



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

**REGULAR MEETING AGENDA**

April 12, 2017 at 7:00 p.m.  
At the School Board Office, Gibsons, B.C.

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1. Call to Order
2. Celebrating Education: Museum School – S. Calvori
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 – March 8, 2017.....Pg. 3-8
  - b. Record of Closed Meeting – March 8, 2017.....Pg. 9
6. Reports
  - a. Executive Reports
    - i. Superintendent’s Report.....Pg. 10
      1. Administrative Regulations to be Received:
        - a. Regulation 1730 – Process for Administrative Regulations.....Pg. 11
    - ii. Strategic Plan Update:
      1. Goal 1.e. – Mental and Physical Health.....Pg. 12-13
      2. Goal 3.g. – Post-Secondary Partnerships.....Pg. 14-15
    - iii. Secretary-Treasurer’s Report .....Pg. 16
      1. School Allocation Rates.....Pg. 17-18
      2. Expenditure by Object – March 2017.....Pg. 19
      3. Larger Cheques Written in the Month of March 2017.....Pg. 20
  - b. Board/Committee Reports
    - i. Board Report .....Pg. 21
      1. BCSTA Report (BCSTA AGM Motions: <http://bit.ly/2oKEOji> )
      2. BCPSEA Report
      3. Student Trustee Report
    - ii. Operations Committee Notes – March 30, 2017 .....Pg. 22-42
    - iii. Committee of the Whole Notes – March 28, 2017 (*motion*).....Pg. 43
    - iv. Policy Committee Notes – March 28, 2017 (*motion*).....Pg. 44-48
    - v. Education Committee Notes – March 29, 2017.....Pg. 49-50

**MOTION:** “TO receive the reports.”

7. Correspondence
  - a. G. Farkas – Classroom Enhancement Fund (Ref: 193513).....Pg. 51-53

**MOTION:** “TO receive the correspondence.”

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

9. Next Meeting

The next public board meeting will be held on May 10<sup>th</sup>, 2017.

**MOTION:** "TO approve the committee agendas."

10. Adjournment

COMMITTEE MEETINGS 2016 – 2017				
MONTH	EDUCATION COMMITTEE	OPERATIONS COMMITTEE	POLICY COMMITTEE	COMMITTEE OF THE WHOLE
September	28 from 3:30 – 5 pm	22 from 12:30 – 2 pm	27 from 11:30 – 1 pm	27 from 9:30 – 11:30 am
October	26 from 3:30 – 5 pm	20 from 12:30 – 2 pm	25 from 11:30 – 1 pm	25 from 9:30 – 11:30 am
November	23 from 3:30 – 5 pm	17 from 12:30 – 2 pm	22 from 11:30 – 1 pm	22 from 9:30 – 11:30 am
December	14 from 3:30 – 5 pm	-	-	13 from 9:30 – 11:30 am
January	25 from 2:30 – 4 pm	19 from 12:30 – 2 pm	-	24 from 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	25 from 11 – 12:30 pm	-	25 from 9:30 – 11 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 – Tuesday, April 25 from 11:00-12:30 pm at the SBO

1. Strategic Plan 2.i. – Facilities
2. Budget Summary
3. Annual Facilities Grant Plan
4. Development Application Referral – District of Sechelt (Habitat for Humanity)
5. Development Application Referral – Town of Gibsons (Eaglecrest Drive)
6. Transportation Review

Education Committee – Wednesday, April 26 from 2:30-4:00 pm at the SBO

1. District Report to the Ministry
2. Strategic Plan 1.f. – Music
3. Strategic Plan 1.k. – Graduation
4. Curriculum (*standing item*)
5. Parent Engagement (*standing item*)

Committee of the Whole – Tuesday, April 25 from 9:30-11:00 am at the SBO

1. Trustee Evaluation Process
2. Trustee Electoral Area (TEA) Variance
3. Communication plan (*standing item*)

Policy Committee – No meeting in April



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

Held on Wednesday, March 8, 2017  
At the School Board Office, Gibsons, B.C.

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PRESENT: TRUSTEES: B. Baxter (Chair), L. Pratt (Vice-Chair), 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: L. Dixon, Trustee; D. Mewhort, Trustee; G. Russell, Trustee; M. Baines, Student Trustee

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#58. 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 territory of the Squamish Nation.

#59. Celebrating Education: SD46 Musical Theatre "The Pirates of Penzance" – S. Douglas

Sara Douglas shared experiences from the SD46 Musical Theatre group who recently performed "The Pirates of Penzance" at Chatelech Secondary Theatre to enthusiastic crowds. Ms. Douglas reported that over 30 students in grades 6 to 12 were involved in this year's performance. Students were involved in backstage production, costume design and acting.

Trustees enjoyed viewing a video recording of the opening scene of the recent performance.

The SD46 Musical Theatre group performance for the 2017-2018 school year will be the "Wizard of Oz".

#60. Public Question Period

Chair Baxter welcomed those in attendance.

- There were no questions.

#61. Adoption of the Agenda

**MOTION:** Pratt/Ruth

"THAT the agenda of March 8, 2017 be adopted."

Carried.

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

**MOTION:** Pratt/Ruth

"THAT the minutes of the Regular Meeting of February 8, 2017 be adopted."

Carried.

#63. Reports

a. Executive Reports

i. Strategic Plan Update:

1. Goal 1.c. – Math

The report was submitted as written. Superintendent Bocking indicated that the District Math Committee would be meeting in mid-April to discuss survey results. Trustees expressed their support for the financial literacy education provided through the district's partnership with the Sunshine Coast Credit Union.

2. Goal 2.f. – Leaders

The report was submitted as written. Director Bishop highlighted next steps, which include the implementation of an emergency preparedness protocol as well as hiring for the principal pool.

3. Goal 2.h. – Safe and Healthy Schools (Operational)

The report was submitted as written. Director Bishop thanked CUPE for their assistance in the development of a district form.

4. Goal 3.c. – International Education

Director Bishop spoke to his written report. Trustees asked for additional information on the development of the new international education website.

ii. Superintendent's Report

The report was submitted as written.

Superintendent Bocking shared two poems from the 2016-17 edition of *Coastal Voices*, "How to Catch a Leprechaun" by Timothy Kerr, a grade 1 student at Roberts Creek Elementary, and "Little Things that are Awesome" by Danielle Kerr, a grade 4 student at Gibsons Elementary.

1. Administrative Regulations to be Received:

a. Regulation 2400 – Scholarships

Director Bishop reported that the regulation had completed the circulation phase with no additional feedback having been received. Changes to the regulation were made initially, in collaboration with counselors, administrative assistants and board office staff, to reflect current practice.

b. To be repealed: Regulation 1300 – Condom Machines

Superintendent Bocking reported that the regulation to be repealed had completed the circulation phase with no additional feedback having been received.

2. Administrative Regulations in Circulation:

a. Regulation 1250 – Communicating through the Media

Superintendent Bocking reviewed changes to the regulation and highlighted:

- That a copy of all media announcements must be provided to the superintendent,
- That all parties be informed if an announcement is to be made that could impact other schools,
- That an approval process is outlined to ensure clear messaging.

b. Regulation 1360 – Distribution of Union Materials

Superintendent Bocking reported on revisions to the regulation, including a requirement that staff adhere to provincially mandated requirements for approval prior to distribution of union materials. The regulation was updated to improve conciseness.

c. Regulation 1120 – Ceremonial Protocols

Superintendent Bocking reported that updates to the regulation include a change to the acknowledgment of First Nations territories, specifically that First Nations territories be referred to as “unceded” rather than “traditional.”

d. Regulation 2300 – Codes of Conduct

Superintendent Bocking reported that sections 7 and 8 of the BC Human Rights Code had been embedded in the revised regulation on the advise of the Ministry of Education.

All four regulations will be circulating for feedback until May 5, 2017.

iii. Secretary-Treasurer’s Report

Secretary-Treasurer Weswick spoke to his written report and noted that the district would be proceeding with the purchase of 5 activity buses, as approved in the 2016-17 amended budget.

**MOTION:** Youngusband/Pratt

“THAT the Board of Education of School District No. 46 (Sunshine Coast) approve the allocation funds from the Student Learning Grant per student, per school.”

Carried.

iv. Information Items:

1. Expenditures by Object – February 2017
2. Larger Cheques Written in the Month of February 2017

The reports were submitted as written.

b. Board/Committee Reports

i. Board Report

The report was submitted as written.

1. BCSTA Report

Trustee Ruth reported on the recent BCSTA Provincial Council and shared information on BCSTA's "Public Education is Key" election campaign.

2. BCPSEA Report

Trustee Younghusband reported that a BCPSEA Representative Council meeting had been called for Friday, March 10<sup>th</sup> to review the tentative memorandum of agreement reached between the Ministry of Education and the BCTF.

3. Student Trustee Report

Superintendent Bocking reported that the DSLT continues to work towards bringing students together on the coast and are excited to host the district-wide secondary school talent show on April 13<sup>th</sup> at Chatelech Secondary.

ii. Operations Committee Notes – February 16, 2017

The notes were submitted as written.

iii. Committee of the Whole Notes – February 28, 2017

The notes were submitted as written.

Superintendent Bocking reported that BCSTA has suggested that the district's request to present to their membership take place at the Trustee Academy in November.

**MOTION:** Ruth/Pratt

"THAT the Board adopt the 2017-18 School Calendar and acknowledge that it contains a two-week spring break."

Carried.

The second recommendation from the committee notes, to adopt the 2018-19 school calendar, was moved at the meeting but failed for lack of a second.

iv. Policy Committee Notes – February 28, 2017

The notes were submitted as written.

**MOTION:** Younghusband/Pratt

"THAT Policy 19 be revised as follows:

**19. PARTNERSHIPS AND/OR CORPORATE SPONSORSHIPS**

*The Board of Education welcomes and encourages partnership arrangements and corporate sponsorships between the school district and community in form of donations of equipment and funds to enhance learning opportunities. The school environment must be preserved for sound educational activities and resources to protect the welfare of students and the integrity of the learning environment in their school and not for commercial gain.*

*In order for any partnership or corporate sponsorship to be successful in a school community, the balance of respective responsibilities and benefits must be fully understood by all parties and established in accordance to regulations."*

Carried.

Trustee Younghusband reported on updates to the policy to ensure consistency.

v. Education Committee Notes – February 22, 2017

The notes were submitted as written.

**MOTION:** Younghusband/Pratt

“TO receive the reports.”

Carried.

#64. Correspondence

- a. G. Farkas – Student Learning Grant (Ref: 192896)
- b. G. Farkas – Administrative Savings Recoveries (Ref: 192514)
- c. D. Byng – Substance Use and Overdose Prevention (Ref: 192960)

**MOTION:** Pratt/Younghusband

“TO receive the correspondence.”

Carried.

A motion was made to write to the minister to express gratitude for the administrative savings recoveries, however the motion failed to receive a second and was not considered.

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

- A member of the public requested that CUPE staff who work outside of normal school hours be considered when updating the emergency preparedness procedures.
- A member of the public asked when the custodial training for outbreak management, listed in the notes of the February Operations Committee, took place. Secretary-Treasurer Weswick reported that the training had yet to take place and was being planned for a future date.
- Clarification was requested on the amount of per student funding expected under the Student Learning Grant. Secretary-Treasurer Weswick indicated that the amount had yet to be confirmed.
- Clarification was requested regarding the amount listed for substitutes in the Expenditure by Object report. Secretary-Treasurer Weswick confirmed the expenditure was at 39% of the budgeted amount.
- A member of the public indicated that there was insufficient notice for the Trustee Electoral Area Consultation that took place at Pender Harbour Secondary. Chair Baxter advised that the consultation dates had been advertised in the newspaper, the district website and through social media.
- A member of the public expressed disappointment in the school calendar as the timing of the spring break and statutory holidays could result in an impact to educational assistants.
- A member of the audience expressed concern that the current practice of adding professional days to extended school breaks presented challenges for vulnerable students.

#66. Next Meeting

The next public board meeting will be held on April 12<sup>th</sup>, 2017.

**MOTION:** Pratt/Youngusband

“TO approve the committee agendas.”

Carried.

#67. Adjournment

**MOTION:** Youngusband/Ruth

The meeting adjourned at 8:18 p.m.

Carried.

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Chair

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Secretary-Treasurer

DRAFT





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

**RECORD OF CLOSED MEETING**

Held on Wednesday, March 8, 2017  
At the School Board Office – Gibsons, B.C

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PRESENT: TRUSTEES: B. Baxter (Chair), L. Pratt (Vice-Chair), P. Ruth, C. Younghusband  
STAFF: P. Bocking, Superintendent of Schools  
P. Bishop, Director of Instruction  
N. Weswick, Secretary-Treasurer  
E. Reimer, Executive Assistant (Recording Secretary)

REGRETS: L. Dixon, Trustee; D. Mewhort, Trustee, G. Russell, Trustee; V. White, Director of Instruction

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Vice-Chair Lori Pratt chaired the meeting.

**Call to Order**

The meeting was called to order at 5:02 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
  - Personnel
    - Exempt Compensation
    - Kinnikinnick Social Development Program
    - Supreme Court of Canada Decision
    - Update on Administration in Schools
    - Principal Pool
  - Property
    - Property Feasibility Report
    - Capital Request Update
  - Legal/Liability
    - BCHRT Update
- **Correspondence**
  - J. Knaus – Foundation Skill Assessment Results 2016
- **Items for Disclosure**
  - No items for disclosure

**Adjournment**

The meeting adjourned at 6:37 p.m.

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Chairperson

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Secretary-Treasurer

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

**Superintendent's Report**  
Submitted by Superintendent Bocking  
April 12, 2017

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1. Students

- a. Over 600 people of all ages visited the *Maybe Something Beautiful* Early Years Fair on April 1<sup>st</sup>. Community agencies, teachers, StrongStart staff and principals pulled off an Early Learning wonderland for our community. (1a, 3b)
- b. The District Student Leadership Team is very excited to be presenting *SD46's Got Talent*. Energetic and talented students will come together from our high schools to share fun, creativity and excitement and to raise funds for charities. The excitement begins at 7:00 p.m. on Thursday, April 13<sup>th</sup> in the Chatelech Secondary School gym. (1h)
- c. The annual Student Forum with Trustees took place on Tuesday, April 11<sup>th</sup>. The DSLT provided the topics for discussion which included Technology, Coding, Preparation for the Working World, Bringing District Students Together, Transportation, Ways to Learn and Student Life. (1k)

2. Staff

- a. The Elementary Sports Committee has developed a tentative timetable for next year's tournaments for volleyball, basketball, track and field and ultimate frisbee. A trial ultimate tournament will also take place this month. The committee supports teachers through training and clear communication of what is happening and what supports are available. This committee is highly motivated by the values inherent in sportsmanship and the involvement of all of our young students in healthy activity. (2a,c,e,f)
- b. The District Parent Advisory Council meets on Thursday, April 27<sup>th</sup> at Chatelech Secondary School. As well as sharing PAC activities and parent involvement ideas, the DPAC will listen to Kirsten Deasey presenting on our early learning programs. (2d)
- c. Many of our staff reached milestones in their careers and were celebrated at the annual Service Recognitions Awards Ceremony. (2g)

3. Community

- a. School principals and the Superintendent met with the Sunshine Coast Family of Community Schools. In addition to much sharing of ideas and partnership, the Community Schools presented their new brochure that outlines the values they collectively embrace and the projects that support our children, youth and community. (3e)

**Title: Process for Administrative Regulations**  
**Category: Administration**  
**Number: 1730**

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1. The following process must be followed when a new administrative regulation is developed or when an existing regulation requires revision.

Process:

- a. New regulation or revision to existing regulation developed by Superintendent of Schools.
- b. Draft regulation or draft revision forwarded to relevant Board committee.
- c. Draft regulation or draft revision presented to Board of Education.
- d. Draft regulation or draft revision circulated and posted by management at all centres for input. (Note: all centres = Board, Management Staff, all school sites, PACs, DPAC, CUPE, SCTA)
- e. Input (in writing) received for 8 weeks.
- f. Input reviewed by Superintendent of Schools.
- g. Changes to regulation reviewed by relevant Board committee (if substantive changes).
- h. Final draft presented to Board of Education for receipt.
- i. Approved/signed regulation distributed to regulation manual holders and web site updated.

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

2. The following process must be followed when an administrative regulation is to be repealed:

- a. Decision to repeal a regulation by Superintendent of Schools.
- b. Regulation to be repealed forwarded to relevant Board committee.
- c. Regulation to be repealed presented to Board of Education.
- d. Regulation to be repealed circulated and posted by management at all centres for input. (Note: all centres = Board, Management Staff, all school sites, PACs, DPAC, CUPE, SCTA)
- e. Input (in writing) received for 4 weeks.
- f. Input reviewed and considered by Superintendent of Schools.
- g. Regulation to be repealed presented to Board of Education.
- h. Notification of repealed regulation distributed to all centres and web site updated.

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.

**Adopted:** November 2004  
**Revised:** August 2008, March 2013  
**References:** Policy 11.19, *School Act* Section 85

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

**Strategic Plan Report: Mental and Physical Health**

Submitted by Director White

April 12, 2017

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"Never give up on someone with mental illness.  
When "I" is replaced by "we", illness becomes wellness."

- Shannon L. Alder

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*Goal 1.e.: Our students will be supported in learning skills and awareness to manage their mental and physical health.*

**Background:**

In order to better address mental health issues in our community, our School District has been working on a different model of delivery for school counseling at the elementary level, using the RTI model of tiered intervention. Last year's presentation was a holistic overview of all of the services we offer through this universal model for Tier 1 and 2. This year, the focus of the presentation will be on Tier 3 interventions.

**Discussion:**

Some of the Tier 3 interventions that are the responsibility of our school counselors include, among others, Suicide Risk Assessments, Violent Threat Risk Assessments (VTRA), referrals to Child Youth Mental Health (CYMH) / Sechelt Hospital Emergency and Critical Incident Response. All of these assessments have a formal form that is submitted to the District in order to properly document this intervention. We follow the statistics for these assessments each year and have seen relatively stable numbers, with a significant decrease in the number of VTRA's last year. The Middle Year's Development Index (MDI) and McCreary Report also give us information about how our students are feeling with regards to suicidal thoughts and attempts.

With regards to physical health, one of the areas we have emphasized this past year has been Sexual Health Education. Part of this emphasis has come from feedback we received from students during our *McCreary Next Steps*, wanting deeper education around sexual health. In addition, the curriculum has changed such that the subject area has moved under the broad area of Physical Health Education. There have been many changes in who and how the content has been delivered. In order to support teachers who may be new to the content, or for teachers who may have wanted a richer background in how to teach sexual health, we provided 2 full days of in-service training with Jessica Wollen for school counselors, HACE teachers and any other interested classroom teachers. In addition, we invited our Public Health nurses as they often provide a support role during these lessons.

In addition, every elementary school on the Coast has booked Jessica to come and deliver some specialized lessons to their students. She has also booked many parent

evening information sessions focused on how to be an “Askable Adult”. These sessions are advertised on our district website.

**Next Steps:**

- Regulation 1740 will be reviewed to include a statement about Self-Harm.
- Continue our work with the Child and Youth Mental Health Substance Use (CYMHSU) Collaborative to work on the admission and discharge process for students at the Emergency department.
- Traumatic Event System training for two counselors coming May 4/5<sup>th</sup> with Kevin Cameron.
- *Learning Thru Loss* initiative being put together by school counselors local specialist association (LSA) for the Fall.
- Working on consistency to make our annual Sexual Health education comprehensive across the whole district.

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

**Strategic Plan Report: Post-Secondary Partnerships**

Submitted by Director Bishop

April 12, 2017

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*Goal 3.g.: Our district will deepen our partnership with Capilano University and further our connections with other post-secondary institutions*

**Background:**

Partnership with post-secondary institutions foster greater opportunities for student programs, success in transitioning from secondary to post-secondary studies and provide an opportunity for staff development and training.

**Discussion:**

Dual credit options are a route for student success, providing an opportunity for students to experience post-secondary level course work and to have a supported transition to higher learning. These post-secondary partners also provide professional development for our staff and unique opportunities for representation by School District No. 46 (Sunshine Coast).

**Highlights:**

- 1) Capilano University English 100 at Elphinstone Secondary: This semester 25 students are participating in a class offered by Capilano University within the timetable. The course is instructed by a Capilano University instructor and supported by an SD46 English teacher.
- 2) Simon Fraser University Graduate Diploma, "Nature Based and Experiential Education", led by Dr. Laura Piersol. Seventeen Sunshine Coast teachers are currently enrolled in the program. Supporting Dr. Piersol are local mentor teachers Kathy Stoddart and Bev Craig. In addition, David Barnum and Bev Craig are currently facilitating a course on "Assessment in Nature-Based Education".
- 3) The Centre for the Study of Educational Policy and Research (CSELP) in the Faculty of Education at Simon Fraser University are currently offering a symposium in "Reimagining Public Education" in collaboration with the BC Teacher Federation, the BC Principals and Vice Principals Association, and others. Participants in the symposium include teachers Alison Liddicoat and Laurie Davis, Principal Christa Rive, SCTA President Louise Herle and Superintendent Patrick Bocking.
- 4) Vancouver Island University (VIU) hosts our Professional Cook students each year. Students have the opportunity to spend the night on campus and then participate along side current VIU students during their day program.

**Next Steps:**

- 1) English 100 at Elphinstone Secondary: Principal John Brisebois will continue the English 100 course next year. He is looking at options for expanding the course offerings in following years.
- 2) Continue to discuss opportunities for programming with Capilano University, particularly around the area of Early Childhood Education

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

**Secretary-Treasurer's Report  
April 12, 2017**

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**Solar Power at Langdale Elementary**

Solar power is being explored at Langdale Elementary School as an expansion to the scope of work for the capital upgrade, that originally included an upgrade to the schools boiler. The solar system being considered could provide up to 1/3 of the annual power required for the school, with any excess power being sold back to BC Hydro. The district intends to issue a Request for Tender in the coming weeks.

**Drinking Water Test Results**

The maintenance department has tested the drinking water at all sites and a report has been submitted to the ministry. We are pleased to report that lead level results were minimal to nil at all sites in the post-flush samples. Lead filtration units have been installed on most drinking fountains to further ensure student safety, with remaining units being upgraded soon. In order to maintain these results, all sites will continue to flush drinking water on a daily basis and signage will be posted on all unfiltered faucets to flush water until cold prior to consumption.

**Capital Plan Approvals**

The district received notification that the following upgrades have been approved under the five year capital plan. The projects will be tendered once the designs are complete. Due to the Ministry's change in approval process, no further bylaw is required.

<b>School Name</b>	<b>Program &amp; Project Type</b>
Pender Harbour Secondary	School Enhancement – Heating and Ventilation Upgrades
Davis Bay Elementary	School Enhancement – Heating and Ventilation Upgrades

**Premium Holiday**

Dental premiums payable under the BPSEA and PEBT dental plans qualify for a premium holiday for the month of March. As a result, the district will see a combined savings of approximately of \$104,000 in benefits premium in the 2016/17 fiscal year.



## 2017/18 School Allocation Summary

	<b>Base</b>	<b>Kindergarten Funding</b>	<b>Grade 1-3 Funding</b>	<b>Grade 4-7 Funding</b>	<b>Grade 8-10 Funding</b>	<b>Grade 11 &amp; 12 Funding</b>	<b>SCAS Funding</b>
Proposed Per Pupil Amounts		5957	5026	4417	4587	5001	4817
Surplus Allocation	11000	97	82	71	74	81	78
Total Including Surplus		6054	5108	4488	4661	5083	4895
Prior Year Amounts		6035	5098	4484	4656	5073	4888
Net Change		19	10	4	6	10	7
Percent Change		0.3%	0.2%	0.1%	0.1%	0.2%	0.1%

	<b>Level 1 Special Ed</b>	<b>Level 2 Special Ed</b>	<b>Level 3 Special Ed</b>
Proposed Per Pupil Amounts	40500	15000	8800
Prior Year Amounts	40250	14750	8700
Net Change	250	250	100
Percent Change	0.6%	1.7%	1.1%

## 2017/18 Surplus Allocation

	Base	Kindergarten Funding	Grade 1-3 Funding	Grade 4-7 Funding	Grade 8-10 Funding	Grade 11 & 12 Funding	TOTAL
Cedar Grove	11,000	\$2,338	\$6,930	\$10,385	\$0	\$0	<b>\$30,654</b>
Davis Bay	11,000	\$2,923	\$7,012	\$4,552	\$0	\$0	<b>\$25,487</b>
Gibsons	11,000	\$3,799	\$10,029	\$10,385	\$0	\$0	<b>\$35,213</b>
Halfmoon Bay	11,000	\$2,630	\$5,871	\$7,540	\$0	\$0	<b>\$27,041</b>
Kinnickinnick	11,000	\$2,630	\$7,420	\$7,469	\$0	\$0	<b>\$28,519</b>
Langdale	11,000	\$1,266	\$3,424	\$3,770	\$0	\$0	<b>\$19,461</b>
Madeira Park	11,000	\$1,169	\$2,528	\$2,774	\$0	\$0	<b>\$17,471</b>
Roberts Creek	11,000	\$3,117	\$6,604	\$8,251	\$0	\$0	<b>\$28,973</b>
West Sechelt	11,000	\$3,312	\$7,664	\$7,042	\$0	\$0	<b>\$29,019</b>
Pender Harbour	11,000	\$0	\$0	\$711	\$3,443	\$3,544	<b>\$18,698</b>
Chatelech Sec.	11,000	\$0	\$0	\$0	\$17,919	\$17,662	<b>\$46,581</b>
Elphinstone Sec.	11,000	\$0	\$0	\$71	\$26,239	\$16,673	<b>\$53,984</b>
Spider DL		\$487	\$1,223	\$1,067	\$666	\$406	<b>\$3,849</b>
SCAS		\$0	\$1,060	\$1,351	\$2,295	\$6,246	<b>\$10,952</b>
Balancing School		(\$292)	(\$245)	\$0	(\$222)	(\$314)	<b>(\$1,073)</b>
<b>Total</b>	<b>132,000</b>	<b>23,381</b>	<b>59,521</b>	<b>65,369</b>	<b>50,340</b>	<b>44,216</b>	<b>374,827</b>

Expenditure by Object  
As at March 2017

	Mar-17 Actual	Mar-17 Budget	Mar-17 Difference	2016/17 Total Budget	%	KEY
<b>Salaries</b>						
110 Teachers Salaries	10,014,861	9,770,250	(244,611)	13,957,500	71.75%	70%
105 Principal and Vice Principal	1,430,307	1,440,000	9,693	1,920,000	74.50%	75%
123 Educational Assistant Salaries	1,849,696	2,011,553	161,857	2,873,647	64.37%	70%
120 Support staff	1,252,884	1,262,706	9,822	1,778,459	70.45%	71%
120 Support staff-Mtce/Cust	1,474,662	1,464,209	(10,453)	1,952,279	75.54%	75%
130 Other Professional	1,008,651	1,001,250	(7,401)	1,335,000	75.55%	75%
140 Substitutes	321,334	524,788	203,454	749,697	42.86%	70%
143 Short and Long Term Sick	698,468	855,195	156,727	1,221,707	57.17%	70%
<b>Total Salaries</b>	<b>18,050,863</b>	<b>18,329,951</b>	<b>279,088</b>	<b>25,788,289</b>	<b>70.00%</b>	<b>71.1%</b>
200 Employee Benefits	4,453,934	4,489,226	35,292	6,235,036	71.43%	72%
<b>Total Salaries and Benefits</b>	<b>22,504,797</b>	<b>22,819,177</b>	<b>314,380</b>	<b>32,023,325</b>	<b>70.28%</b>	<b>71.3%</b>
310 Professional Services	437,029	387,141	(49,888)	553,058	79.02%	70%
330 Transportation	683,860	976,709	292,849	1,395,299	49.01%	70%
340 Training and Travel	83,158	104,975	21,817	149,964	55.45%	70%
360 Rentals	28,043	28,140	97	40,200	69.76%	70%
370 Dues and Fees	58,870	54,500	(4,370)	54,500	108.02%	100%
390 Insurance	53,491	74,700	21,209	83,000	64.45%	90%
510 Supplies	665,544	1,080,955	415,411	1,544,222	43.10%	70%
510 School Accounts	1,072,584	1,378,446	305,862	1,969,209	54.47%	70%
540 Utilities	440,071	483,750	43,679	645,000	68.23%	75%
580 Furniture and Equipment Repl	73,103	116,900	43,797	167,000	43.77%	70%
590 Computer Equipment Replace	130,018	154,241	24,223	220,344	59.01%	70%
<b>Total Services and Supplies</b>	<b>3,725,771</b>	<b>4,840,457</b>	<b>1,114,686</b>	<b>6,821,796</b>	<b>54.62%</b>	<b>71.0%</b>
<b>Total Expenditures</b>	<b>26,230,568</b>	<b>27,659,634</b>	<b>1,429,066</b>	<b>38,845,121</b>	<b>67.53%</b>	<b>71.2%</b>

DATE 06-Apr-2017 08:39 AM

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

PAGE 1

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

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
-----						
ON-LINE CHEQUES : ISSUED BETWEEN 01-Mar-2017 AND 31-Mar-2017						
00LCET3047	0001	*****	23290	MUNICIPAL PENSION PLAN	01-Mar-17	53,699.72
00LCET3049	0001	*****	28093	RECEIVER GENERAL FOR CANADA	03-Mar-17	357,940.59
00LCET3050	0001	*****	30209	TEACHERS' PENSION PLAN	06-Mar-17	448,819.12
00LCET3051	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	15-Mar-17	27,825.00
00LCET3052	0001	*****	28094	RECEIVER GENERAL FOR CANADA	03-Mar-17	16,280.72
00LCET3053	0001	*****	28094	RECEIVER GENERAL FOR CANADA	03-Mar-17	78,714.65
00LCET3055	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	15-Mar-17	22,575.00
00LCET3057	0001	*****	23290	MUNICIPAL PENSION PLAN	10-Mar-17	54,215.40
00LCET3068	0001	*****	28094	RECEIVER GENERAL FOR CANADA	17-Mar-17	80,832.53
00LCET3069	0001	*****	28094	RECEIVER GENERAL FOR CANADA	17-Mar-17	15,339.57
00LCET3072	0001	*****	23290	MUNICIPAL PENSION PLAN	24-Mar-17	52,797.70
00LCET3075	0001	*****	28093	RECEIVER GENERAL FOR CANADA	24-Mar-17	150,000.00
TOTALS FOR BANK - 0001						1,359,040.00
TOTAL NUMBER OF CHEQUES						12
TOTAL NUMBER OF CHEQUES WITH MICR						0
COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Mar-2017 AND 31-Mar-2017						
1965ET0007	0001	*****	12021	BC TEACHERS FEDERATION	01-Mar-17	28,786.32
1965ET0008	0001	*****	12111	BC TEACHERS FEDERATION	01-Mar-17	29,815.34
1965ET0038	0001	*****	15021	ESC AUTOMATION	01-Mar-17	46,619.21
1965ET0068	0001	*****	26207	PACIFIC BLUE CROSS/MSA	01-Mar-17	64,702.46
1965ET0093	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	01-Mar-17	11,035.02
1966000002	0001	0000049587	12012	BC HYDRO & POWER AUTHORITY	08-Mar-17	42,224.49
1966000011	0001	0000049596	30211	FORTIS BC-NATURAL GAS	08-Mar-17	13,320.96
1966000019	0001	0000049604	26243	PEBT IN TRUST	08-Mar-17	52,320.08
1966ET0010	0001	*****	11909	DR. DEBORAH AMARAL	08-Mar-17	11,175.00
1967000033	0001	0000049647	32066	VANCOUVER ISLAND UNIVERSITY	15-Mar-17	11,162.28
1967ET0016	0001	*****	11909	DR. DEBORAH AMARAL	15-Mar-17	11,250.00
1967ET0059	0001	*****	30172	THIRDWAVE BUS SERVICES	15-Mar-17	115,621.70
TOTALS FOR BANK - 0001						438,032.86
TOTAL NUMBER OF CHEQUES						12
TOTAL NUMBER OF CHEQUES WITH MICR						4
GRAND TOTAL						1,797,072.86
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,797,072.86
GRAND TOTAL NUMBER OF CHEQUES						24
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						4

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

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

**Board Report**

April 12, 2017

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**Our Values**

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

**Board activities in March**

**March 7 and 29 – Trustee Electoral Area Hearings:** The Board hosted the final two public consultations on the Trustee Electoral Area (TEA) variance options. A report on all feedback will come to the April Committee of the Whole for a final discussion and recommendation to the Board for the May public meeting.

**March 31/April 1 – Civic Governance Conference:** Trustees Baxter, Pratt, Ruth and Youngusband attended the Center for Civic Governance “Higher Ground” conference. Each trustee attended worthwhile sessions on education needs and models of programs in other districts.

**April 11 – Student Forum with Trustees:** Trustees attended the annual Student Forum hosted by our District Student Leadership Team. Thanks to our student trustee Maribeth Haines and all her leadership team colleagues for putting this together. The dialog between trustees and students at the forum is extremely valuable each year.



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

**OPERATIONS COMMITTEE NOTES**

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

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Paul Bishop, Director; Phil Luporini, District Principal of Technology; John Pritchard, Assistant Secretary-Treasurer; Rob Collison, Manager of Facilities and Transportation; Carolyn Smith, CUPE Local 801; Louise Herle, SCTA; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Allyson Fawcus, DPAC

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The meeting was called to order at 12:35 p.m.

1. Transportation Review

Secretary-Treasurer Weswick provided a brief update on the transportation review process, which remains in progress. A public consultation will be scheduled in the spring to review and discuss findings. As reported previously, changes to bus schedules often involve adjustments to bell schedules. The cost for implementation of the transportation software has been covered by the ministry. The district has agreed to an additional licensing fee of approximately \$3,000 per year.

2. Budget – School Allocation Rates

Secretary-Treasurer Weswick reported that due to the timing of major funding announcements, specifically the Classroom Enhancement Fund (CEF) to address costs relating to class size and composition, that school allocation rates had not been finalized at the time of the meeting.

Secretary-Treasurer Weswick spoke to his presentation, attached to these notes, and reviewed the following:

- Staffing timelines,
- Revenue sources, enrolment projections and other funding items,
- Classroom Enhancement Fund (CEF), including non-enrolling teacher ratios, restored class size limits and facility requirements, and
- Additional spending items to support the strategic plan.

It was noted that changes to class size limits will require the addition of new divisions at most schools. The district expects to proceed with a district-wide school boundary review at a future dates to address overcrowding at several sites. The district is also reviewing their portable inventory to ensure there are safe and healthy learning environments for students. Annual Facility Grant (AFG) funding will be used for upgrades to portables if capital funding is not available. Secretary-Treasurer Weswick also reported that the SPIDER program would be relocated to Roberts Creek Elementary in order to alleviate overcrowding at Davis Bay Elementary.

The committee discussed enrollment, recruitment, and the positive impacts of the memorandum of understanding despite the challenges in implementing the CEF funding announcement.

The meeting adjourned at 1:54 p.m.

**NEXT MEETING:** Tuesday, April 25<sup>th</sup> from 11:00 to 12:30 pm at the School Board Office.

# BUDGET 2017-18

## School Allocation Rates

Operations Committee - March, 29, 2017





# **BUDGET PROCESS MILESTONES**

- **February Operations Committee:**  
Feedback from Stakeholders, Principals & Senior Management
- **Mid March:**  
Provincial Funding Announcement
- **March Operations Committee:**  
Discussion of School Funding Allocations
- **Early April:**  
School Budget Process Begins
- **Mid April:**  
School and District Staffing Plans Reviewed
- **Late April/May:**  
Post and Fill Processes
- **April/May:**  
Budget Reviewed by Board of Education

# STAFFING TIMELINES

<b>March 31</b>	Budget information sent to schools
<b>March 31</b>	Deadline for teachers to apply for leave
<b>April 7</b>	Maintenance and Elementary schools staffing plans and budgets sent to HR/Finance
<b>April 10</b>	Secondary school staffing plans and budgets to HR/Finance
<b>April 10-13</b>	Staffing adjustments discussed/finalized
<b>April 18-21</b>	Notifications to support staff and CUPE postings begin
<b>May 3</b>	Teacher placement (evening) followed by teacher postings



# REVENUE COMPARISON

## School District No. 46 (Sunshine Coast) Revenue Analysis

	2016/17 Amended Budget			2017/18 Preliminary Budget			Change
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
<b>School Age</b>	2,937.8750	7,218	21,205,582	2,925.0000	7,301	21,355,425	149,843
<b>Alternative</b>	142.2500	7,218	1,026,761	140.0000	7,301	1,022,140	(4,621)
<b>DL</b>	59.7500	6,030	360,293	49.0000	6,100	298,900	(61,393)
<b>Home School</b>	2.9040	250	726	2.0000	250	500	(226)
<b>Scourse Challenges</b>				1.0000	228	228	228
							-
<b>Level 1 Spec Needs</b>	9	37,700	339,300	6	38,140	228,840	(110,460)
<b>Level 2 Spec Needs</b>	207	18,850	3,901,950	192	19,070	3,661,440	(240,510)
<b>Level 3 Spec Needs</b>	202	9,500	1,919,000	192	9,610	1,845,120	(73,880)
<b>English Language Learning</b>	120	1,380	165,600	108	1,395	150,660	(14,940)
<b>Aboriginal Ed</b>	578	1,195	690,710	555	1,210	671,550	(19,160)
<b>Adult Education</b>	1.375	4,565	6,277	1	4,618	4,618	(1,659)

## School District No. 46 (Sunshine Coast) Revenue Analysis

	2016/17 Amended Budget			2017/18 Preliminary Budget			Change
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
<b>Salary Differential</b>			181,659			180,140	(1,519)
<b>Unique Features</b>			5,347,354			5,450,523	103,169
<b>Enrolment Decline</b>	(19.00)	29.96	-	25.88	31.21	-	-
<b>Transportation</b>							-
<b>Additional/Holdback</b>			-			-	-
<b>Summer Learning</b>							-
<b>Feb Recount</b>			37,730			76,055	38,325
<b>May Recount</b>			46,775			79,668	32,893
<b>Education Plan</b>			62,418			62,798	380
<b>Administrative Savings</b>			(182,072)			(182,072)	-
<b>Funding Protection</b>			-			76,488	76,488
<b>Ministry Operating</b>			<b>35,110,062</b>			<b>34,983,021</b>	<b>(127,041)</b>



## School District No. 46 (Sunshine Coast) Revenue Analysis

	2016/17 Amended Budget			2017/18 Preliminary Budget			Change
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
<b>Min-Pay Equity</b>			510,381			510,381	-
<b>Min-Misc.</b>			8,696			8,696	-
<b>Min-Grad Adult</b>	1	4,565	4,565	1	4,618	4,618	53
<b>Min-ITA</b>			35,000			35,000	-
<b>Carbon Tax Rebate</b>			25,000			25,000	-
<b>Offshore Tuition</b>			78,408			78,408	-
<b>SD#93-CSF</b>			536,000			536,000	-
<b>Miscellaneous Revenue</b>			175,976			205,700	29,724
<b>Rentals and Leases</b>			55,000			55,000	-
<b>Investment Income</b>			90,000			90,000	-
<b>Total Operating Funding</b>			36,629,088			36,531,824	(97,264)

# School District No. 46 (Sunshine Coast)

## Revenue Analysis

	2016/17 Amended Budget			2017/18 Preliminary Budget			Change
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
<b>Special Purpose Grants Included in Operating Departments</b>							
Ministry Transportation Funding			380,465			380,465	-
Strong Start			192,000			192,000	-
Community LINK (Part)			249,000			249,000	-
Priority Interim Measures			357,132			-	(357,132)
Education Fund (Tch LIF)			582,299			-	(582,299)
Classroom Enhancement Fund			-			-	-
AFG - Operating Portion			154,506			158,040	3,534
Admin Savings Subsidy			-			182,072	182,072
			-			-	-
			-			-	-
<b>Special Purpose - Included</b>			1,915,402			1,161,577	(753,825)
<b>TOTAL FUNDING</b>			38,544,490			37,693,401	(851,089)

	2016/17 Preliminary	2016/17 Amended Budget	2017/18 Preliminary
Total District Budget			
<b>Operating Revenue</b>	36,909,676	36,629,088	36,531,824
Financial Provision			
Transfer from Restricted - Curriculum			
Utilization of Restricted	138,705	1,688,811	103,100
Utilization of Unrestricted	375,210		
Special Purpose Included In Operating		1,915,402	1,161,577
<b>Operating Expense</b>			
<b>School Allocations</b>	24,623,401	24,575,900	24,657,730
<b>District Departments</b>	12,751,360	13,718,180	14,127,666
Allowance for Funding Protection	48,831		76,488
Allocations from Restricted		1,172,053	
Allocations from Unrestricted			
Special Purpose Fund Spending		798,428	1,155,560
<b>Net Operating Fund</b>	<b>(0)</b>	<b>(31,261)</b>	<b>(2,220,943)</b>
Remaining Unrestricted Surplus		538,098	
Available Funds	(0)	506,837	(2,220,943)

## STRUCTURAL DEFICIT

- ✧ Preserve current staffing levels
- ✧ Staffing cost increases
- ✧ Average teacher estimates
- ✧ LIF & PM Staffing included





# IMPLEMENTATION PLAN

<b>Strategic Plan Support</b>	<b>Actions</b>	<b>2017/18</b>
2d. Parent Communication	Freshgrade Reporting Project	\$3,000
2g. Pride & Celebration	Funding to Support Retirement Dinner and other Celebrations	5,000
1d. Social/Emotional	Additional Counselor	95,000
1f. Music and Fine Arts	Potential staffing/supplies allocation to support District fine arts programs	10,000
1g. Sustainable Practices & Outdoor Education	Implement Sustainability Plan	10,000
1k. Graduate	MyBlueprint, Specific Lifeskills, Consider Careers Support/Structure	25,000
2c. Communication	New District Website, Email Addresses, School Websites	25,000
2f. Leaders in our work	TIC/ New PR Support and Training	5,000
<b>Strategic Plan Support Total</b>		<b>\$178,000</b>

## **STRATEGIC PLAN INITIATIVES**

# MEMORANDUM OF UNDERSTANDING



- Classroom Enhancement Fund
- Best efforts and non-compliance
- Non-enrolling ratios
- Class size and composition
- Remedy



Class Size Limits	
Class/Subject	Restored Language
K	20
K-1	20
1-3 split	22
3-4 split	26* (School Act 24)
4-7	30
4-7 split	28
8-12	30
Industrial Education	26
Home/Econ	26
Science	26
Secondary English	30
High Incidence Class	15
Low Incidence Class	10
Band/Choir	N/L
Total Secondary Teachers Load	190
** Maximum "Low Incidence" Students Per Class (Categories A-G)	2

# CLASS SIZE LIMITS

	Enrolment *	Librarians	Secondary Counselors	SpEd/LA **
Ratio		370	300	183
Cedar Grove	255	0.7		1.4
Davis Bay	180	0.5		1.0
Gibsons	308	0.8		1.7
Halfmoon Bay	205	0.6		1.1
Kinnickinnick	223	0.6		1.2
Langdale	108	0.3		0.6
Madeira Park	82	0.2		0.4
Roberts Creek	229	0.6		1.3
West Sechelt	227	0.6		1.2
Pender Harbour	100.2	0.3	0.3	0.5
Chatelech Sec.	459.8	1.2	1.5	2.5
Elphinstone Sec.	560.9	1.5	1.9	3.1
Spider DL	61.1		0.2	0.3
SCAS	140.9		0.5	0.8
Total	3,139.9	7.9	4.4	17.2

# NON- ENROLLING TEACHER RATIOS



# CLASSROOM ENHANCEMENT FUND

# CEF GRANT

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Total CEF Grant consists of:

- \$150 million - New funding for staffing
- \$30 million - New funding for overhead
- \$100 million - Priority Measures
- \$80 million - LIF (Teacher Ed Fund)

Classroom Enhancement Fund (CEF) ***notional amount*** for School District No. 46 is estimated at just over **\$4.1 million for the 2017/18 school year**. LIF and Priority measures were approximately \$1.3 million when annualized.



# CEF GRANT – NOTIONAL AMOUNTS

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no·tion·al

/ˈnōSH(ə)n(ə)l/

*adjective*

1. existing only in theory or as a suggestion or idea.

“notional budgets for hospital and community health services”

*synonyms:* hypothetical, theoretical, speculative, conjectural, suppositional, putative, conceptual,

[More](#)



School	Enrolment	Special Needs Enrolment	Base Allocation	Per Pupil Allocation	Per Special Needs Pupil Allocation	Verifiability	TOTAL CEF
Cedar Grove	255	21	40,000	102,360	57,120	43,000	<b>223,053</b>
Davis Bay	180	24	40,000	55,000	43,077	55,000	<b>210,331</b>
Gibsons	308	33	40,000	125,600	59,231	37,000	<b>277,866</b>
Halfmoon Bay	205	16	40,000	82,290	28,718	37,000	<b>188,008</b>
Kinnickinnick	223	39	40,000	89,515	70,000	107,000	<b>306,515</b>
Langdale	108	5	40,000	43,353	8,974	16,000	<b>108,327</b>
Madeira Park	82	7	40,000	32,916	2,564	14,000	<b>99,480</b>
Roberts Creek	229	14	40,000	92,400	28,718	37,000	<b>197,642</b>
West Sechelt	227	14	40,000	59,231	37,000	37,000	<b>227,352</b>
Pender Harbour	100	14	60,000	25,128	25,000	25,000	<b>150,345</b>
Chatelech Sec.	460	14	60,000	184,550	100,513	78,000	<b>423,062</b>
Elphinstone Sec.	300	14	60,000	225,168	89,744	92,000	<b>466,911</b>
Spider DL				19,669	5,385	9,000	<b>34,054</b>
SCAS	140	1	60,000	56,198	181,282	95,000	<b>392,480</b>
Balancing School	(13)	(2)		(5,168)	(50,256)		<b>(55,425)</b>
<b>TOTAL</b>	<b>3,114</b>	<b>390</b>	<b>600,000</b>	<b>1,250,000</b>	<b>700,000</b>	<b>700,000</b>	<b>3,250,000</b>

DRAFT

# CEF GRANT — NOTIONAL AMOUNTS

	-
	-
District Teachers	388,000
Overhead	245,614
Holdback	237,958
<b>Total CEF</b>	<b>4,121,572</b>

# FACILITIES AND CAPACITY

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- Overcrowding Issues
- Portable inventory
- Capital funding
- Long-term approach



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

**COMMITTEE OF THE WHOLE NOTES**

Held on March 28, 2017 from 10:30-11:30 am

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

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

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

**REGRETS:** Lori Dixon, Trustee

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The meeting was called to order at 10:40 a.m.

1. BCSTA "Public Education is Key" Campaign

Trustee Pratt shared a powerpoint presentation on BCSTA's advocacy campaign, "Public Education is Key", which aims to raise awareness of public education issues during the provincial election period. The non-partisan campaign encourages the use of social media platforms, using the #bcdkey and offers a series of suggested "key actions" that will highlight public education in the lead-up to the general election. Additional information is available on BCSTA's website at:

<http://www.bcsta.org/TheLeader/index.php/category/public-education-is-the-key/>

The committee discussed the benefits of hosting an all-candidates meeting to further highlight issues relating to public education on the coast.

**RECOMMENDATION:**

"That the board explore jointly hosting an all candidates meeting with bargaining units and other school districts in the riding"

2. Communication Plan

The committee discussed the communications plan and suggested that "Professional Development" be struck from the April Education Committee agenda as it was listed in duplicate.

The meeting adjourned at 11:20 a.m.

**NEXT MEETING:** Tuesday, April 25<sup>th</sup> from 9:30 to 11:30 am at the School Board Office.



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

**POLICY COMMITTEE NOTES**

Held on March 28, 2017 from 11:30-1:30 pm  
At the School Board Office, Gibsons, B.C.

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

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

REGRETS: Lori Dixon, Trustee; Sarah Bradley, DPAC

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The meeting was called to order at 11:41 a.m.

1. Preamble

At the their February meeting, the committee recommended updating the preamble to the board policy manual to include a statement that would clarify the board's expectation that the provincial government provide full funding for curricular matters. The committee discussed language submitted by Trustee Baxter and debated where the language would best be suited in the policy manual.

**RECOMMENDATION:**

That the preamble to the Board Policy and Bylaws Manual be updated as follows:

*"The Board of Education of School District No. 46 (Sunshine Coast) develops and amends policies to ensure the best use of resources and educational practices to deliver public education in our community. The Board of Education recognizes that it operates under the auspices of the School Act and its authority flows from that legislation. The Board also recognizes that the resources to fully fund public education in the K - 12 sector are the responsibility of the provincial government through the Ministry of Education. No policy herein changes those responsibilities and authorities.*

*The Board structures its policies around clear roles for the board and administration, clear delegation of responsibilities to administration, and strong, community-based vision, mission, values and strategic planning set by the elected Board.*

*In support of considered, ethical and strategic stewardship of all aspects of School District 46, the Board is ultimately responsible for all district policy, which is divided into three areas:*

- *Governance policies are general in nature and are set by the Board of Trustees to articulate and define important objectives, principles or values; and to define roles, responsibilities and authority.*
- *Bylaws are passed by the Board of Trustees to clearly set out the specific rules, not covered by legislation, by which the Board will be governed. Bylaws are also legally required for budgets, capital projects, disposal of lands and school closures, but these specific bylaws are not presented as part of district policy.*
- *Administrative regulations are operational in nature and allow for consistent and effective operations in an organization or a department. The Board delegates administrative regulations to the Superintendent of Schools to develop in a transparent process that includes community input.”*

## 2. Role of PAC / DPAC

The committee reviewed policies developed by other school boards across the province and discussed the role of the PAC as defined in the *School Act*. The committee considered in particular policies developed by school districts 6, 44, 81 and 91. It was agreed that the committee chair would develop a policy based on the policies discussed at the meeting and the comments provided by committee members. The draft policy will be presented to the board for additional feedback and to the District Parents’ Advisory Council (DPAC) at their April meeting for further consultation prior to approval. District staff confirmed that requirements listed in the *School Act* would be reflected in any regulation developed as a result of the new policy.

### **RECOMMENDATION:**

“That the committee chair develop a draft Role of the PAC/DPAC policy, and present to the board at their April regular meeting prior to initiating consultation with DPAC”

Submitted by email by the committee chair, for consideration at the April board meeting

*“The Board of Education of School District No. 46 (Sunshine Coast) believes that parents are partners in our educational system. The Board believes that parent engagement contributes to a positive learning environment, provides input to school planning, and promotes an open, two-way communication between parents, schools, and the District. Parental input, advice and feedback are essential elements in the development of positive relationships between home, school, and the District. The Board encourages that all schools have a Parent Advisory Council (PAC) and representatives from these PACs form the District Parent Advisory Council (DPAC), as per Section 8 of the School Act.”*

The meeting adjourned at 12:43 p.m.

**NEXT MEETING:** Tuesday, April 25<sup>th</sup> from 11:30 to 1:00 pm at the School Board Office.



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

**POLICY COMMITTEE NOTES**

Held on March 28, 2017 from 11:30-1:30 pm  
At the School Board Office, Gibsons, B.C.

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

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

REGRETS: Lori Dixon, Trustee; Sarah Bradley, DPAC

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The meeting was called to order at 11:41 a.m.

1. Preamble

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Submitted by email by the committee chair, for consideration at the April board meeting

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The meeting adjourned at 12:43 p.m.

**NEXT MEETING:** Tuesday, April 25<sup>th</sup> from 11:30 to 1:00 pm at the School Board Office.

## PREAMBLE

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~~In 2009 the Board of Education for School District 46 (Sunshine Coast) underwent an external review to ensure its organizational structure best supports student success. The review recommended a new, cohesive governance model that would reflect the Sunshine Coast community going into the future. In response, the board restructured its policies around clear roles for the board and administration, clear delegation of responsibilities to administration, and strong, community-based vision, mission, values and strategic planning set by the elected Board. The Board reviewed the policy manual in 2015/16 to update and align policies with the 2015/2019 Strategic Plan.~~

The Board of Education of School District No. 46 (Sunshine Coast) develops and amends policies to ensure the best use of resources and educational practices to deliver public education in our community. The Board of Education recognizes that it operates under the auspices of the *School Act* and its authority flows from that legislation. The Board also recognizes that the resources to fully fund public education in the K - 12 sector are the responsibility of the provincial government through the Ministry of Education. No policy herein changes those responsibilities and authorities.

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

**EDUCATION COMMITTEE**

Held on March 29, 2017 from 2:30-4:00 p.m.

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

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Vanessa White, Director of  
Instruction; Paul Bishop, Director of Instruction; David Barnum, Transitions  
Coordinator; Louise Herle, SCTA; Erica Reimer, Executive Assistant  
(Recording Secretary)

REGRETS: Lori Dixon, Trustee

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The meeting was called to order at 2:33 p.m.

1. Curriculum (standing item)

Transitions Coordinator David Barnum provided an update and reported that:

- Updates to curriculum and assessment had been circulated before spring break,
- David Barnum and Principals Rive and Kerr attended a metro working group to discuss core competencies and self assessments,
- Core competency posters had been developed to display in classrooms to act as a discussion point for teachers and students,
- Students will be reflecting on their own core competencies for the final report cards. At this time, the requirement to record the information in the students' file is unclear.

2. Strategic Plan 1.e. Mental and Physical Health

*Goal: Our students will be supported in learning skills and awareness to manage their mental and physical health.*

Director White reported on the district's processes for suicide intervention and violent threat assessment. When emergency situations arise, staff are guided by regulations 1740 (Responding to Suicidal Behaviour) and 1745 (Responding to a Threat of Potential Violent Behaviour). Both regulations use a variety of assessments in order to provide the appropriate interventions based on a case-by-case basis. The district plans to update regulation 1740 to include information on non-suicidal self-harm. Student support staff remain involved with the Child Youth Mental Health Substance-Use (CYMHSU) collaborative which aims to provide easier access to mental health supports for youth and families.

Under the topic of physical health, Director White reported on sexual health education taking place through the district, including that provided through the HACE (Health and Career Education) curriculum. HACE and physical education teachers have received specific training opportunities on sexual health education. All elementary schools have chosen to engage Jessica Wollen of SHIFT Education to provide Body Science and Sexual Health Education classes to students in grades 6/7.

The committee discussed suicide prevention supports and suggested that the suicide resource guide be reviewed and updated. The committee commented on the benefits of sexual orientation and gender identity education for parents.

3. Strategic Plan 3.g. Post-Secondary Partnerships

*Goal: Our district will deepen our partnership with Capilano University and further our connections with other post-secondary institutions.*

Director Bishop shared information on the ENG 100 course being offered at Elphinstone Secondary, through which successful students can earn a first year post-secondary credit. The course is co-taught by a SCTA teacher and a Capilano University instructor. The district will consider other dual credit courses, including MATH 100, once the current program's success has been determined.

Director Bishop also spoke to the partnership with SFU for Nature Based Education and the partnership with Vancouver Island University (VIU) to support ITA opportunities and Youth in Trades (formerly ACE-IT) programs.

The committee discussed the ACE-IT carpentry program and the progress at the Wilson Creek Habitat for Humanity site, the pros and cons of offering dual credit courses, and opportunities for students in dual credit courses to visit post-secondary institutions.

4. Parent Engagement (standing item)

Superintendent Bocking reported that teachers are considering the reporting requirement for core competencies and that a facilitated discussion had been arranged for early May at Roberts Creek Elementary.

- DPAC at Chatelech Secondary Library at 7:00 pm on April 27<sup>th</sup>
- Trustee Electoral Area (TEA) Consultation at Chatelech Secondary Library at 6:00 pm on March 29<sup>th</sup>

The meeting adjourned at 3:49 p.m.

**NEXT MEETING:** Tuesday, April 25<sup>th</sup> from 9:30 to 11:00 a.m. at the School Board Office.



Ref: 193513

March 23, 2017

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

Dear Colleagues:

As you know, on March 10, 2017, the Ministry of Education (MoE), the BC Public Schools Employers Association (BCPSEA) and the BC Teachers Federation (BCTF) ratified a Memorandum of Agreement (MoA), negotiated pursuant to Letter of Understanding (LoU) No. 17, to the 2013-2019 BCPSEA–BCTF Provincial Collective Agreement. The MoA fully and finally resolves all matters related to the implementation of the Supreme Court of Canada decision from the fall of 2016. As such, the Parties acknowledge that the re-opener process set out in LoU No. 17 has been completed.

### Operating

I am pleased to share more details on the allocation method, the timing of the funding, and the planning and reporting processes you can expect to see.

Firstly, regarding the distribution of funds, accounting treatment, and reporting requirements please note the following information and instructions:

- This funding commitment is ongoing. It consists of:
  - \$80M from the former Education Fund (the teacher portion of the Learning Improvement Fund (LIF));
  - \$100M from the Priority Measures funding (PM) announced in January 2017;
  - \$180M in additional new funding - \$150M for teacher compensation and \$30M towards overhead and operating expenses.
- In addition, the \$20M component of LIF targeted for school Support Staff unions will continue for the 2017/18 school year.
- Funding will be distributed by way of a Special Grant under Section 115.1(a) of the *School Act*.
- This grant meets the definition of a restricted contribution per Treasury Board Regulation 198/2011. Therefore, this grant must be reported on Schedule 3A of your Financial Statements.

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- Notional allocations have been made according to MoE estimates of school district need to implement the MoA. No school district will receive less than the Teacher Education Fund (TEF), plus the annualized amount of the PM funding – when taking the overhead funding into account, every school district is expected to receive more funding in 2017/18 than in 2016/17.
- By April 28, 2017, districts are required to submit their preliminary staffing plans, based on their projected student enrolment, for September 2017. Submissions will be reviewed by Ministry staff and the notional allocations may be adjusted accordingly. See the attached template for additional details.
- If there are unique (unforeseen) issues pertaining to your school district that are creating challenges implementing the MoA locally, these issues and associated costs can be communicated to the ministry in addition to the preliminary staffing plans that you submit on April 28<sup>th</sup>.
- Funding will begin to flow in January 2018, once final fall 2017 staffing plans are known and in line with the fall operating grant recalculation.
- Final staffing plans will be expected by October 20, 2017, once fall 2017 staffing is known, and close monitoring of implementation will occur throughout the 2017/18 school year.
- Adjustments to district allocations may be made once final fall 2017 staffing is known and/or after the 2017/18 school year, especially if it is determined that a particular school district received more funding than was required. Final 2017/18 allocations will be confirmed at the same time as the operating grant recalculation in December 2017.
- Districts will be required to report-in on progress in the spring of 2018, and provide a final report as at June 30<sup>th</sup> 2018 outlining their hiring and use of remedies, together with a final financial submission that can be reviewed against district audited financial statements.

To ensure that the expenditure of this funding aligns with the MoA, please note the following requirements:

- Boards of education are responsible for ensuring funding is spent in a manner that aligns with the MoA, and optimal classroom organization to ensure the most efficient use of resources is expected.
- Any unused TEF and PM funding from the 2016/17 school year must be completely expended in the 2017/18 school year.
- MoE staff will be reviewing school district interim and final reports and Financial Statements to verify that the funds were spent in a manner that is consistent with the MoA.
- An interim progress report on implementation of the MoA will be expected in the winter of 2018, and a final yearend report will be expected in the summer of 2018. Reporting templates will be forthcoming from the Ministry later this spring.

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Your completed staffing templates should be sent, no later than 4:00pm on April 28, 2017, to [EDUC.FundingandAllocationBranch@gov.bc.ca](mailto:EDUC.FundingandAllocationBranch@gov.bc.ca). If you have technical questions regarding the distribution or accounting and reporting requirements, please contact Kim Abbott by email at, [Kim.Abbott@gov.bc.ca](mailto:Kim.Abbott@gov.bc.ca), Ian Aaron at [Ian.Aaron@gov.bc.ca](mailto:Ian.Aaron@gov.bc.ca), or Jonathan Foweraker [Jonathan.Foweraker@gov.bc.ca](mailto:Jonathan.Foweraker@gov.bc.ca).

### Capital

Initial capital funding will be made available to school districts, with a focus on immediate space needs for September 2017. In order to implement the agreement, all school districts are being asked to indicate where capital investments are required to create additional educational space for the start of the 2017/18 school year, after all local space options have been considered. Please see the attached form for additional details.

MEd's priority at this time is on identifying needs for either tenant improvements (TI), such as movable or permanent wall installations, within existing schools or the addition of portable or modular classrooms (purchase or lease), where those can be acquired and installed by the school district for the September 2017/18 school year. Please do not include pre-restoration space requirements as part of your plans, as this information should be reflected in your Annual Five-Year Capital Plan submissions.

It is expected school districts first implement changes within their control to address space needs, such as reinstating classrooms which are currently leased out to 3rd party, non-educational tenants (excluding Strong Starts), changing catchment areas, and adjusting grade configurations and programming to make use of all available classroom space. For many school districts, this may be sufficient to address the space needs arising from the reinstatement. However, MEd also understands that, for those school districts already facing space deficits, this may not be sufficient in all areas.

Again, your submissions should be focused on immediate space needs to implement the MoA for September 2017 only. MEd will be looking to school districts to identify the longer term capital impacts in the upcoming Annual Five-Year Capital Plan submissions to inform our future year capital priorities and funding decisions.

Please contact your Regional Director if you have any questions, and ensure to submit your completed forms to your Planning Officer no later than April 28, 2017.

Sincerely,



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George Farkas  
Assistant Deputy Minister  
Resource and Corporate Service Division



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Shanna Mason  
Assistant Deputy Minister  
Capital Division