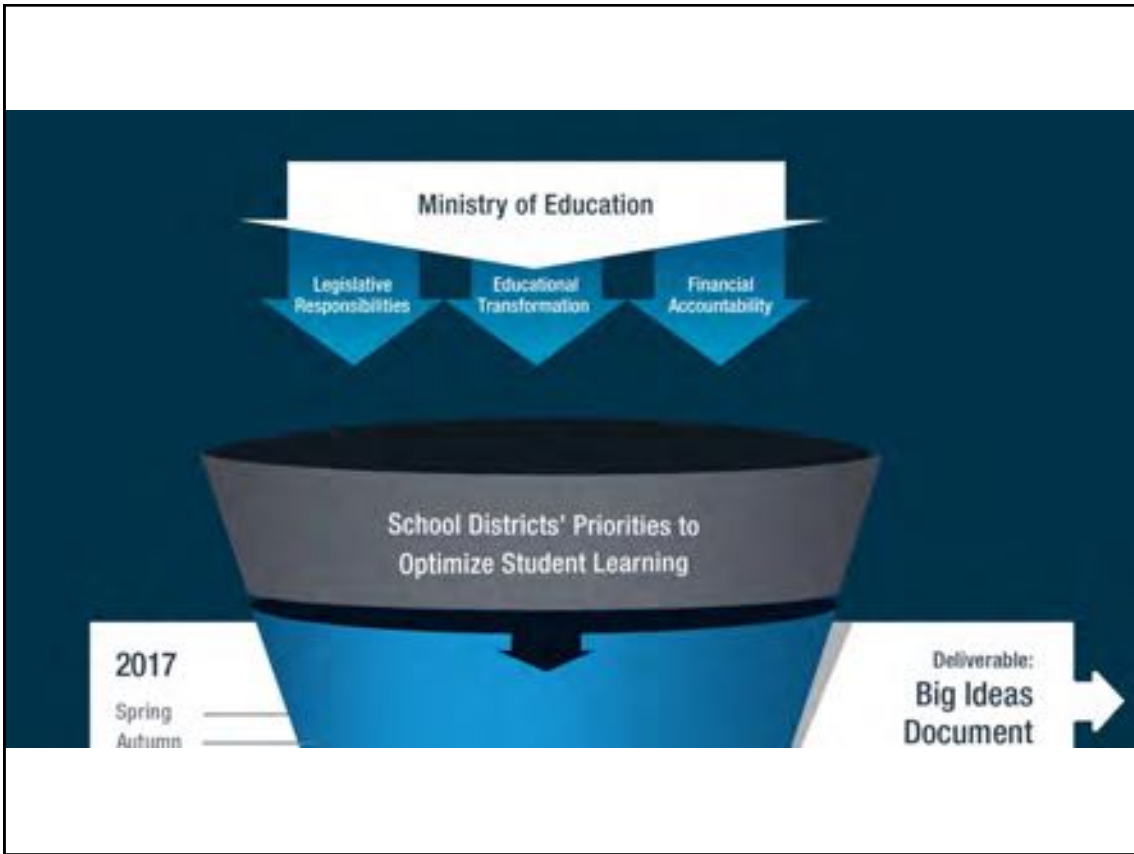
Overview of the Afternoon

- How can we better support you?
- Proposed Consultation Framework for 2019
- 2019 and the Supreme Court Negotiations – how are they different?

Bargaining 2019 A Coordinated Approach

A Consultation Framework to establish direction for 2019 Bargaining.







PSEC Mandate

Broad Public Sector Reality

- Policy direction
- Financial limits
- Pursuit of management rights


If we can link this work and education outcomes, perhaps we can influence the mandate as it applies to K – 12.

2017

Spring _____

Autumn _____

Deliverable:

Big Ideas Document 

?1

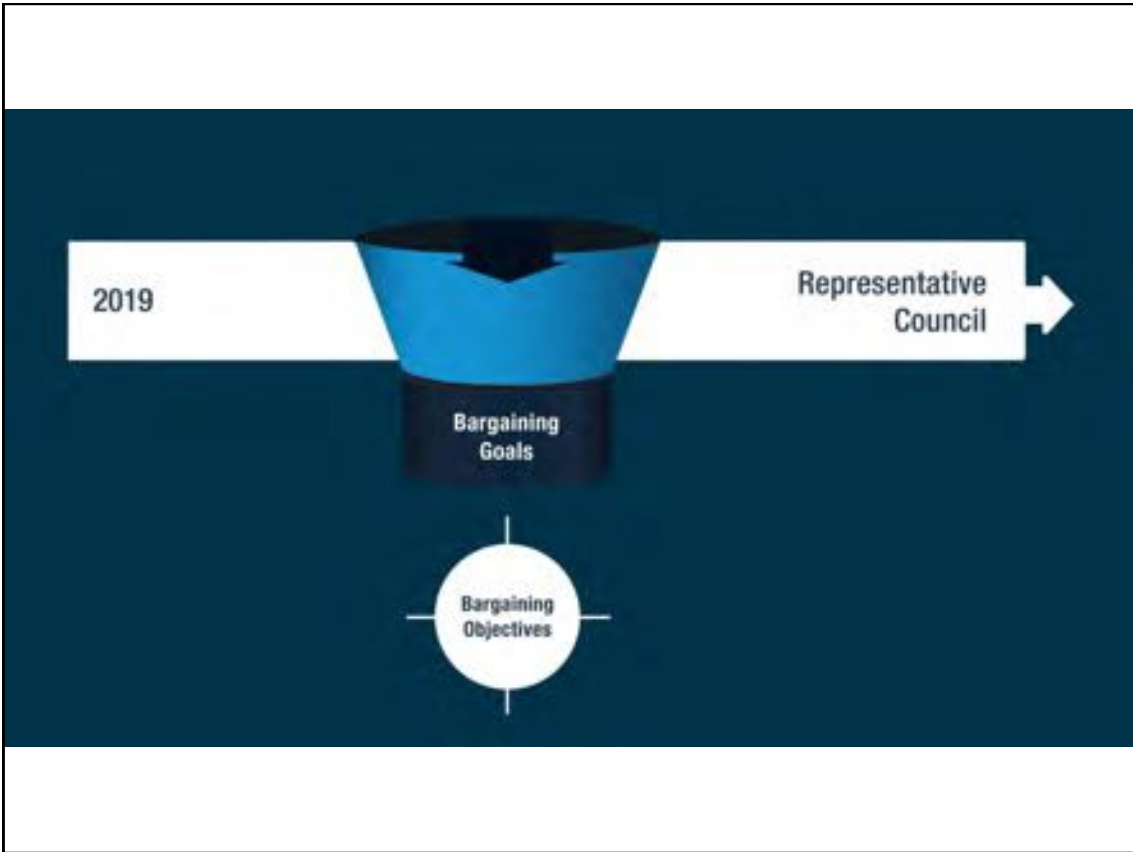
Does your district experience challenges within the employment context that impede your ability to optimize student learning?

?2

Are there opportunities to reduce these challenges through amendments to the collective agreement?

?3

What mechanisms would be acceptable in order to achieve these amendments?



?1

Does your district experience challenges within the employment context that impede your ability to optimize student learning?

?2

Are there opportunities to reduce these challenges through amendments to the collective agreement?



What mechanisms would be acceptable in order to achieve these amendments?

We want your
input!

Time for Reflection

- How would you like to structure these conversations?
 - Regional meetings?
 - In district?
 - Representative Council?
 - Other ideas?
- What other questions could we be asking?

Supreme Court Ruling



Supreme Court issues under discussion



BC Public School Employers' Association (BCPSEA) 23rd Annual General Meeting

JANUARY 27, 2017

Dave Byng – DEPUTY MINISTER



2

Topics

1. Celebrating Our Successes
2. Memorandum of Agreement (MoA)
3. Enrolment Increases
4. Key Areas of Focus Over 3-5 Years
5. Ministry Strategic Plan – Core Drivers
6. System Performance & Accountability
7. Rural Education
8. Learning Transformation Project
9. System Resources – Operating/Capital
10. Empowering Our People
11. Summary





Celebrating Our Successes

Conference Board of Canada (2014)

- ✓ 3rd best among included jurisdictions and top performing Province

PISA results (2015)

- ✓ 1st in reading
- ✓ 2nd in science
- ✓ 6th in math

PISA results (2012)

- ✓ 2nd in reading
- ✓ 3rd in science
- ✓ 10th in math

New PISA results (2015) show BC students made improvements in each subject area compared to 2012.



Celebrating Our Successes • 10-Year trends since 2006/07

Grade-to-Grade Transition Rates

- ✓ Has increased from 94% to 96% for all learners
- ✓ Has increased 28% overall for Aboriginal learners from 65% to 83%

Six-Year Completion Rates

- ✓ Has increased from 79% to 83% for all learners
- ✓ Has increased 33% overall for Aboriginal learners from 48% to 64%

Immediate Transition Rates to Post-Secondary

- ✓ Has increased from 50% to 53% for all learners
- ✓ Has increased 4% overall for Aboriginal learners from 49% to 51%





Memorandum of Agreement (MoA) Between BCPSEA, MEd, BCTF

- ✓ Additional **\$50 million commitment** for the 2016/17 school year
- ✓ Funding will **support the hiring** of additional:
 - *Classroom teachers where it is feasible*
 - *Speciality teachers including Aboriginal support teachers, counsellors, English Language Learning teachers, teacher librarians and more*
- ✓ Number and type of teachers hired will be **determined by districts, local unions** and the hiring process
- ✓ Agreement provides **flexible options** for districts to work with local teachers' unions to determine how to best use funds



Memorandum of Agreement (MoA) Between BCPSEA, MEd, BCTF

Mutual Interest in Supporting Teachers with **Capacity Building**

Funding includes *but is not limited to:*

- ✓ **Upgrading existing teacher qualifications** during the 2016/17 school year
- ✓ Teacher **recruitment** programs
- ✓ Teacher **mentoring** programs





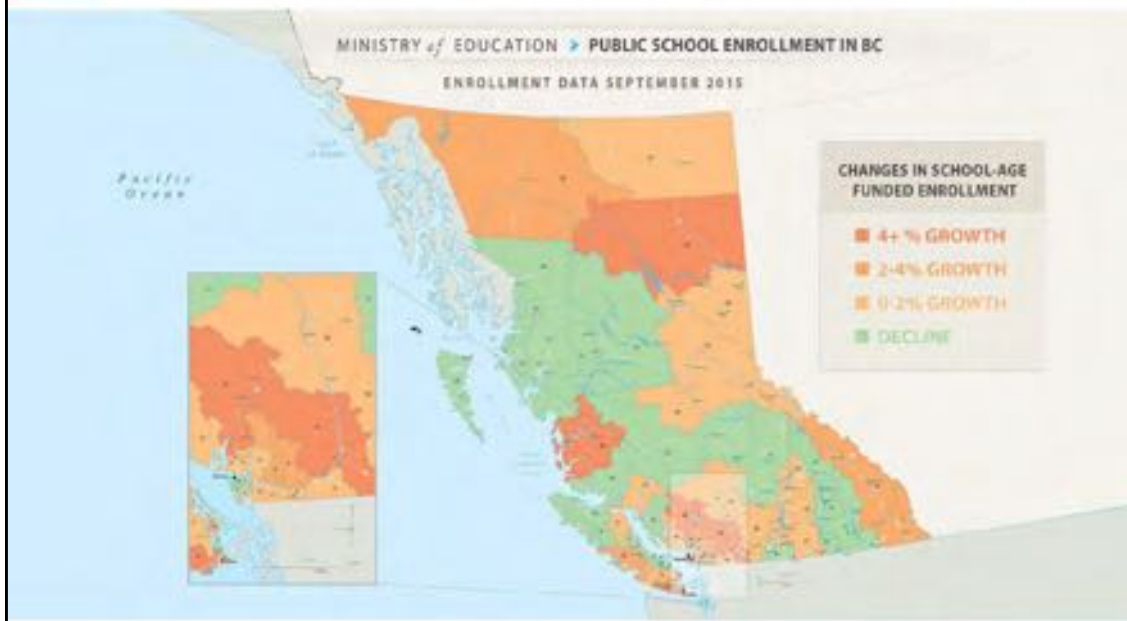
Approximately 4,200 more students projected in 2017/18

Key Drivers:

- **Migration:** Highest inter-provincial migration since 2007; 50% from Alberta 2016 YTD, largely due to BC's strong economic growth. Federal government has also elevated immigration levels to highest level (300,000) since the early 1900's.
- **Demographics:** A continued annual 1% increase in the birth rate is projected on average, over the next 10 years
- **Transfer from independent schools:** 1,000 students transferring on average over past 10 years; experienced 2,100 transferring in 2014 and 1,350 in 2015
- **Student retention:** Across all schools in the Province, the annual grade to grade transition rates and the 5 year completion rate have all increased by 1-3 percentage points over the last 5 years.

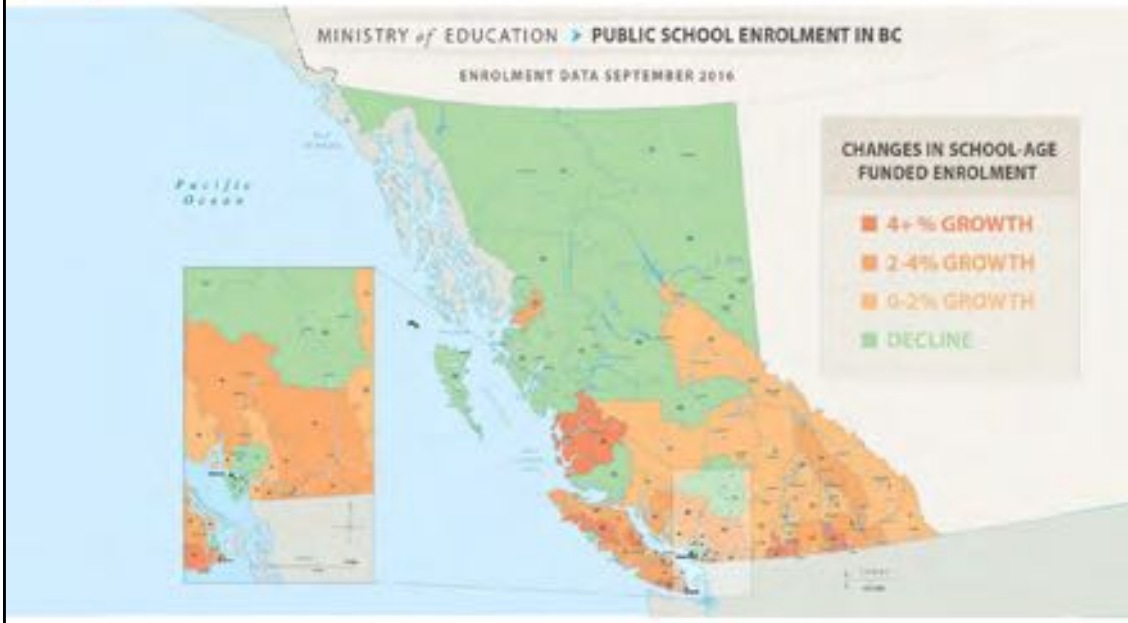


4,700-student increase in public school enrolment 2015/16





5,700-student increase in public school enrolment 2016/17



Key Areas of Focus Over the Next 3-5 Years

Cultural Diversity

- ✓ Increasing numbers of immigrant students
- ✓ Upward trend of in-migration from other provinces
- ✓ Record levels of student immigrants

Special Needs

- ✓ Increasing numbers of students identified with special needs
- ✓ Earlier diagnosis resulting in improved supports in place

Aboriginal Education

- ✓ Restrictions on use of Evergreen certificates
- ✓ Improved six-year completion rate
- ✓ Access to provincial exams and BC Dogwood for students on reserve





Key Areas of Focus Over the Next 3-5 Years

Classroom of the Future

- ✓ Increasing use of **technology** in education
- ✓ Goal is **equal access** in urban and rural schools
- ✓ **Rapid growth** of tech sector in B.C.



Advance learning for the workplace

- ✓ Employers expressing need for **nimble and adaptive skilled workers**
- ✓ In complement to knowledge development, **increasing focus on core competencies**: communication, problem solving, teamwork, and emotional intelligence
- ✓ Graduates will likely experience **multiple sectors, business lines, and a variety of roles**



Ministry Strategic Priorities for System Alignment





Rural Education Strategy

The Rural Education Strategy aims to find long-term solutions for the challenges facing rural schools, while recognizing the economic impact of single schools in small communities.



Learning Modernization Project

K-9 Update

- **Curriculum** - Implemented at start of 2016/17 year
- **Assessment** - FSA field testing completed - refinement continues; classroom assessment guidelines in development
- **Reporting** – Online parent engagement and community sessions

10-12 Update

- **Curriculum** - Timeline extended; full implementation 2018/19
- **Assessment** - Collaboration with educators and specialists to develop new literacy and numeracy assessments
- **Reporting** - Research on best practices underway (aligned to K-9)
- **Graduation** – Engaging with the K-12 and post-secondary sector to ensure alignment; survey about External Credentials completed





Improving System Performance

- System-wide focus on continuous improvement and accountability
- Is what we are doing making a positive difference for students?
- Meaningful evidence that has a demonstrated record of enhancing student learning and driving continuous improvement
- Combination of provincial and local



Meaningful System-Wide Accountability

System-wide Focus on intellectual, human and social, and career development

Multi-year district and school plans, updated annually

Meaningful and Effective Evidence Reported at least annually by districts and the province

System-wide Capacity Building Team-based supports focussed on continuous improvement

Linkages with existing local agreements to ensure consistent and meaningful support of Aboriginal students (e.g., Aboriginal Education Enhancement Agreements)

BC's Framework for Enhancing Student Learning co-developed with provincial education partners



Vision for Evidence

BC has the most accessible, engaging, and useful information on education in the world.



System Resources – Operating

Total operating budget of **\$5.1B** for the public school system

- ✓ **\$100M** – Learning Improvement Fund
(**\$80M** for teachers, **\$20M** for learning assistants)
- ✓ **\$50M** – BCTF Interim Agreement
- ✓ **\$46.7M** – Enrolment increase for eligible students
- ✓ **\$25M** – Administrative savings

Major investments:

- ✓ **\$6M** – Coding training for teachers & curriculum supports
- ✓ **\$2.05M** – Rural Education Enhancement Fund
- ✓ **\$14.7M** – Student Transportation Fund





Capital Investment

Total capital budget of \$1.7B

Current 3-Year Fiscal Plan through 2018/19

- ✓ **\$560M** – Seismic mitigation investment
- ✓ **\$355M** – School enhancement
- ✓ **\$380M** – Priority expansion & replacement

Major investments:

- ✓ **\$100M** - New spaces in Surrey as well as adding spaces in Langley, Coquitlam and Fort St John
- ✓ **Replacement** of New Westminster Secondary
- ✓ **Completed** 163 of 346 seismic projects since 2004



Empowering our People



Enhancing sector accountability through Pro-D opportunities:

- ✓ **Teachers / Certificate Holders**
Continued Professional Development Advisory Council
- ✓ **Administration / Management / Trustees**
Leadership Development Framework



Summary

- ✓ **B.C. has a world-class education system**
- ✓ Our **students** continue to rank **high** in national and international **assessments**
- ✓ **Celebrate** our successes, drive positive change, and **inspire students to achieve their best**
- ✓ **Strong working relationships** in the sector



K-12 System: 2001 vs. 2016

2001	2016
Hundreds of clauses restricting class size, # students with IEPs, teacher ratios – rigid and costly; classroom teachers not involved in decisions	Class maximums for K-3 set in legislation, Learning Improvement Fund, more education assistants – flexible approaches that require input from classroom teachers
Support for students with special needs focused outside the classroom: resource rooms, special education teachers	Support focused on inclusion: improved teaching practice, learning strategies to enhance in-class success, education assistants
Similar school programs	Wider diversity of courses; can choose among schools offering specialized programs
Six-year completion rates:	
All students	76.5% 83.9% – 9.7% increase
Aboriginal students	42.3% 63.0% – 48.9% increase
Special needs students	33.4% 65.9% – 97.3% increase
ELL students	77.0% 86.2% – 11.9% increase



Non-Enrolling Data as of January 24 2017

Position Type	Student FTE	AIC - 2001	2016-Actual	Difference
Teacher Librarians	518,050	785	589	-196
Teacher Counsellors	518,050	827	957	130
Learning Assistance Teachers	518,050	1,092	2,202	1,110
Special Education Teachers	518,050	1,916	1,811	-105
English Learning Teachers	62,679	1,148	625	-523
TOTAL		5,768	6,184	416
Uncategorized non-enrolling staff		296		
***Other categories not captured by collective agreement		434		730

*Shaded area indicates overlapping responsibilities in 2017 context

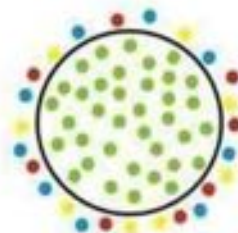
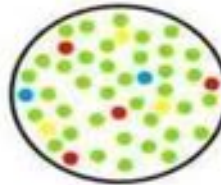
**A significant metro district still requires further refinement

*** Position types include Aboriginal Educators, Distance Learning, Adult Educators, Career Prep, International Ed

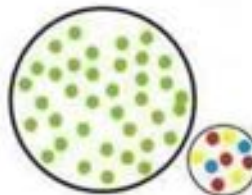


Inclusive Classroom Composition

- ✓ All students can learn
- ✓ Celebrate diversity
- ✓ Use various teaching strategies



Exclusion



Segregation



Integration



Considerations

- ✓ **Student needs** balanced with **teacher workload**
- ✓ **Operational** challenges
- ✓ **Capital** limitations
- ✓ **Fiscal** factors
- ✓ **Labour Relations** implications



Questions



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

OPERATIONS COMMITTEE NOTES

Held on January 19th, 2017 from 12:30-2:00 pm
At the School Board Office, Gibsons, B.C.

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of Instruction; Nicholas Weswick, Secretary-Treasurer; Rob Collison, Manager of Facilities and Transportation; Phil Luporini, District Principal of Technology; Carolyn Smith, CUPE Local 801; Marnie Baba, CUPE Local 801; Tracey Bond, CUPE Local 801; Ruth Emmerson; Erica Reimer, Executive Assistant (Recording Secretary)

GUEST: Frank Marasco, Special Projects Manager, Association of School Transportation Services of British Columbia (ASTBC)

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

1. Enrolment Projections

District Principal Luporini shared enrolment projections with the committee. The based on current enrolments, the district is projected to see a decrease of 30 students in the secondary population, while the elementary population is projected to remain constant with a slight increase in enrollment in the NEST program. Enrolment projections are provided by Baragar Systems and are based on short term and long term trends, housing stats, trends in population, as well as local knowledge based on conversations with the district.

2. Amended Budget

Secretary-Treasurer Weswick reviewed changes in revenue and spending in comparison to the preliminary budget prepared in the spring. He reported that overall enrolment increased compared to earlier projections which resulted in a higher level of general enrolment-based funding. Enrolment of students with special needs was, conversely, lower than expected, resulting in a lower level of funding in that area. Enrolment in the SCAS programs is lower than projected however there is some possibility that mid year enrolment count might provide additional funding. Overall, the district expects to see an operating deficit of \$31,261 that will be drawn from the prior year's unrestricted surplus, due primarily to shifts in enrolment.

Secretary-Treasurer Weswick noted that the staff recommendation is to use the additional transportation revenue in the current year to purchase activity buses and replace 15 passenger vans, where possible. The units would be purchased through a provincial purchasing program later this year.

The corrected presentation is attached to these notes for reference.

RECOMMENDATION:

“To approve the amended budget”

3. Preliminary Budget Discussions

Secretary-Treasurer Weswick spoke to his budget and transportation presentation, which he and Superintendent Bocking have been sharing with all school PACs. The committee discussed potential changes to transportation services, including reviewing walk to stop limits, adjusting bell schedules, potential seasonal adjustments to transportation schedules during the winter months, and the pros and cons of biking to school in rural areas.

4. Transportation Review Process

Frank Marasco shared information on an ongoing bus route optimization project to implement new student transportation management software and optimize bus routes to improve service levels. A copy of Mr. Marasco’s presentation is available with the meeting package at:

http://www.sd46.bc.ca/files/16-17_BoardMeetings/cmtes/20170119-Ops_Agenda.pdf

The meeting adjourned at 2:07 p.m.

NEXT MEETING: Thursday, February 16th from 12:30 to 2:00 pm at the School Board Office.



2016-2017 Amended Budget

Presented to Operations Committee
January 19th, 2017

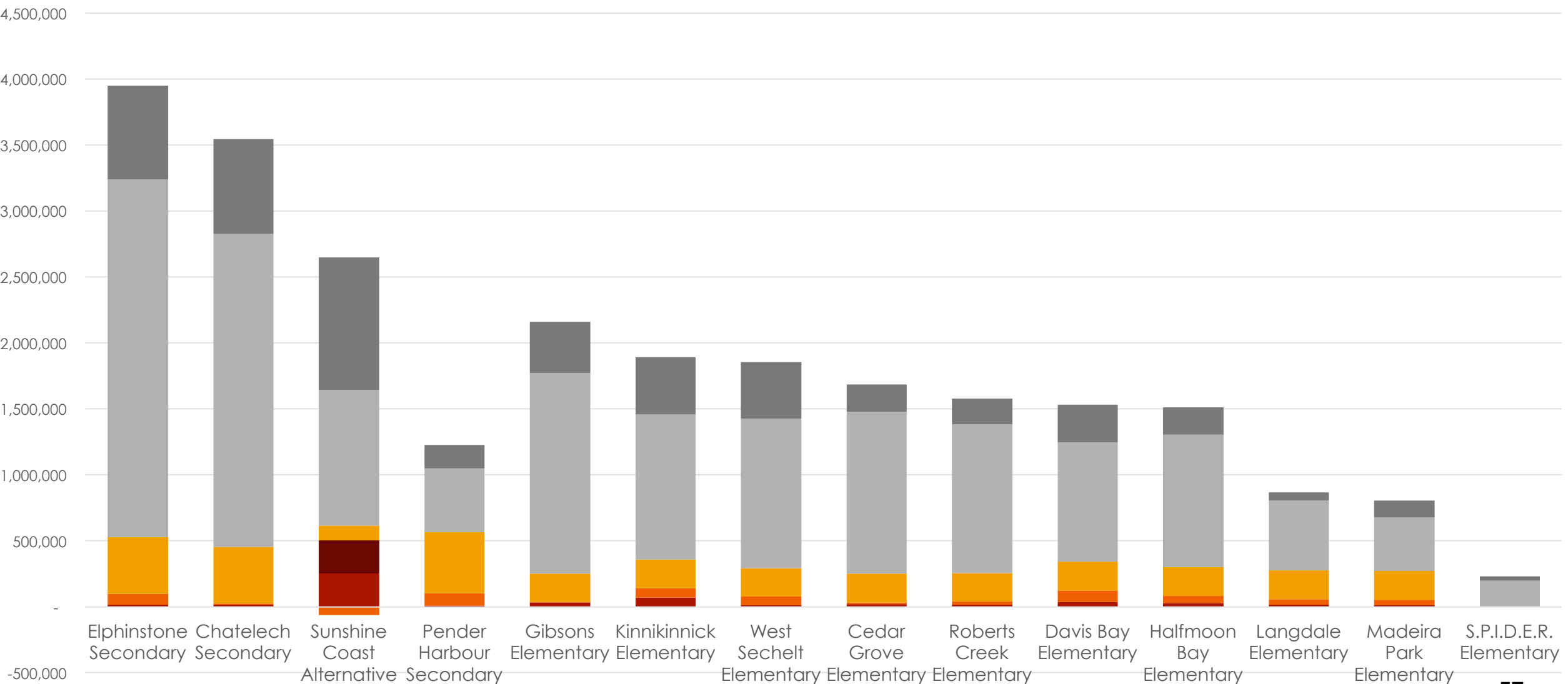
Revenue by Source

	2016/17 Budget			2016/17 Amended Budget			Change
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
School Age	2,915.0000	7,166	20,888,890	2,937.8750	7,218	21,205,582	316,692
Alternative	165.0000	7,166	1,182,390	142.2500	7,218	1,026,761	(155,630)
DL	75.0000	6,030	452,250	59.7500	6,030	360,293	(91,958)
Home School	5.0000	250	1,250	2.9040	250	726	(524)
							-
Level 1 Spec Needs	4	37,700	150,800	9	37,700	339,300	188,500
Level 2 Spec Needs	236	18,850	4,448,600	207	18,850	3,901,950	(546,650)
Level 3 Spec Needs	185	9,500	1,757,500	202	9,500	1,919,000	161,500
English Language Learning	110	1,380	151,800	120	1,380	165,600	13,800
Aboriginal Ed	561	1,195	670,395	578	1,195	690,710	20,315
Adult Education	10	4,565	45,650	1.375	4,565	6,277	(39,373)
							-
Salary Differential			193,582			181,659	(11,923)
Unique Features			5,347,354			5,347,354	-
Enrolment Decline	(159.00)	29.96	-	(19.00)	31.21	-	-
Transportation							-
Additional/Holdback							-
Summer Learning							-
Feb Recount			37,730			37,730	-
May Recount			46,775			46,775	-
Education Plan			62,418			62,418	-
Administrative Savings			(182,072)			(182,072)	-
Funding Protection			-			-	55
Ministry Operating			35,255,312			35,110,411	-145250

Revenue by Source

	2016/17 Budget			2016/17 Amended Budget			
Min-Pay Equity			510,381			510,381	-
Min - Transportation						380,465	380,465
Min-Misc.			8,696			8,696	-
Min-Grad Adult	0.375	4,565	1,712	1	4,565	4,565	2,853
Min-ITA			35,000			35,000	-
Min-Supplemental 16/17			166,566				(166,566)
Carbon Tax Rebate			25,000			25,000	-
Offshore Tuition			72,310			78,408	6,098
SD#93-CSF			543,000			536,000	(7,000)
Miscellaneous Revenue			146,700			175,976	29,276
Rentals and Leases			55,000			55,000	-
Investment Income			90,000			90,000	-
Total Funding			36,909,677			37,009,553	99,876

- Special Purpose Fund Allocation
- Base Funding Allocation
- District Programs
- Enrolment-based Funding
- Surplus (Deficit) from previous year
- Special Education Funding



School Funding by Source

	Special Purpose Fund Allocation	District Programs	Surplus (Deficit) from previous year	Base Funding Allocation	Enrolment-based Funding	Special Education Funding	TOTAL
Elphinstone Secondary	15,000	0	84,361	428,000	2,712,492	709,850	3,949,703
Chatelech Secondary	15,000	0	9,959	428,000	2,373,177	718,400	3,544,536
Sunshine Coast Alternative	257,375	246,000	-61,487	113,000	1,026,391	1,005,750	2,587,029
Pender Harbour Secondary	10,000	0	92,207	463,000	482,971	177,550	1,225,728
Gibsons Elementary	34,799	0	1,259	218,000	1,517,083	389,950	2,161,091
Kinnikinnick Elementary	72,399	0	69,602	218,000	1,097,683	436,100	1,893,784
West Sechelt Elementary	14,200	0	63,095	218,000	1,128,318	432,300	1,855,913
Cedar Grove Elementary	22,200	0	12,032	218,000	1,227,736	206,518	1,686,486
Roberts Creek Elementary	17,600	0	22,869	218,000	1,126,202	193,650	1,578,321
Davis Bay Elementary	39,600	0	86,010	218,000	906,454	281,400	1,531,464
Halfmoon Bay Elementary	28,200	0	54,752	218,000	1,005,305	205,750	1,512,007
Langdale Elementary	16,000	0	42,506	218,000	530,223	61,650	868,379
Madeira Park Elementary	14,000	0	41,605	218,000	405,334	128,750	807,689
S.P.I.D.E.R. Elementary	0	0	4,697	0	195,520	32,150	232,367
TOTAL	556,373	246,000	523,467	3,394,000	15,734,889	4,979,768	25,434,497

District Departments

	2016/17 Budget		2016/17 Amended Budget	
	FTE	\$	FTE	\$
Business Administration Total	10.20	1,335,032	10.20	1,339,328
District Governance Total	7.00	189,294	7.00	189,294
Educational Admin Total	14.81	1,676,934	14.81	1,681,829
Careers & Ace-It (1.03)	-	90,000	-	90,000
Aboriginal Education Total	12.06	1,012,885	12.06	1,015,319
District Special Education	16.67	1,376,486	17.37	1,382,970
ELL Total	1.00	151,800	1.00	165,600
Technology Total	5.00	863,469	5.00	864,094
Facilities Total	39.39	3,456,239	39.39	3,457,390
Total Transportation	0.63	1,076,720	0.63	1,436,720
Utilities	-	672,500	-	672,500
Replacement costs including benefits	-	850,000	-	850,000
Total	106.7537	12,751,360	107.457	13,145,043

Total District Budget

	2015/16 Preliminary	2015/16 Amended Budget	2016/17 Budget	2016/17 Amended Budget
Total District Budget				
Operating Revenue	35,077,073	36,210,444	36,909,676	37,009,553
Financial Provision				
Transfer from Restricted - Curriculum	150,000			
Utilization of Restricted	5,521	1,520,150	138,705	1,688,811
Utilization of Unrestricted		939,098	375,210	
Operating Expense				
School Allocations	22,751,245	23,431,561	24,623,401	24,412,527
District Departments	12,481,350	12,319,482	12,751,360	13,145,043
Allowance for Special Ed Enrolment			48,831	
Allocations from Restricted		1,520,150		1,172,053
Allocations from Unrestricted		1,314,308		
Additional Allocations		84,192		
Net Operating Fund	(0)	(0)	(0)	(31,261)
Remaining Unrestricted Surplus		375,210		538,098
Available Funds		375,210	(0)	506,837

School District No. 46 (Sunshine Coast)
Amended Annual Budget Bylaw for the fiscal year 2016/2017

- 1) Motion:
"THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2016/2017 be read for a first time."
- 2) Motion:
"THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2016/2017 be read for a second time."

Requires unanimous approval before third reading.

- 3) Motion:
"THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2016/2017 be read for a third time, passed and adopted."

Amended Annual Budget

School District No. 46 (Sunshine Coast)

June 30, 2017

School District No. 46 (Sunshine Coast)

June 30, 2017

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 46 (SUNSHINE COAST) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2016/2017 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for fiscal year 2016/2017.
3. The attached Statement 2 showing the estimated revenue and expense for the 2016/2017 fiscal year and the total budget bylaw amount of \$43,474,762 for the 2016/2017 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2016/2017.

READ A FIRST TIME THE 8th DAY OF FEBRUARY, 2017;

READ A SECOND TIME THE 8th DAY OF FEBRUARY, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE 8th DAY OF FEBRUARY, 2017;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw 2016/2017, adopted by the Board the _____ DAY OF _____, 2017.

Secretary Treasurer

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2017

	2017 Amended Annual Budget	2016 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	3,152.875	3,129.875
Adult	3.375	15.875
Total Ministry Operating Grant Funded FTE's	3,156.250	3,145.750
Revenues	\$	\$
Provincial Grants		
Ministry of Education	37,873,324	37,143,638
Other	35,000	40,000
Tuition	78,408	72,310
Other Revenue	1,531,976	1,437,226
Rentals and Leases	55,000	55,000
Investment Income	96,000	96,000
Amortization of Deferred Capital Revenue	1,604,043	1,582,843
Total Revenue	41,273,751	40,427,017
Expenses		
Instruction	33,250,265	33,169,616
District Administration	1,972,326	1,878,737
Operations and Maintenance	6,657,366	6,535,349
Transportation and Housing	1,594,805	1,216,902
Total Expense	43,474,762	42,800,604
Net Revenue (Expense)	(2,201,011)	(2,373,587)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,720,073	2,655,150
Budgeted Surplus (Deficit), for the year	(480,938)	281,563
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		638,710
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(480,938)	(357,147)
Budgeted Surplus (Deficit), for the year	(480,938)	281,563

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget	2016 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	38,845,122	38,226,885
Special Purpose Funds - Total Expense	2,544,659	2,633,729
Capital Fund - Total Expense	2,084,981	1,939,990
Total Budget Bylaw Amount	43,474,762	42,800,604

Approved by the Board

Signature of the Chairperson of the Board of Education Date Signed

Signature of the Superintendent Date Signed

Signature of the Secretary Treasurer Date Signed

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2017

	2017 Amended Annual Budget	2016 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(2,201,011)</u>	<u>(2,373,587)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Deferred Capital Revenue	<u>(2,200,000)</u>	<u>(2,600,000)</u>
Total Acquisition of Tangible Capital Assets	<u>(2,200,000)</u>	<u>(2,600,000)</u>
Amortization of Tangible Capital Assets	<u>2,084,981</u>	<u>1,939,990</u>
Total Effect of change in Tangible Capital Assets	<u>(115,019)</u>	<u>(660,010)</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(2,316,030)</u></u>	<u><u>(3,033,597)</u></u>

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2017

	Operating Fund	Special Purpose Fund	Capital Fund	2017 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	2,515,503		7,677,983	10,193,486
Changes for the year				
Net Revenue (Expense) for the year	(1,720,073)		(480,938)	(2,201,011)
Net Changes for the year	(1,720,073)	-	(480,938)	(2,201,011)
Budgeted Accumulated Surplus (Deficit), end of year	795,430	-	7,197,045	7,992,475

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2017

	2017 Amended Annual Budget	2016 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	36,154,665	35,395,435
Other	35,000	40,000
Tuition	78,408	72,310
Other Revenue	711,976	557,700
Rentals and Leases	55,000	55,000
Investment Income	90,000	90,000
Total Revenue	37,125,049	36,210,445
Expenses		
Instruction	30,918,928	30,749,209
District Administration	1,972,326	1,878,737
Operations and Maintenance	4,452,948	4,483,313
Transportation and Housing	1,500,920	1,115,626
Total Expense	38,845,122	38,226,885
Net Revenue (Expense)	(1,720,073)	(2,016,440)
Budgeted Prior Year Surplus Appropriation	1,720,073	2,655,150
Budgeted Surplus (Deficit), for the year	-	638,710

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2017

	2017 Amended Annual Budget	2016 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	35,110,063	34,840,996
Other Ministry of Education Grants		
Pay Equity	510,381	510,381
Funding for Graduated Adults	4,565	1,712
Transportation Supplemental	380,465	
FSA Scorer Funds	8,696	8,696
Carbon Tax Reimbursement	25,000	25,000
Curriculum Implementation		8,650
Supplemental Mid Year Enrollment	115,495	
Total Provincial Grants - Ministry of Education	36,154,665	35,395,435
Provincial Grants - Other	35,000	40,000
Tuition		
International and Out of Province Students	78,408	72,310
Total Tuition	78,408	72,310
Other Revenues		
Other School District/Education Authorities	536,000	543,000
Miscellaneous		
Miscellaneous	175,976	14,700
Total Other Revenue	711,976	557,700
Rentals and Leases	55,000	55,000
Investment Income	90,000	90,000
Total Operating Revenue	37,125,049	36,210,445

School District No. 46 (Sunshine Coast)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Source
Year Ended June 30, 2017

	2017 Amended Annual Budget	2016 Amended Annual Budget
	\$	\$
Salaries		
Teachers	13,957,500	14,001,406
Principals and Vice Principals	1,920,000	1,851,534
Educational Assistants	2,895,648	2,609,675
Support Staff	3,946,851	3,806,788
Other Professionals	1,335,001	1,241,952
Substitutes	2,111,631	2,118,048
Total Salaries	26,166,631	25,629,403
Employee Benefits	6,235,036	6,313,869
Total Salaries and Benefits	32,401,667	31,943,272
Services and Supplies		
Services	739,058	806,297
Student Transportation	1,456,999	1,075,608
Professional Development and Travel	154,364	142,730
Rentals and Leases	40,200	40,200
Dues and Fees	54,500	49,500
Insurance	83,000	83,000
Supplies	3,219,831	3,361,278
Utilities	695,503	725,000
Total Services and Supplies	6,443,455	6,283,613
Total Operating Expense	38,845,122	38,226,885

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2017

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	10,360,793	293,000		636,529		1,886,569	13,176,891
1.03 Career Programs	140,128					54,000	194,128
1.07 Library Services	244,779			88,932			333,711
1.08 Counselling	400,416			123,775			524,191
1.10 Special Education	2,221,209	122,570	2,706,043	311,210	125,000	146,062	5,632,094
1.30 English Language Learning	131,850						131,850
1.31 Aboriginal Education	458,325	115,000	189,605				762,930
1.41 School Administration		1,389,430		411,159			1,800,589
1.62 International and Out of Province Students							-
1.64 Other				41,951			41,951
Total Function 1	13,957,500	1,920,000	2,895,648	1,613,556	125,000	2,086,631	22,598,335
4 District Administration							
4.11 Educational Administration					384,242		384,242
4.40 School District Governance					106,227		106,227
4.41 Business Administration				125,625	566,332	25,000	716,957
Total Function 4	-	-	-	125,625	1,056,801	25,000	1,207,426
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				45,245	131,200		176,445
5.50 Maintenance Operations				2,089,861			2,089,861
5.52 Maintenance of Grounds				61,318			61,318
5.56 Utilities							-
Total Function 5	-	-	-	2,196,424	131,200	-	2,327,624
7 Transportation and Housing							
7.41 Transportation and Housing Administration					22,000		22,000
7.70 Student Transportation				11,246			11,246
Total Function 7	-	-	-	11,246	22,000	-	33,246
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	13,957,500	1,920,000	2,895,648	3,946,851	1,335,001	2,111,631	26,166,631

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2017

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2017 Amended Annual Budget	2016 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	13,176,891	2,877,236	16,054,127	1,961,299	18,015,426	18,426,590
1.03 Career Programs	194,128	35,872	230,000	11,000	241,000	238,302
1.07 Library Services	333,711	87,297	421,008	57,504	478,512	435,319
1.08 Counselling	524,191	136,695	660,886	250	661,136	788,592
1.10 Special Education	5,632,094	1,525,935	7,158,029	265,441	7,423,470	7,046,080
1.30 English Language Learning	131,850	33,753	165,603	90,435	256,038	236,745
1.31 Aboriginal Education	762,930	203,886	966,816	357,245	1,324,061	1,058,499
1.41 School Administration	1,800,589	424,111	2,224,700	86,992	2,311,692	2,280,554
1.62 International and Out of Province Students	-	-	-	66,558	66,558	98,242
1.64 Other	41,951	11,620	53,571	87,464	141,035	140,286
Total Function 1	22,598,335	5,336,405	27,934,740	2,984,188	30,918,928	30,749,209
4 District Administration						
4.11 Educational Administration	384,242	93,463	477,705	18,000	495,705	489,316
4.40 School District Governance	106,227	1,066	107,293	82,000	189,293	181,270
4.41 Business Administration	716,957	185,327	902,284	385,044	1,287,328	1,208,151
Total Function 4	1,207,426	279,856	1,487,282	485,044	1,972,326	1,878,737
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	176,445	44,739	221,184	85,000	306,184	300,955
5.50 Maintenance Operations	2,089,861	548,876	2,638,737	684,221	3,322,958	3,330,887
5.52 Maintenance of Grounds	61,318	16,985	78,303	50,000	128,303	126,471
5.56 Utilities	-	-	-	695,503	695,503	725,000
Total Function 5	2,327,624	610,600	2,938,224	1,514,724	4,452,948	4,483,313
7 Transportation and Housing						
7.41 Transportation and Housing Administration	22,000	5,060	27,060	-	27,060	26,270
7.70 Student Transportation	11,246	3,115	14,361	1,459,499	1,473,860	1,089,356
Total Function 7	33,246	8,175	41,421	1,459,499	1,500,920	1,115,626
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	26,166,631	6,235,036	32,401,667	6,443,455	38,845,122	38,226,885

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2017

	<u>2017 Amended Annual Budget</u>	<u>2016 Amended Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	1,718,659	1,748,203
Other Revenue	820,000	879,526
Investment Income	6,000	6,000
Total Revenue	<u>2,544,659</u>	<u>2,633,729</u>
Expenses		
Instruction	2,331,337	2,420,407
Operations and Maintenance	213,322	213,322
Total Expense	<u>2,544,659</u>	<u>2,633,729</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2017

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	Service Delivery Transformation	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			32,601	552,271	25,000	533,257			59,274
Add: Restricted Grants									
Provincial Grants - Ministry of Education	213,322	727,874					192,000	24,500	15,235
Other				60,000		700,000			
Investment Income				6,000					
	213,322	727,874	-	66,000	-	700,000	192,000	24,500	15,235
Less: Allocated to Revenue	213,322	727,874	-	66,000	-	700,000	192,000	24,500	15,235
Deferred Revenue, end of year	-	-	32,601	552,271	25,000	533,257	-	-	59,274
Revenues									
Provincial Grants - Ministry of Education	213,322	727,874					192,000	24,500	15,235
Other Revenue				60,000		700,000			
Investment Income				6,000					
	213,322	727,874	-	66,000	-	700,000	192,000	24,500	15,235
Expenses									
Salaries									
Teachers		463,614							
Educational Assistants		126,362					118,000		
Support Staff	120,990								
Substitutes									2,000
	120,990	589,976	-	-	-	-	118,000	-	2,000
Employee Benefits	33,516	137,898					44,000		512
Services and Supplies	58,816			66,000		700,000	30,000	24,500	12,723
	213,322	727,874	-	66,000	-	700,000	192,000	24,500	15,235
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2017

	Coding and Curriculum			
	CommunityLINK	Implementation	Other	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year			196,325	1,398,728
Add: Restricted Grants				
Provincial Grants - Ministry of Education	490,787	54,941		1,718,659
Other			60,000	820,000
Investment Income				6,000
	490,787	54,941	60,000	2,544,659
Less: Allocated to Revenue	490,787	54,941	60,000	2,544,659
Deferred Revenue, end of year	-	-	196,325	1,398,728
Revenues				
Provincial Grants - Ministry of Education	490,787	54,941		1,718,659
Other Revenue			60,000	820,000
Investment Income				6,000
	490,787	54,941	60,000	2,544,659
Expenses				
Salaries				
Teachers	73,000	39,762	24,000	600,376
Educational Assistants	129,488			373,850
Support Staff				120,990
Substitutes				2,000
	202,488	39,762	24,000	1,097,216
Employee Benefits	53,299	10,179		279,404
Services and Supplies	235,000	5,000	36,000	1,168,039
	490,787	54,941	60,000	2,544,659
Net Revenue (Expense)	-	-	-	-

School District No. 46 (Sunshine Coast)

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget			2016 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Amortization of Deferred Capital Revenue	1,604,043		1,604,043	1,582,843
Total Revenue	1,604,043	-	1,604,043	1,582,843
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	1,991,096		1,991,096	1,838,714
Transportation and Housing	93,885		93,885	101,276
Total Expense	2,084,981	-	2,084,981	1,939,990
Net Revenue (Expense)	(480,938)	-	(480,938)	(357,147)
Net Transfers (to) from other funds				
Total Net Transfers	-	-	-	-
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	(480,938)	-	(480,938)	(357,147)



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

COMMITTEE OF THE WHOLE NOTES

Held on January 24th, 2017 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, Greg Russell, Christine Youngusband

STAFF/OTHERS: Patrick Bocking, Superintendent; Vanessa White, Director of Instruction; Paul Bishop, Director of Instruction; Nicholas Weswick, Secretary-Treasurer; Carolyn Smith, CUPE Local 801; Janice Budgell, CUPE Local 801; Paddy McCallum, SCTA; Louise Herle, SCTA; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Lori Dixon, Trustee

The meeting was called to order at 9:32 a.m.

1. Strategic Plan: 2.a. - Professional Development

Goal 2.a.: Our staff will be fully supported for the work that we ask of them and that they ask of themselves through research-based professional development.

Janice Budgell, CUPE Local 801, shared information on the process for accessing CUPE Professional Development funds. CUPE employees are able to request reimbursement from the \$15,000 bargained fund on a first come, first serve basis. The majority of CUPE's professional development funds are accessed by Educational Assistants, often for first aid training. Funds have also been used to enable employees to attend conferences and for upgrading credit requirements. The district has offered CPI and mental first aid training on district professional development days, along with support for the new curriculum. A longhouse visit has been arranged for CUPE employee for the professional development day taking place in May. The district is considering other opportunities for professional development, including "Play it Fair" and "Positive Discipline" programs over the spring break.

Paddy McCallum, SCTA, reported on teacher professional development goals for the 2016/17 school year, including:

- Supports for early career teachers
- Mentorships for new teachers
- Increasing Local Specialists Associations (LSAs)
- Program for Quality Teaching Grant for Secondary Teachers

- District Day

A copy of the PowerPoint presentation can be found in the meeting package at:

http://www.sd46.bc.ca/files/16-17_BoardMeetings/cmtes/20170124-CoW_Agenda.pdf

2. Strategic Plan: 3.d - Local Governments

Goal 3.d.: Our district will support enhanced visioning and cohesive planning with local governments.

Chair Baxter reported that the district continues to work towards their goal of enhanced visioning and cohesive planning by:

- Working with the District of Sechelt for improved access to Kinnikinnick from the West Sechelt area,
- Taking part in Intergovernmental Meetings with local governments and Vancouver Coastal Health,
- Meeting with the SCR D Chair and Vice-Chair on a quarterly schedule,
- Inviting local politicians to take part in school tours, and
- Requesting feedback and encouraging participation from local officials for the Trustee Electoral Area Variance and Long Range Facilities Plan.

3. School Calendar

Director Bishop spoke to feedback received through an online survey regarding the two-week spring break. The district received a total of 1012 responses to the survey, the majority of which were favourable to the extended break (see attached). The committee discussed the distribution of the survey, the survey results, the impact of the extended break to CUPE and vulnerable students. The committee suggested sharing the feedback specific to day camp options with community schools, SCR D and YMCA. The district intends to offer professional development opportunities over the spring break to offset salary loss by CUPE employees.

Director Bishop shared draft school calendars for the 2017-18 and 2018-19 school years with the committee. He reported that input from SCTA professional development committee will be included in the final version of the calendars. The committee debated the need to establish more than one calendar year.

Recommendation:

“To accept the proposed calendar for the 2017-18 school year”

4. Trustee Electoral Areas

Secretary-Treasurer Weswick shared feedback solicited from local governments and suggested next steps. The committee shared their thoughts on the process, including the requirement to revise electoral areas and debated the requirement for additional public consultation. It was suggested that a special meeting be held to ensure that

trustees have adequate time to consider the process and develop a plan for moving forward.

5. Regulation 1730- Process for Administrative Regulations (revised)

Secretary-Treasurer Weswick indicated that a process to repeal regulations had been included in revisions to the regulation.

6. Communication Plan (standing item)

Due to time constraints, the committee did not review the communication plan.

The meeting adjourned at 11:35 a.m.

NEXT MEETING: Tuesday, February 28 from 10:30 to 12:00 pm at the School Board Office.

Special Committee of the Whole scheduled for Tuesday, January 31 from 10:30 to 12:00 pm at the School Board Office.

SCHOOL CALENDAR FORM - GENERAL

DRAFT 2017/2018 CALENDAR

JULY						
S	M	T	W	T	F	S
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30	31					

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SEPTEMBER						
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DECEMBER						
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■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday



Ministry of Education

SCHOOL CALENDAR FORM - GENERAL

DRAFT 2018/2019 CALENDAR

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JANUARY						
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FEBRUARY						
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APRIL						
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JUNE						
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■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday





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

SPECIAL COMMITTEE OF THE WHOLE NOTES

Held on January 31st, 2017 from 10:30 am -12:00 pm
At the School Board Office, Gibsons, B.C.

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick,
Secretary-Treasurer; Erica Reimer, Executive Assistant (Recording Secretary)

The meeting was called to order at 10:32 a.m.

1. Trustee Electoral Areas

Chair Baxter summarized the history of the electoral area review and shared that:

- The ministry acknowledged that certain Sechelt Indian Government District (SIGD) lands were not included in the metes and bounds descriptions for the trustee electoral areas (TEA) and requested feedback from the board on how to include those lands in the TEAs.
- The board discussed the request at the April and May 2016 Committee of the Whole meetings. Various options for adjustments to the TEAs were discussed at both meetings. Direction was provided at the May meeting to solicit feedback from local governments and report back to the board before proceeding to public consultation.
- Feedback had been received from three of the four local governments. The SIGD and the Sunshine Coast Regional District (SCRD) indicated a preference to identify SIGD lands as a single TEA with elected trustee. The Town of Gibsons did not indicate a preference.

Trustees reviewed materials provided at past meetings, including ministerial guidelines for variances to trustee electoral areas. The issue of voter parity (one person / one vote) was identified as the principal factor for consideration during the electoral area review process.

Upon review of census data for the options being considered, the committee agreed that voter parity could not be achieved and that a significant imbalance would occur if a single TEA was to be established for SIGD lands.

The committee reviewed representation by population data for the options discussed at the April and May meetings, and considered an additional option

(option E) that would include the excluded SIGD lands in the Sechelt TEA, where they geographically reside, and would combine Gibsons into a single TEA with Areas D, E and F (see attached). This option had been requested previously by the Board in 2011, but the Ministry required further consultation. The committee agreed that option E could present a logical, geographical distribution of electoral areas for consideration.

The committee noted that option B would continue to geographically disconnect SIGD voters that reside on lands that are located in the Pender Harbour area and should therefore no longer be considered. The committee further noted that option D (status quo) should no longer be considered as the geographic location of the majority of SIGD did not correlate to the geographical locations of the other rural areas in that TEA.

The committee heard from staff that the population data analysis would be updated once 2016 census information becomes available in February and the committee could revisit the options should the data present a significant shift in voter parity.

The consensus was that additional consultation should occur with three public consultation sessions to be arranged during the months of February-April with feedback from the consultations being considered at the April 24th Committee of the Whole.

Chair Baxter and Vice-Chair Pratt agreed to draft a letter of clarification which included the rationale for the options being presented. Secretary-Treasurer agreed to arrange the consultations in accordance with dates suggested by the committee.

Recommendation:

“That the board proceed with three regional public consultations, taking place during February-April, on the following options:

- 1) Option A: Listing SIGD lands within the geographic region that borders them,
- 2) Option B: Including the excluded SIGD lands in the Sechelt TEA and combining Gibsons with Areas D,E & F

The meeting adjourned at 11:35 a.m.

NEXT MEETING: Tuesday, February 28 from 10:30 to 12:00 pm at the School Board Office.

Option A: Listing SIGD lands within the geographic region that borders them.

Standard Deviation
724

	SD46 Electoral Areas	# of Trustees	2011 Census	Trustee to population ratio
TEA 1	Area A		2678	
	Area B		2675	
	SIGD (HMB & Pender Lands)		?	
	Rural Area 1	1	5353	1:5353
TEA 2	Sechelt		9291	
	SIGD (<i>currently excluded areas</i>)		797	
TEA 2	Sechelt	2	10088	1:3363
TEA 3	Gibsons	1	4437	1:4437
TEA 4	Area D		3244	
	Area E		3482	
	Area F		2015	
	Rural Area 2	3	9538	1:4769

Option B: Including all SIGD lands in the Sechelt TEA and redistributing the number of trustees elected by area, if necessary.

Standard Deviation
704

	SD46 Electoral Areas	# of Trustees	2011 Census	Trustee to population ratio
TEA 1	Area A		2678	
	Area B		2675	
	Rural Area 1	1	5353	1:5353
TEA 2	Sechelt		9291	
	SIGD		797	
TEA 2	Sechelt/SIGD	3	10088	1:3363
TEA 3	Gibsons	1	4437	1:4437
TEA 4	Area D		3244	
	Area E		3482	
	Area F		2015	
	Rural Area 2	2	8741	1:4371

Option C: Identifying SIGD lands as a single TEA with an elected trustee and redistributing the number of trustees in other TEAs.

Standard Deviation
1600

	SD46 Electoral Areas	# of Trustees	2011 Census	Trustee to population ratio
	Area A		2678	
	Area B		2675	
TEA 1	Rural Area 1	1	5353	1:5353
TEA 2	SIGD	1	797	1:797
TEA 3	Gibsons	1	4437	1:4437
TEA 5	Sechelt	2	9291	1:4646
	Area D		3244	
	Area E		3482	
	Area F		2015	
TEA 5	Rural Area 2	2	8741	1:4371

Option E: Including all missing SIGD lands in the Sechelt TEA and combining Gibsons with Areas D, E & F. (SIGD lands in the Pender region included in their geographic region)

Standard Deviation
813

	SD46 Electoral Areas	# of Trustees	2011 Census	Trustee to population ratio
	Area A		2678	
	Area B		2675	
	SIGD (HMB & Pender Lands)		?	
TEA 1	Rural Area 1	1	5353	1:5353
	Sechelt		9291	
	SIGD (<i>currently excluded areas</i>)		797	
TEA 2	Sechelt/SIGD	3	10088	1:3363
	Gibsons		4437	
	Area D		3244	
	Area E		3482	
	Area F		2015	
TEA 3	Rural Area 2	3	13178	1:4393

NOTE: Option D was not considered for the purpose of this analysis.



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

EDUCATION COMMITTEE

Held on January 25th, 2017 from 2:30-4:00 p.m.
At the School Board Office, Gibsons, B.C.

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of
Instruction; Vanessa White, Director of Instruction; Duncan Knight, Principal –
Langdale Elementary; Louise Herle, SCTA; Erica Reimer, Executive Assistant
(Recording Secretary)

REGRETS: Lori Dixon, Trustee

The meeting was called to order at 2:30 p.m.

1. Goal 3.b.: Collaborations

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

Staff highlighted collaborations with:

- Municipal libraries – partnerships with community schools support literacy programs through the summer months,
- RCMP – meetings take place with local staff sergeants twice a year,
- Vancouver Coastal Health – bi-monthly meetings to discuss youth substance abuse and mental health, cannabis educational panels taking place in all grade 6/7 classes,
- Bargaining units – positive and productive talks taking place surrounding additional funding as a result of the SCC ruling, and
- Connecting Self-Employed Women for Success – a panel presentation is scheduled for February 14th at Chatelech Secondary, providing information to young women about the variety of opportunities available to them.

The committee discussed the benefits of encouraging additional partnerships with organized sports programs and improving accessibility to sports by reducing costs and addressing transportation issues.

2. FreshGrade Reflections and Feedback

Superintendent Bocking shared feedback from West Sechelt Elementary parents regarding the recent transition to FreshGrade as a reporting tool. The majority of the

feedback received was positive. A second survey will take place in the spring after teachers have had more of an opportunity to use the platform. Professional development opportunities have been scheduled to provide additional information on effective use and best practices for sharing information with parents via FreshGrade. The committee discussed the challenges and benefits in moving to a new reporting tool.

3. Goal 1.d.: Social Emotional Learning

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

Director White and Principal Knight reflected on the use of Circles in schools as a tool for social emotional learning. The Circles program develops supportive environments in which participants can share information in a structured environment, often using a "talking piece" to allow everyone an opportunity to be heard. Several schools have provided school wide training on the Circles program; in addition, all school counselors and aboriginal support staff have received the training. Principal Knight reported that the program has been well received by both staff and students.

The presentation is included in the meeting's agenda package at:

http://www.sd46.bc.ca/files/16-17_BoardMeetings/cmtes/20170124-Ed_Agenda.pdf

4. Regulation 1300 – Condom Machines (to be repealed)

Director White reported that condoms are available to students free of charge and that baskets are stocked routinely by the schools' public health nurse. Condom machines are no longer being used by students. The regulation will be circulated prior to repealing in March.

5. Curriculum (standing item)

A written submission was received after the meeting and has been attached to these notes for reference.

6. Parent Engagement (standing item)

The next DPAC meeting is scheduled for 7:00 p.m. on January 26th at Chatelech Secondary School. The district's Parent Engagement Committee is meeting again on January 26th and have been distributing parent newsletters throughout the school year. A BCTF sponsored Parent Public Education conference is taking place on February 17th in the Vancouver area, parents from SD46 will be in attendance accompanied by a local SCTA member.

The meeting adjourned at 4:00 p.m.

NEXT MEETING: Wednesday, February 22 from 2:30 to 4:00 p.m. at the SCTA Office (Suite 301, 5710 Teredo Street, Sechelt)

Curriculum Update – Submitted by David Barnum

Renewed Curriculum

- Ministry update released yesterday (attached)
- Grades 10 – 12 implementation is on hold for one year
- Feedback to Ministry staff is informing revisions

Math Committee

- Liaising with coordinators in other districts
- Recent survey affirms that our committee should be looking at how to support a pedagogical shift. This varies according to grade clusters.
- BC Numeracy website to go live in February. Prototype looks to be incredibly useful!

Parent Engagement Committee

- Bi-monthly newsletter is well-received
- Meeting this week to determine how to pursue identified goals
- David attends DPAC and PAC meetings to provide curriculum updates

Transitions

- Events now being planned for grade 8 students
- David looking at ways to help parents bridge the elementary to high school shift
- This relates to the goals of the Parent Engagement Committee

Curriculum In-service

- The deadline for using allocated funds is Feb. 1st
- Teacher collaboration focus varies widely from site to site
- Great appreciation for having this time available
- Next steps (i.e. unused funds) will be discussed at the Education Implementation Committee meeting in early March

Coding/Computational Thinking Initiative (MOE funded)

- District team attended regional training session

Coast Reads

- Demonstrates the value of partnerships!
- I would like to acknowledge Jane Davidson at Writers Festival
- Program expanded to all schools this year and also reflects community literacy