



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

**REGULAR MEETING AGENDA**

May 10<sup>th</sup>, 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: Energy Matters – J. Stroman, J. Lussier and R. Collison
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 – April 12, 2017 ..... Pg. 3-7
  - b. Record of Closed Meeting – April 12, 2017 ..... Pg. 8
6. Reports
  - a. Executive Reports
    - i. Superintendent's Report ..... Pg. 9-10
      1. Administrative Regulations to be Received:
        - a. Reg. 1120 – Ceremonial Protocols ..... Pg. 11-12
        - b. Reg. 1250 – Communicating through the Media ..... Pg. 13
        - c. Reg. 1360 – Distribution of Union Materials ..... Pg. 14
        - d. Reg. 2300 – Codes of Conduct ..... Pg. 15-16
      - ii. Strategic Plan Update:
        1. Goal 1.f. – Music and Fine Arts ..... Pg. 17
        2. Goal 1.k. – Graduation ..... Pg. 18
        3. Goal 2.i. – Facilities ..... Pg. 19-20
      - iii. Secretary-Treasurer's Report ..... Pg. 21-22
        1. Capital Grant Bylaw (*bylaw – pg 23, motion – pg 26*) ..... Pg. 23-26
        2. Expenditure by Object – April 2017 ..... Pg. 27
        3. Larger Cheques Written in the Month of April 2017 ..... Pg. 28
    - b. Board/Committee Reports
      - i. Board Report ..... Pg. 29
        1. BCSTA Report
        2. BCPSEA Report
        3. Student Trustee Report
      - ii. Operations Committee Notes – April 25, 2017 ..... Pg. 30-36
      - iii. Committee of the Whole Notes – April 25, 2017 ..... Pg. 37-38
        1. Trustee Electoral Area Variance (*motion*) ..... Pg. 37-38
      - iv. Education Committee Notes – April 26, 2017 ..... Pg. 39-40

**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 June 14<sup>th</sup>, 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	25 from 11 – 12:30 pm	-	25 from 9:30 – 11 am
May	24 from 2:30 – 4 pm	30 from 12 – 1:30 pm	-	16 from 9:30 – 11:30 am
June	21 from 11:30 – 1 pm	22 from 11 – 12:30 pm	22 from 9:30 – 11 am	21 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, May 30 from 12:00-1:30 pm at the SBO

1. 2018/19 Capital Plan
2. 2017/18 Budget
3. Transportation Review

Education Committee – Wednesday, May 24 from 2:30-4:00 pm at the SBO

1. Strategic Plan: 3.f. – Sechelt Indian Band and Squamish Nation
2. Strategic Plan: 1.j. – Indigenous and Other Cultures
3. Strategic Plan: 1.h. – Experiential Learning/Inquiry
4. Curriculum (*standing item*)
5. Parent Engagement (*standing item*)

Committee of the Whole – Tuesday, May 16 from 9:30-11:30 am at the SBO

1. Trustee Evaluation Process
2. Intergovernmental Meeting
3. Communication plan (*standing item*)

Policy Committee – No meeting in May



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

Held on Wednesday, April 12, 2017  
At the School Board Office, Gibsons, B.C.

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

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The meeting was chaired by Vice-Chair Pratt.

#68. Call to Order

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

Vice-Chair Pratt acknowledged that the meeting was taking place on the territory of the Squamish Nation.

#69. Celebrating Education: Museum School – S. Calvori

Cedar Grove Elementary Teacher Sylvia Calvori and students, Sylvie, Nia and Eli, shared their recent experiences attending the Sunshine Coast Museum School. The museum school program runs for a full week and uses the Sunshine Coast Museum and Archives as a hub for the duration of the program. Students have an opportunity to learn about the local community, past and present, and local first nations traditions. Students took part in a historical walking tour of lower Gibsons, as well as tours of modern facilities such as the Gibsons Public Market and the post office. Students shared their favourite experiences during their week at the museum school.

Additional information on the Sunshine Coast Museum school is available at:

<http://www.sunshinecoastmuseum.ca/museum-school.html>

#70. Public Question Period

Vice-Chair Pratt welcomed those in attendance.

- There were no questions.

#71. Adoption of the Agenda

**MOTION:** Ruth/Mewhort

“THAT the agenda of April 12, 2017 be adopted.”

Carried.

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

**MOTION:** Younghusband/Ruth

“THAT the minutes of the Regular Meeting of March 8, 2017 and the Record of the Closed Meeting of March 8, 2107, be adopted.”

Carried.

#73. Reports

a. Executive Reports

i. Superintendent’s Report

The report was submitted as written.

Superintendent Bocking shared two poems from the 2016-17 edition of *Coastal Voices*, “Mountains” by Lucy Hutchinson and “Seashells” by Samuel Uwa, both students attend grade 4 at Gibsons Elementary School.

Director White circulated brochures created by the Sunshine Coast family of Community Schools. The brochures were created collaboratively by the community schools and provide answers to common inquiries regarding what a community school is, where funding comes from and which schools they service.

1. Administrative Regulations to be Received:

a. Regulation 1730 – Process for Administrative Regulations

Superintendent Bocking reported that the regulation was updated to include a process to repeal regulations. No significant revisions were made during the circulation phase and no additional feedback was received.

ii. Strategic Plan Update:

1. Goal 1.e. – Mental and Physical Health

Director White spoke to her written report. Trustees requested information on the availability of naloxone kits at schools. Director White reported that the district would be discussing naloxone at an upcoming meeting.

2. Goal 3.g. – Post-Secondary Partnerships

In addition to his written report, Director Bishop reported that the district continues to work closely with Vancouver Island University in the delivery of ACE-IT (Youth Training in Trades) programs. The district will offer Culinary Arts, Auto Service Technician and Carpentry programs in the 2017-18 school year.

Student Trustee Haines reported that the dual credit ENG 100 program offered at Elphinstone Secondary was well received by students and provided an opportunity for students to experience post-secondary learning.

iii. Secretary-Treasurer’s Report

Secretary Treasurer Weswick spoke to his written report.

1. School Allocation Rates

Secretary-Treasurer Weswick reported that marginal increases in per pupil allocations were included in the school allocation rates, as well as increases to level 1, 2 and 3 special needs students.

2. Expenditures by Object – March 2017

The report was submitted as written.

3. Larger Cheques Written in the Month of March 2017

The report was submitted as written.

Trustees requested additional information on line items in the report. Director White indicated that payments were made for contract work to complete psychoeducational assessments.

b. Board/Committee Reports

i. Board Report

The report was submitted as written. Trustees who attended the Civic Governance conference reflected on the event.

1. BCSTA Report

Trustee Ruth reported that the BCSTA AGM was taking place on April 20-22.

2. BCPSEA Report

Trustee Younghusband reported briefly on ministry direction regarding changes to address class size and composition and non-enrolling teachers.

3. Student Trustee Report

Student Trustee Haines reported on the upcoming *SD46's Got Talent* show at Chatelech Secondary, as well as the Student Forum that took place on April 11<sup>th</sup>. She noted that as a result of discussions at the forum, the DSLT is looking into ferry reservations for sports teams to ensure students are able to return at reported times.

Trustees discussed their experience at the forum and thanked the DSLT for their work in organizing the event.

ii. Operations Committee Notes – March 30, 2017

The notes were submitted as written.

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

The notes were submitted as written.

**MOTION:** Baxter/Russell

"That the Board of Education of School District No. 46 (Sunshine Coast) explore jointly hosting an all candidates meeting with bargaining units in our district."

Carried.

Due to the tight timeline, trustees agreed to modify the original recommendation to not include neighbouring school districts. Chair Baxter reported that an ad hoc committee, with designates from both unions, would be struck in order to prepare for the event scheduled on May 1, 2017.

iv. Policy Committee Notes – March 28, 2017

The notes were submitted as written.

**MOTION:** Youngusband/Ruth

“THAT the Preamble to the Board Policy Manual be revised 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.”*

Carried.

Superintendent Bocking agreed to request that the draft policy on the *Role of the PAC / DPAC* be added to a future DPAC agenda for discussion.

v. Education Committee Notes – March 29, 2017

The notes were submitted as written.

**MOTION:** Russell/Youngusband

“TO receive the reports.”

Carried.

#74. Correspondence

- a. G. Farkas – Classroom Enhancement Fund (Ref: 193513)

**MOTION:** Youngusband/Baxter

“TO receive the correspondence.”

Carried.

Vice-Chair Pratt disclosed that the trustees had discussed board evaluation processes at the closed meeting taking place earlier that evening.

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

- A request was made that all sites lower their flags to half mast on the April 28<sup>th</sup> Day of Mourning.
- A member of the public asked how Classroom Enhancement Funding (CEF) impacted the school allocation rates. Secretary-Treasurer Weswick responded that the CEF could not be included in school allocation rates as the funds could only be used if the district is unable to meet the needs of the MOA with regular funding sources.
- A member of the press asked why the district had initiated water testing. Secretary-Treasurer Weswick responded that the ministry had requested that testing take place on an annual basis and that schools be tested on a three-year rotating cycle. Vice-Chair Pratt noted that an issue had been highlighted provincially as a different school district had an issue with lead in drinking water. School District 46 was advised to flush water fountains and taps daily, despite acceptable levels, as a best practice measure.
- A special thanks was given to Rob Blackett for his assistance in the installation of the West Sechelt Elementary natural playground.

#76. Next Meeting

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

**MOTION:** Russell/Ruth

“TO approve the committee agendas.”

Carried.

#77. Adjournment

**MOTION:** Mewhort/Ruth

The meeting adjourned at 8:29 p.m.

Carried.

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Chair

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Secretary-Treasurer



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

**RECORD OF CLOSED MEETING**

Held on Wednesday, April 12<sup>th</sup>, 2017  
At the School Board Office – Gibsons, B.C

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PRESENT: TRUSTEES: B. Baxter (Chair), L. Pratt (Vice-Chair), L. Dixon, D. Mewhort, G. Russell, 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)

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Chair Baxter chaired the meeting.

**Call to Order**

The meeting was called to order at 5:33 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
  - Personnel
    - Superintendent Evaluation Committee Notes
    - Principal/Vice-Principal Contract
    - Personnel Update on Non-Enrolling Teachers
    - Trustee Evaluation
  - Property
    - SLC License Agreement
- **Items for Disclosure**
  - That a Board Evaluation process will be discussed at Committee of the Whole

**Adjournment**

The meeting adjourned at 6:28 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  
May 10, 2017

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1. Students

- a. The Early Years Fair on April 1<sup>st</sup> was another terrific success. Over 600 people came out to connect with programs and supports for families with young children. The fair was based on the Coast Reads book 'Maybe Something Beautiful,' which is a story of a community that comes together through making murals. At the fair, we painted over 150 wooden pieces that will be arranged into a mural for display at the Sechelt Early Years Centre. (1a)
- b. The DSLT put on a fabulous SD46's Got Talent Show. This wonderful event showcased student and staff talent to thunderous applause. (1d, 1f)
- c. On Tuesday, the annual Band Blast will perform at Chatelech Secondary School. This is an energetic demonstration of how much our students have learned in the grade 6 and 7 band programs. (1f)
- d. The DSLT also hosted the annual Student Forum. Questions at the forum considered the perspectives of students on technology, classroom learning and more. (1k)
- e. The Kindergarten Transition process has begun with our annual meeting of therapists. (1a,

2. Staff

- a. On May 1<sup>st</sup>, 2017 over fifty elementary and secondary school educators gathered for a fabulous evening focused on the Core Competencies. Teachers across the district facilitated small group discussions, providing strategies for student self-assessment related to the competencies. The "Carousel of Conversations" enabled teachers to learn with each other, see practical examples, and receive a flash drive with up to date information on the Core Competencies. (2a, 2e)
- b. District and school leaders will be working with colleagues in the Sea to Sky School District to share experiences, programs and challenges on May 18<sup>th</sup>. We look forward to this rich, collaborative learning opportunity. (2a, 3a)
- c. District and French staff are working on enhancing French programming for elementary and secondary students. Federal funds are being utilized to purchase learning resources, French cultural activities and field trips, and professional development for our teachers. (2a, 2f)
- d. The technology department is leading and supporting a district-wide changeover to Exchange that is accessed via Outlook. The collaboration aspect of it will be known as Engage! Engage! will bring our staff schools and departments together to share documents, ideas and other information happening in SD 46. (2c)
- e. District and school staff are working hard to budget and staff for next year. This year is challenging as we engage with the Ministry to determine the appropriate level of funding

for our district and ensure maximum support for our students. (2j)

- f. A session of Mental Health First Aid training recently completed with 17 new staff trained. (2a, 2h, 1e)
- g. A team of 14 staff went to this year's BC CASE conference to learn about inclusion and diversity from Shelley Moore and Jennifer Katz. (2a, 2h, 1e)

### 3. Community

- a. The generous Sunshine Coast community was well represented last Thursday as the district celebrated their contributions to our students at the annual Bursary Reception. Over \$225,000 are provided to our students each year to support our graduates in their post-secondary opportunities. (3a)
- b. Counsellors met to begin planning the Parent Expo for Spring 2018. (3d)

Title: **Ceremonial Protocols**  
Category: **Administration**  
Number: **1120**

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1. Acknowledgement of First Nations

School District No. 46 (Sunshine Coast) is within the unceded lands of the shíshálh (Sechelt) Nation and the Skwxwu7mesh uxwumixw (Squamish Nation).

First Nations shall be acknowledged in school ceremonies in the following manner:

- (a) Before any other comments or introductions which are directly concerned with the ceremony itself, acknowledge the First Nations territory where the ceremony is being held.

*Port Mellon to Roberts Creek*

"I would like to acknowledge that we are on the unceded territory of the Skwxwu7mesh [pronounced "Sko-maish"] uxwumixw (Squamish Nation)."

*Roberts Creek to Egmont*

"I would like to acknowledge that we are on the unceded territory of the shíshálh [pronounced "She-shal-h"] (Sechelt) Nation."

When speaking of the Nation, pronounce the name of the Nation in the language of that Nation. If you do not know how to pronounce it, please ask the Principal of Aboriginal Programs and Services to provide you with the proper pronunciation ahead of time.

- (b) If there is a Chief and/or elders of that nation in the audience, they are to be acknowledged next.
- i) "I would like to acknowledge Chief \_\_\_\_\_ of the \_\_\_\_\_ First Nation." It is customary to try to look for the Chief and to try to make eye contact at that point.

If one is speaking in English, then first use the English name of the Chief. If the Chief has an ancestral name, it is considered polite to ask ahead of time if you may introduce the Chief also by his/her ancestral name.

(ii) Elders

"I would (also) like to acknowledge the (name of First Nation) elders that are here and thank them for honouring this ceremony."

(The elders are not named individually – the chief, however, may choose to do that in his/her greetings.)

2. Other officials shall then be introduced in the following order:

- (a) Minister of Education;  
(b) Chair of the School Board;  
(c) Mayor;  
(d) Chair of the Regional District Council;  
(e) Chiefs of Other Nations;

Title: **Ceremonial Protocols**  
Category: **Administration**  
Number: **1120**

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- (f) Member of Parliament;
- (g) Member of the Legislative Assembly;
- (h) School Trustee(s);
- (i) Municipal and/or Regional District Councillors;
- (j) Other elected officials;
- (k) Superintendent of Schools;
- (l) Principal;
- (m) Local and Provincial Union President.

3. Graduation Ceremonies

- (a) the Canadian flag shall be present;
- (b) the ceremony shall begin with O' Canada;
- (c) greetings shall be invited from:
  - the Chief of First Nations (if present);
  - the Board of Trustees;
  - the Superintendent;
  - the Mayor or Regional Directors.

**Adopted:** January 2001  
**Revised:** May 2008  
**References:** Policy 11 (Role of the Superintendent)

ADMINISTRATIVE REGULATIONS

Title: **Communication Through the Media**

Category: **Administration**

Number: **1250**

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1. The Board Chair and the Superintendent are the official spokespersons for the school district.
2. News releases which involve matters concerning the district as a whole or more than one school are the responsibility of the Chair, the Superintendent or their designates.
3. News releases which pertain to only one school shall be the responsibility of the Principal, with a copy provided to the Superintendent.
4. Clearance shall be obtained from the Superintendent before any story is released which the Principal suspects may be controversial or which may have an impact on other schools in the district.
5. All statements made to the media by other staff members shall first be approved by the Superintendent and/or designate for the district and approved by the Principal for the school.

**Adopted:** January 1996

**Revised:** August 2008

**References:** Policy 11 (Role of the Superintendent)

Title:       **Distribution of Union Material**  
Category:   **Education**  
Number:     **1360**

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**Purpose:**

Judicial and arbitral jurisprudence has clarified that teachers have the right to engage in political discussion and the freedom to express their views to parents on such educational issues under Section 2(b) of the *Charter of Rights and Freedoms* (the Charter). Any restrictions on expression have to be justified under Section 1 of the Charter.

The right of teachers and support staff to further the debate with parents must be valued, but it must also be balanced with society's interest in an effective and efficient school system, which maintains the confidence of students, parents and the public.

Teachers and support staff must obtain prior approval of the Superintendent when distributing union/political information on educational matters on school property to parents or through students.

**Practices:**

1. Prior to distribution of any material staff must obtain approval of the Superintendent of Schools when distributing union/political information on educational matters on school property to parents or through students.
2. The superintendent will review the information for its accuracy and relevance to educational matters.
3. Approval will be given or denied in writing within 4 working days of receipt of the proposed material .
4. Should a union/political communication not be approved for any reason, the superintendent or designate will raise the matter with the local union president or designate.
5. Any approved communication must be placed in a sealed envelope and clearly addressed to the parent/guardian. The document shall clearly indicate the author of the material.

**Adopted:**     January 1996

**Revised:**     May 2009

**References:** Policy 11 (Role of the Superintendent)

Title: **Codes of Conduct**  
Category: **Education**  
Number: **2300**

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1. Principals shall work with their students, staff and the parent advisory council to develop an appropriate code of behavior for their school.
2. The following elements are to be included in a school's code of conduct.
  - a) One or more statements that address the prohibited grounds of discrimination as set out in the *BC Human Rights Code* sections 7 and 8, which state:

**7 Discriminatory publication**

*(1) A person must not publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem or other representation that*

*(a) indicates discrimination or an intention to discriminate against a person or a group or class of persons, or*

*(b) is likely to expose a person or a group or class of persons to hatred or contempt because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons.*

*(2) Subsection (1) does not apply to a private communication, a communication intended to be private or a communication related to an activity otherwise permitted by this Code.*

**8 Discrimination in accommodation, service and facility**

*(1) A person must not, without a bona fide and reasonable justification,*

*(a) deny to a person or class of persons any accommodation, service or facility customarily available to the public, or*

*(b) discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons.*

*(2) A person does not contravene this section by discriminating*

*(a) on the basis of sex, if the discrimination relates to the maintenance of public decency or to the determination of premiums or benefits under contracts of life or health insurance, or*

*(b) on the basis of physical or mental disability or age, if the discrimination relates to the determination of premiums or benefits under contracts of life or health insurance.*

- b) A statement of purpose that provides a rationale for the code of conduct, with a focus on safe, caring and orderly school environments.
- c) One or more statements about what is
  - i. Acceptable behavior, and

Title: **Codes of Conduct**  
Category: **Education**  
Number: **2300**

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- ii. Unacceptable behavior, including aggressive behaviors such as bullying while at school, and school related activity or in other circumstances where engaging in the activity will have an impact on the local environment.
  - d) One or more statements about the consequences of unacceptable behavior which focus on consequences that are restorative in nature rather than punitive, and which must take account of the students age, maturity and special needs if these students are unable to comply with the code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioral nature.
  - e) An explanation that the school will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the code of conduct.
3. The code shall be reviewed at least annually by the parents, staff and parent advisory council.
  4. A copy of the code shall be filed with the Superintendent annually.
  5. Principals are responsible for ensuring that codes of conduct are enforced.
  6. At the beginning of each school year, copies of the school's code of conduct shall be distributed to all parents and students.
  7. Employees who are assigned to school during the year are to receive a copy of the code.
  8. Students and their parents/guardians who enroll during the year are to receive a copy of the code during registration.
  9. The school code of conduct shall be displayed in a prominent area of school.
  10. Members of staff are expected to recognize that the code of conduct specifies ideal behavior and that students may need help in learning what is acceptable/unacceptable behavior. Staff can expect students to become more responsible on a gradual basis and to become increasingly accountable for their own behavior.

**Adopted:** January 2001

**Revised:** May 2008

**References:** Sections 6,7,17,20,22,26,65,79 and 85 of the *School Act*;  
Sections 7 and 8 of the *BC Human Rights Code*;  
Ministerial Order 276/07



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

**Strategic Plan Report: Music and Fine Arts**

Submitted by Superintendent Bocking

May 10, 2017

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*" Our youth should also be educated with music and physical education "*

- Aristotle

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*Goal 1.f.: Our students will participate in a full elementary music program and have opportunities in secondary music and fine arts programs.*

**Background:**

About 2350 years ago Aristotle recognized the value of music in education. There is a great deal of modern research to back up his claim. In our district, our consultations prior to developing the strategic plan led us to recognize that the Sunshine Coast community, with its rich tradition in the arts, told the board that our students need to be well versed in music and other arts before they leave our care.

**Discussion:**

Elementary

Students from kindergarten to grade three receive two, thirty-minute lessons per week of music instruction. In grades four and five students receive a forty-five minute lesson. In most schools, our students enjoy band classes in grades six and seven. We are very pleased with the intent support for our students at the elementary level in all of our schools.

Secondary

A wide variety of opportunities are available to our students in band and jazz ensembles. Our challenge is the needs for students to choose amongst other electives, but not being able to take everything they might wish to. With our modest population, a more diverse music program is a challenge. Regardless, student demand may emerge in music as our current elementary students move to secondary with their deep level of musical instruction and enjoyment.

Musical Theatre

Students will have the opportunity next year to enjoy musical theatre and gain credit as well. Previously, musical theatre has been offered through the generous volunteering of committed teachers. As a club, students did not gain a music credit.

**Next Steps:**

- We are pleased with the music program to this point and will maintain the current structure, resources permitting. We will now turn our planning to the development of visual arts support. We will consider professional development, resource allocation and other opportunities for students. In particular, we will encourage and support working with our local arts community.

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

**Strategic Plan Report: Graduation**

Submitted by Director Bishop

May 10, 2017

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*" Knowledge is invariably a matter of degree: you cannot put your finger upon even the simplest datum and say this we know."*

- T.S. Eliot

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*Goal 1.k.: Our students will graduate with specific life skills and with a clear focus on their personal future direction in their chosen career path.*

**Background:**

Graduation is one of the most important steps a young person attains in their early years and an acknowledgement of their academic success. Our work, however, is not only to provide them with the opportunity to gain knowledge and skills and to put them to use, but to provide them with the belief that they can succeed.

**Discussion:**

We continue to improve our grade to grade transitions and improve graduation rates for all students and especially our aboriginal students. More information is required, however, to understand our data and the factors which influence our completion rates.

**Highlights:**

- 1) The Ministry of Education has unveiled a new site providing information regarding School District data. "Information to support student learning" can be found at: <http://www.bced.gov.bc.ca/reporting/systemperformance>
- 2) Aboriginal students are now transitioning consistently with their non-aboriginal peers. The six year aboriginal student completion rate has risen from the low forty percent to 72%.
- 3) Our six-year graduation rate has risen from 79% to 85% in the past 5 years, at the upper end of all districts in the province.

**Next Steps:**

- A better understanding of the data that affects school completion is required. School completion (6-year completion) is based on the cohort of students who enter grade 8. This number is affected by a number of factors including: a ministry adjustment to account for "in- and out-migration" using a Provincial estimate, students transitioning to the Evergreen certificate which is not included in completion data, students who primarily take courses through Distributed Learning but who register with a SD46 bricks and mortar school for some courses but not necessarily for graduation, and finally, having accurate school-level data.
- Staff will delve deeply into the specific stories of those who did or may not complete their K to 12 education and focus on appropriate strategies to address this essential issue.

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

**Strategic Plan Report: Facilities**

Submitted by Secretary-Treasurer Weswick

May 10, 2017

Goal 2.i.: *Our staff will work and learn with their students in exceptional facilities that are efficient and attractive.*

**Background:**

Efficient facilities ensure that resources are directed to those people and things that make a difference for students. Improvements to facilities to ensure efficiency can also present a learning opportunity through engaging in sustainable practices and design.

The ongoing maintenance and renovation of space keeps our facilities safe and functional and enhances the learning that takes place within them. By keeping our buildings attractive with new paint and flooring and by creating new flexible spaces, as seen in the library renovation at Elphinstone Secondary, we reflect the pride that we have in our staff, our students and our community.

**Discussion:**

As reported by our Manager of Facilities, Rob Collison, at the April Operations Committee Meeting, the maintenance department is working towards the completion of the district wide DDC project and all schools will have access to a dashboard that displays live energy consumption data and provides tips for energy savings. LED lighting is being installed where practical during renovations and occupancy sensors continue to be installed to control lighting and HVAC when rooms are not in use. Students involvement in programs like Energy Matters helps to highlight the need for energy conservation at a young age.

The district is excited to move towards the use of solar power at several sites. As previously reported, the district is investing capital funding in a solar power system at Langdale Elementary that could provided up to 1/3 of the annual power required for the school. The capital approval for heating and ventilation upgrades at Davis Bay Elementary and Pender Harbour Secondary will replace existing air handling units with air source heat pumps and include solar enhancements. The following charts compare potential savings based on current and projected utility costs for natural gas, biodiesel and solar generated electricity at Davis Bay Elementary.

BASED ON CURRENT UTILITY COSTS AND HIGHER PV RECOVERY						
	ANNUAL BTU CONSUMED	PROJECTED FUEL		PROJECTED tCO <sub>2</sub> e	UNIT COST	COST PER YEAR
NATURAL GAS	381,158,130	402	GJ	20.0	\$13.00	\$5,228
BIODIESEL B100	403,218,640	12,817	L	0.0	\$0.90	\$11,535
ELECTRICITY		3,130	kWh	0.0	\$0.10	\$313
	by A-to-A HP	3,133	kWh			
	by REHEAT COILS	89,997	kWh			
	by SOLAR PV	-90,000	kWh			

BASED ON UTILITY COST CHANGES -- NAT GAS LOWER AND HYDRO HIGHER					
	ANNUAL BTU CONSUMED	PROJECTED FUEL	PROJECTED tCO2e	UNIT COST	COST PER YEAR
NATURAL GAS	381,158,130	402 GJ	20.0	\$10.00	\$4,021
BIODIESEL B100	403,218,640	12,817 L	0.0	\$0.90	\$11,535
ELECTRICITY		33,130 kWh	0.3	\$0.15	\$4,970
	by A-to-A HP	3,133 kWh			
	by REHEAT COILS	89,997 kWh			
	by SOLAR PV	-60,000 kWh			

Our maintenance team continues to work towards the completion of the renovation at Elphinstone Secondary and will move to renovations at the Sechelt Learning Centre once completed.

**Next Steps:**

- Issuing requests to tender for solar projects at Langdale, Pender Harbour and Davis Bay Secondary
- Ongoing window/door replacements
- Ongoing flooring replacements

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

**Secretary-Treasurer's Report  
May 10, 2017**

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**Restorative Space Applications**

The need for additional classroom divisions because of class size and composition issues has driven the need for additional space. In order to meet the requirements of the Memorandum of Understanding, we will need to add additional classroom divisions at several sites and require support for facilities to house the classes. The district has submitted applications for funding for additional space using portables at Cedar Grove Elementary and West Sechelt Elementary, and for funding to convert the annex at Davis Bay Elementary into usable classroom space.

**National Safety Code Review**

On April 18<sup>th</sup> the District was reviewed by Ministry of Transportation and Infrastructure staff for compliance with the National Safety Code (NSC). Several SD46 vehicles are covered by the NSC, including all 12 and 15 passenger vans and some maintenance vehicles. The review highlighted several areas where we're not compliant, mainly involving record-keeping. The district has contracted Advantage Fleet Services to assist with the creation of new forms and record-keeping protocols. They will also review our regulations covering the use of SD46 vehicles. We are implementing changes currently to address all areas of concern.

**2017/18 Operating Budget Timelines**

As discussed at the April Operation Committee meeting, the district will defer the budget approval process to June due to the uncertainty of funding at this time. The district received an extension for submission of the Classroom Enhancement Fund (CEF) Staffing Plan and our understanding of ratios continues to change as more information is received. The CEF Staffing Plan was submitted to the ministry for review on May 4, 2017. The district will complete and/or revise the 2017/18 budget as necessary once feedback is received on our submission.

**Non-enrolling Teacher Ratios**

On Wednesday, May 3<sup>rd</sup> the district received notification from BCPSEA that the ratio governing one of the non-enrolling categories was incorrect. LOU #5 dated June 19, 2000 was forwarded indicating the ESL ratio for the District is 1:36.9, which is superior to the previous ratio of 1:74. This created the requirement for an additional 1.5 FTE teachers in the District in the combined category of Learning Assistance, Special Education and ELL. District staff has proposed to increase ELL support as a result by 0.4 FTE (primarily for secondary schools) and other resource teacher support at elementary schools by 1.1 FTE.

**Capital Plan Approvals**

As reported in April, the district received notification that heating and ventilation upgrades have been approved under the five year capital plan. A bylaw is required in order to access funds for these projects. The bylaw and accompanying motion can be found following this report.



**CAPITAL BYLAW NO. 17/18-CPSD46-01  
CAPITAL PLAN 2017/18**

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

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan.

NOW THEREFORE the Board agrees to the following:

- (a) authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of March 17, 2017 from the 2017/18 Capital Plan is hereby adopted.
2. This Bylaw may be cited as School District No. 46 (Sunshine Coast) Capital Bylaw No. 17/18-CPSD46-01.

READ A FIRST TIME THE 10<sup>th</sup> DAY OF MAY, 2017;

READ A SECOND TIME THE 10<sup>th</sup> DAY OF MAY, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE 10<sup>th</sup> DAY OF MAY, 2017;

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 46 (Sunshine Coast) Capital Bylaw No. 17/18-CPSD46-01 adopted by the Board the 10th day of MAY, 2017.

\_\_\_\_\_  
Secretary-Treasurer



March 17, 2017

Ref: 192579

To: Secretary-Treasurer and Superintendent  
School District No. 46 (Sunshine Coast)

**Re: Ministry Response to the Annual Five-Year Capital Plan Submission**

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This letter is in response to the Board of Education's Annual Five-Year Capital Plan submission and provides direction as to the next steps for advancing capital projects that align with provincial capital priorities.

The Ministry reviewed all of the Five-Year Capital Plan submissions across the participating 60 school districts to determine priorities for available capital funding in the following Ministry programs:

- Seismic Mitigation
- Expansion
- Building Envelope
- Carbon Neutral Capital
- School Enhancement
- Bus Replacement

I am pleased to advise Ministry support for advancing project development or delivery of the following projects:

SCHOOL PROJECT(S)		
School Name	Program & Project Type	Next Steps & Timing
Pender Harbour Secondary	School Enhancement – Heating and Ventilation Upgrades	Proceed to design, tender & construction and complete by March 2018
Davis Bay Elementary	School Enhancement – Heating and Ventilation Upgrades	Proceed to design, tender & construction and complete by March 2018

Follow-up meetings will be scheduled by your assigned Regional Director to confirm scope, schedule, budget and the terms of project approval for the projects listed above. **No work or expenditures may proceed without a signed Capital Project Funding Agreement (CPFA), Annual Program Funding Agreement (APFA), or other formal authorization from the Ministry.**

...2



As a brief follow-up from the previous year, the Ministry has revised the procedures regarding capital bylaws and approved Five-Year Capital Plans. The requirement for the Boards of Education to adopt a capital bylaw for each individual capital project has been eliminated. Instead, the Board may adopt a single Capital Bylaw for its approved 2017/18 Five-Year Capital Plan, in accordance with s. 143 of the *School Act*. For additional information, please visit the Capital Bylaw website at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/capital-bylaws>

You can expect to receive the Capital Plan Instructions for your 2018/19 Annual Five-Year Capital Plan Submission by March 31, 2017, and the deadline for submission will be June 30, 2017.

Should you have any questions regarding the Ministry's Capital Plan process, please do not hesitate to contact your Regional Director, Rachelle Ray at [Rachelle.Ray@gov.bc.ca](mailto:Rachelle.Ray@gov.bc.ca).

Thank you for your dedication to the students of the Sunshine Coast School District.

Sincerely,



Ryan Spillett  
Executive Director, Capital Delivery Branch  
Capital Division

Cc: Rachelle Ray, Regional Director, Capital Delivery Branch  
Damien Crowell, Planning Officer, Capital Delivery Branch

**School District No. 46 (Sunshine Coast)**  
**2017-18 CAPITAL PLAN BYLAW**  
BYLAW NO. 17/18-CPSD46-01

- 1) MOTION:  
"THAT School District No. 46 (Sunshine Coast) Capital Bylaw No. 17/18-CPSD46-01 be read for a first time."
  
- 2) MOTION:  
"THAT School District No. 46 (Sunshine Coast) Capital Bylaw No. 17/18-CPSD46-01 be read for a second time."

*Requires unanimous approval before third reading.*

- 3) MOTION:  
"THAT School District No. 46 (Sunshine Coast) Capital Bylaw No. 17/18-CPSD46-01 be read for a third time, passed and adopted."

Expenditure by Object  
As at April 2017

	Apr-17 Actual	Apr-17 Budget	Apr-17 Difference	2016/17 Total Budget	%	KEY
<b>Salaries</b>						
110 Teachers Salaries	11,488,320	11,166,000	(322,320)	13,957,500	82.31%	80%
105 Principal and Vice Principal	1,597,294	1,593,600	(3,694)	1,920,000	83.19%	83%
123 Educational Assistant Salaries	2,163,590	2,298,918	135,328	2,873,647	75.29%	80%
120 Support staff	1,352,202	1,440,552	88,350	1,778,459	76.03%	81%
120 Support staff-Mtce/Cust	1,620,686	1,620,392	(294)	1,952,279	83.02%	83%
130 Other Professional	1,116,223	1,108,050	(8,173)	1,335,000	83.61%	83%
140 Substitutes	416,202	599,758	183,556	749,697	55.52%	80%
143 Short and Long Term Sick	796,623	977,366	180,743	1,221,707	65.21%	80%
<b>Total Salaries</b>	<b>20,551,140</b>	<b>20,804,634</b>	<b>253,494</b>	<b>25,788,289</b>	<b>79.69%</b>	<b>80.7%</b>
200 Employee Benefits	5,042,906	5,112,730	69,824	6,235,036	80.88%	82%
<b>Total Salaries and Benefits</b>	<b>25,594,046</b>	<b>25,917,364</b>	<b>323,318</b>	<b>32,023,325</b>	<b>79.92%</b>	<b>80.9%</b>
310 Professional Services	471,883	442,446	(29,437)	553,058	85.32%	80%
330 Transportation	746,916	1,116,239	369,323	1,395,299	53.53%	80%
340 Training and Travel	104,965	119,971	15,006	149,964	69.99%	80%
360 Rentals	31,373	32,160	787	40,200	78.04%	80%
370 Dues and Fees	59,021	54,500	(4,521)	54,500	108.30%	100%
390 Insurance	53,491	74,700	21,209	83,000	64.45%	90%
510 Supplies	745,386	1,235,378	489,992	1,544,222	48.27%	80%
510 School Accounts	1,213,937	1,575,367	361,430	1,969,209	61.65%	80%
540 Utilities	497,152	535,350	38,198	645,000	77.08%	83%
580 Furniture and Equipment Repl	88,884	133,600	44,716	167,000	53.22%	80%
590 Computer Equipment Replace	132,180	176,275	44,095	220,344	59.99%	80%
<b>Total Services and Supplies</b>	<b>4,145,188</b>	<b>5,495,987</b>	<b>1,350,799</b>	<b>6,821,796</b>	<b>60.76%</b>	<b>80.6%</b>
<b>Total Expenditures</b>	<b>29,739,234</b>	<b>31,413,350</b>	<b>1,674,116</b>	<b>38,845,121</b>	<b>76.56%</b>	<b>80.9%</b>

DATE 01-May-2017 08:45 AM

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

PAGE 1

START DATE: 01-Apr-2017 TO END DATE: 30-Apr-2017

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
-----						
ON-LINE CHEQUES : ISSUED BETWEEN 01-Apr-2017 AND 30-Apr-2017						
00LCET3076	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Apr-17	15,339.60
00LCET3077	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Apr-17	68,124.44
00LCET3079	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	17-Apr-17	22,425.00
00LCET3083	0001	*****	23290	MUNICIPAL PENSION PLAN	07-Apr-17	46,887.53
00LCET3085	0001	*****	28094	RECEIVER GENERAL FOR CANADA	12-Apr-17	18,805.59
00LCET3086	0001	*****	28094	RECEIVER GENERAL FOR CANADA	12-Apr-17	62,723.90
00LCET3087	0001	*****	33038	WORKERS' COMPENSATION BOARD	11-Apr-17	54,335.86
00LCET3095	0001	*****	23290	MUNICIPAL PENSION PLAN	21-Apr-17	54,824.82
00LCET3098	0001	*****	28094	RECEIVER GENERAL FOR CANADA	26-Apr-17	18,588.47
00LCET3099	0001	*****	28094	RECEIVER GENERAL FOR CANADA	26-Apr-17	71,833.32
00LCET3101	0001	*****	28093	RECEIVER GENERAL FOR CANADA	05-Apr-17	340,555.50
00LCET3104	0001	*****	30209	TEACHERS' PENSION PLAN	11-Apr-17	433,810.88
00LCET3105	0001	*****	28093	RECEIVER GENERAL FOR CANADA	19-Apr-17	150,000.00
TOTALS FOR BANK - 0001						1,358,254.91
TOTAL NUMBER OF CHEQUES						13
TOTAL NUMBER OF CHEQUES WITH MICR						0
COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Apr-2017 AND 30-Apr-2017						
1969000002	0001	0000049692	12012	BC HYDRO & POWER AUTHORITY	05-Apr-17	35,489.94
1969000033	0001	0000049723	15651	TRI-METAL FABRICATORS	05-Apr-17	32,429.60
1969ET0005	0001	*****	12021	BC TEACHERS FEDERATION	05-Apr-17	25,427.14
1969ET0006	0001	*****	12111	BC TEACHERS FEDERATION	05-Apr-17	28,576.33
1969ET0055	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	05-Apr-17	10,451.00
1972000019	0001	0000049745	26243	PEBT IN TRUST	11-Apr-17	52,158.58
1972000020	0001	0000049746	14628	RAM MECHANICAL	11-Apr-17	236,736.68
1972ET0063	0001	*****	29460	SUNSHINE COAST PRINCIPALS &	11-Apr-17	20,400.00
1972ET0069	0001	*****	30172	THIRDWAVE BUS SERVICES	11-Apr-17	93,212.76
1974ET0037	0001	*****	26207	PACIFIC BLUE CROSS/MSA	19-Apr-17	59,215.09
1975000022	0001	0000049814	29095	SOFTCHOICE LP	24-Apr-17	16,352.62
1975ET0001	0001	*****	11050	APPLE CANADA INC. C3120	24-Apr-17	19,210.63
TOTALS FOR BANK - 0001						629,660.37
TOTAL NUMBER OF CHEQUES						12
TOTAL NUMBER OF CHEQUES WITH MICR						5
GRAND TOTAL						1,987,915.28
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,987,915.28
GRAND TOTAL NUMBER OF CHEQUES						25
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						5

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**  
May 10, 2017

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**Our Values**

Collaboration and Equity – by working together in cooperation and equitable access, we create meaningful connection and a sense of belonging.

**Board activities in March**

**April 7-9 – Association of Vancouver Island and Coastal Communities (AVICC)** was an interesting conference to attend. Although most of the issues discussed were not pertinent to School Districts, the event did underscore the need for strong relationships with local governments to collaborate on mutual issues of concern: transportation, recycling/waste management, recreation facilities to name a few. One initiative of particular interest is Social Procurement, which Trustee Pratt will bring to a future Committee of the Whole for discussion. *LP*

**April 13 – SD46's Got Talent.** Several trustees attended *SD46's Got Talent*. It was a terrific event that included students, staff and a recent graduate. It was well attended and we have very talented people!

**April 20-23 – BCSTA AGM** had a number of good sessions. Trustees offer congratulations to our new South Coast Branch executive: President Ian Kent SD48, Vice President Aaron Reid SD47, Secretary Christine Younghusband SD46, Professional Learning Committee Pammila Ruth SD46. Thanks to Trustee Pratt and all members of the Elections Engagement Committee (EEC). The work by the EEC has been well received by trustees around the province.

**May 1 – All Candidates Forum on Public.** Trustee Younghusband and Trustee Russell worked on the Ad Hoc Forum Committee with Crystal Penner and Laurie Davis from the SCTA and Stevo Knauff and Janice Budgell from CUPE 801. There was a great turnout with questions from the public and committee on K-12, childcare, early learning, and post-secondary. Overall, the event was a success and an excellent partnership between the Board of Education, SCTA, and CUPE 801

**May 4 - Bursary reception.** Trustees, staff and students hosted the annual reception to show our profound appreciation of all bursary donors.

**May 5 - Howe Sound Forum.** Trustee Pratt attended on our behalf.



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

**OPERATIONS COMMITTEE NOTES**

Held on April 25, 2017 from 11:00-1:30 pm  
At the School Board Office, Gibsons, B.C.

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Rob Collison, Manager of Facilities and Transportation; Phil Luporini, District Principal of Technology; Erica Reimer, Executive Assistant (Recording Secretary)

**REGRETS:** Paul Bishop, Director of Instruction; Vanessa White, Director of Instruction

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The meeting was called to order at 11:10 a.m. and agenda items were reordered.

1. Budget

Secretary-Treasurer Weswick spoke to his presentation, attached to these notes, highlighting some of the challenges the district has faced in interpreting and implementing the Classroom Enhancement Funding (CEF). The committee reviewed non-enrolling teaching ratios, specifically librarians and secondary school counsellors, and discussed the distribution of Special Education / Learning Assistant Teachers based on both population and needs based calculations.

Secretary-Treasurer Weswick reported that the district will submit a CEF staffing plan to the ministry by the April 28<sup>th</sup> deadline. Due to the uncertainty of funding, the 2017-18 budget will be finalized after receiving ministry feedback on the CEF application and a balanced budget will be recommended to the board at that time. Trustees discussed the potential of a special meeting to review the budget in order to meet the submission deadline of June 30<sup>th</sup>, 2017 and suggested the full board be involved in a discussion on the approval process should the district not have confirmation of CEF funding prior to the budget deadline.

2. Annual Facilities Grant (AFG)

Rob Collison, Manager of Facilities and Transportation, reviewed AFG projects planned for the 2017/18 school year. The projects include:

- Consulting fees for seismic, HVAC, and electrical re-circuiting assessments,
- Roofing upgrades,
- Flooring at Elphinstone Secondary,

- Window/door replacements at Elphinstone Secondary and an accessibility door at Roberts Creek Elementary School,
- Gym floor re-coat at Cedar Grove Elementary, Langdale Elementary, West Sechelt Elementary, Elphinstone Secondary and Chatelech Secondary
- Field upgrades
- Continuation and completion of Elphinstone Secondary interior renovation,
- New signage at Sechelt Learning Centre
- Energy efficiency upgrades at various sites
- Duct cleaning at Maintenance, Langdale Elementary School and Cedar Grove Elementary School
- SLC changes for YMCA daycare, including an accessibility ramp
- Asbestos abatement at West Sechelt Elementary School and Elphinstone Secondary
- Refurbishing and relocating portables

3. Strategic plan: 2.i. Facilities

*Goal 2.i: Our staff will work and learn with their students in exceptional facilities that are efficient and attractive.*

Rob Collison, Manager of Facilities and Transportation, reported on efficiency upgrades including a solar project at Langdale Elementary school, heating and ventilation upgrades at Davis Bay Elementary and Pender Harbour Secondary and the installation of LED lighting where possible. Students involved in the Energy Matters program (similar to the now defunct Energy Ambassadors program supported by BC Hydro) will be sharing the results of their efficiency experiments with the board at their May meeting. The committee discussed ways in which facility users can ensure optimal heating/ventilation during bookings outside of school hours.

4. Development Application Referral – District of Sechelt (Habitat for Humanity)

Secretary-Treasurer Weswick reported that the district had submitted a letter of support for the application referral, included in the meeting package.

5. Development Application Referral – Town of Gibsons (Eaglecrest Drive)

The committee discussed the application referral and noted that while the proposed development could result in a boost to enrollment, it might also require a catchment review to address capacity issues at Gibsons Elementary.

6. Transportation Review (standing item)

Secretary-Treasurer Weswick reported that the consultant continues to work with the district's transportation contractors in order to verify baseline data prior to mapping and optimizing routes. The district will engage in a consultation process once alternative routes have been identified and assessed and report back to the Operations Committee. Secretary-Treasurer Weswick confirmed that transportation funding could be used to support extended experiences, in addition to efficient and effective school bus operations.

The meeting adjourned at 12:37 p.m.

**NEXT MEETING:** Tuesday, May 30<sup>th</sup> from 12:00 to 1:30 pm at the School Board Office.



# BUDGET 2017-18

Operations Committee – April 25, 2017



## 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 INTERPRETATIONS

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- Initial context was that we wouldn't need to make reductions in order to fund the MOA
- Subsequently updated to clarify that was how the Notional CEF amounts were calculated, and not how the process would be managed
- CEF only used to bring non-enrolling staffing levels up to minimums and address specific class size and composition issues
- Non-enrolling ratios cannot exceed minimums and also draw CEF funding, effectively creating maximums



# NON-ENROLLING TEACHER RATIOS

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- Conflicting information from BCPSEA
- Final confirmation of District non-enrolling ratios occurred April 20
- District ratios in contract but allocations within the district are variable



School	Enrolment *	Librarians	Secondary Counselors	Population-based SpEd/LA **	Needs-based SpEd/LA **
		370	300	181	
Cedar Grove	245	0.7		1.4	1.1
Davis Bay	180	0.5		1.0	1.4
Gibsons	308	0.8		1.7	1.5
Halfmoon Bay	205	0.6		1.1	0.8
Kinnikinnick	215	0.6		1.2	2.0
Langdale	108	0.3		0.6	0.4
Madeira Park	82	0.2		0.5	0.4
Roberts Creek	229	0.6		1.3	1.0
West Sechelt	220	0.6		1.2	1.4
Spider DL - Elem	40.0			0.2	0.2
Pender Harbour	100.2	0.3	0.5	0.6	0.6
Chatelech Sec.	459.8	1.2	1.8	2.5	2.2
Elphinstone Sec.	560.9	1.5	2.0	3.1	2.1
Spider DL - Sec	21.1			0.1	
SCAS	140.9			0.8	2.1
Schools Total	3,114.9	7.9	4.3	17.2	17.2
District Staff				2.9	2.9
Total Staffing Levels		7.9	4.3	20.1	20.1
<b>Total Required</b>		<b>7.8</b>	<b>4.3</b>	<b>20.1</b>	<b>20.1</b>
Net Staffing Required	-	0.1	- 0.0	0.0	0.0

# NON-ENROLLING TEACHING



# SPECIAL ED / LA ALLOCATION MODEL

		Weighted SSI	Weighted K Screens	Weighted ELL	Weighted EDI	Weighted Sp Ed	Sum of Weightings	ADJUSTED Sum of Weightings	Positive Weightings	% of Total Positive Weightings	Number of Students	School Allocations	Rounded	FTE
		15%	10%	15%	10%	50%	1.00					\$ 977,600		
												\$ 4,769		
<i>Cedar Grove</i>	<i>K-7</i>	-0.15	0.18	-0.09	-0.08	-0.29	-0.42	1.83	1.83	9%	23.0	\$ 109,682	\$ 110,000	1.1
<i>Davis Bay</i>	<i>K-7</i>	-0.02	0.10	0.05	-0.02	0.79	0.89	3.15	3.15	15%	28.0	\$ 133,526	\$ 134,000	1.4
<i>Gibsons</i>	<i>K-7</i>	-0.07	-0.01	-0.01	-0.06	-0.08	-0.23	2.03	2.03	10%	31.0	\$ 147,832	\$ 148,000	1.5
<i>Halfmoon Bay</i>	<i>K-7</i>	0.05	0.10	-0.09	-0.09	-0.56	-0.59	1.67	1.67	8%	17.0	\$ 81,069	\$ 81,000	0.8
<i>Kinnikinnick</i>	<i>K-7</i>	0.30	-0.03	0.38	0.24	0.61	1.51	3.76	3.76	19%	41.0	\$ 195,520	\$ 196,000	2.0
<i>Langdale</i>	<i>K-7</i>	-0.15	-0.11	-0.02	-0.02	-0.40	-0.70	1.56	1.56	8%	8.0	\$ 38,150	\$ 38,000	0.4
<i>Madeira Park</i>	<i>K-6</i>	0.16	-0.09	-0.07	0.06	-0.38	-0.32	1.94	1.94	10%	8.0	\$ 38,150	\$ 38,000	0.4
<i>Roberts Creek</i>	<i>K-7</i>	-0.06	-0.07	-0.07	-0.04	-0.21	-0.45	1.81	1.81	9%	20.0	\$ 95,376	\$ 95,000	1.0
<i>West Sechelt</i>	<i>K-7</i>	-0.06	-0.07	-0.08	0.01	0.51	0.31	2.57	2.57	13%	29.0	\$ 138,295	\$ 138,000	1.4
									20.32	100%	205.00	\$ 977,600	\$ 978,000	10.00



# CURRENT STATUS AND NEXT STEPS

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- Ongoing review of school and department budgets
- Submission of CEF Staffing Plan – April 28
  - Potentially delayed due to new Ministry detail requirements
- Ministry provides feedback/approval of staffing plan
- Balanced Budget recommendation to Board
- Approval of budget and bylaw submission by June 30





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

**COMMITTEE OF THE WHOLE NOTES**

Held on April 25, 2017 from 9:30-11:00 a.m.  
At the School Board Office, Gibsons, B.C.

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

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

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The meeting was called to order at 9:33 a.m.

1. Trustee Evaluation

Trustees debated how to move forward with the trustee evaluation process and considered several evaluation processes, including BCSTA's board evaluation tool. Trustees presented their views on:

- the benefits of self-evaluation,
- third party and outside evaluations,
- formative and summative assessments,
- using board established values as a measure for evaluation,
- defining a process/framework for future boards.

A suggestion was made that Trustee Pratt complete the trustee interview process, already underway, and determine from those interviews three professional learning opportunities and three areas requiring extra attention. The information will be reported back at the May Committee of the Whole meeting.

2. Trustee Electoral Area (TEA) Variance

Secretary-Treasurer Weswick reported that written feedback had been received and included in the meeting package for consideration. He further reported that while public consultation sessions had low attendance, feedback from those meetings supported Option B.

**RECOMMENDATION:** "That the board proceed with a TEA variance application to the Ministry of Education supporting Option B (reducing the total number of TEAs to three, by including all missing SIGD lands in the Sechelt TEA and combining Gibsons with Areas D, E & F."

	SD46 Electoral Areas	# of Trustees	2016 Census	Trustee to population ratio
TEA 1	Area A		2624	
	Area B		2726	
	SIGD (HMB & Pender Lands)*		35	
	<b>Rural Area 1</b>	<b>1</b>	<b>5385</b>	<b>1:5385</b>
TEA 2	Sechelt		10216	
	SIGD		636	
	<b>Sechelt/SIGD</b>	<b>3</b>	<b>10852</b>	<b>1:3617</b>
TEA 3	Gibsons		4605	
	Area D		3421	
	Area E		3664	
	Area F		2043	
	<b>Rural Area 2</b>	<b>3</b>	<b>13733</b>	<b>1:4578</b>

*\*Estimated*

3. Communication plan

Trustees discussed the meeting schedule for June and noted that meeting dates would likely be adjusted due to graduation ceremonies.

The meeting adjourned at 10:50 a.m.

**NEXT MEETING:** Tuesday, May 16<sup>th</sup> from 9:30 to 11:30 a.m. at the School Board Office.



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

**EDUCATION COMMITTEE**

Held on April 26, 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,  
Lori Dixon, Betty Baxter

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

REGRETS: Vanessa White, Director of Instruction

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The meeting was called to order at 2:33 p.m. and agenda items were reordered.

1. Strategic Plan 1.k. Graduation

*Goal: Our students will graduate with specific life skills and with a clear focus on their personal future direction in their chosen career path.*

Director Bishop shared results of Foundation Skills Assessment (FSA) testing, grade-to-grade transitions, provincial examinations and the six year completion rates from the ministry's new portal for school system information at:

<https://www.bced.gov.bc.ca/reporting/systemperformance/>

The committee was provided with a copy of the ministry's *Information to Support Student Learning* report, which summarizes data on the district's achievements for intellectual, human and social, and career development. A copy of the report is available in the meeting package at:

[http://www.sd46.bc.ca/files/16-17\\_BoardMeetings/cmtes/20170426\\_Ed-Agenda.pdf](http://www.sd46.bc.ca/files/16-17_BoardMeetings/cmtes/20170426_Ed-Agenda.pdf)

The committee discussed the reports and noted discrepancies between grade-to-grade transition and six year completion rate reports.

2. District Report to the Ministry

Superintendent Bocking previewed the district's new website, currently in development, that will report on achievements in student learning. The reporting mechanism replaces the "Superintendent's Report on Student Achievement", which was a previous ministry requirement. Superintendent Bocking reported that information provided through the website will be updated regularly and will require board approval. He suggested that approval take place at their regular meeting taking place in June.

3. Strategic Plan 1.f. Music and Fine Arts

*Goal: Our students will participate in a full elementary program and have opportunities in secondary music and fine arts programs.*

Superintendent Bocking reported on the regular instruction for music for primary, intermediate and secondary students and announced that the successful musical theatre program would run as a district course for the 2017-18 school year, allowing students an opportunity to earn credit for their participation in the program. He further reported on initiatives to support dramatic and visual arts. The committee discussed access to music courses in secondary schools.

A copy of Superintendent Bocking's presentation is available in the meeting package at: [http://www.sd46.bc.ca/files/16-17\\_BoardMeetings/cmtes/20170426\\_Ed-Agenda.pdf](http://www.sd46.bc.ca/files/16-17_BoardMeetings/cmtes/20170426_Ed-Agenda.pdf)

4. Curriculum (standing item)

David Barnum, Transitions Coordinator, reported that posters had been created and shared with all classrooms to bring attention to the core competencies for self-assessment.

5. Parent Engagement (standing item)

David Barnum shared a copy of the recent April/May edition of the Parent Engagement Committee Newsletter, available at:

<http://www.sd46.bc.ca/files/Community%20Info/Apr-17ParentNewsletter.pdf>.

The upcoming DPAC meeting is scheduled for April 27<sup>th</sup>.

The meeting adjourned at 4:09 p.m.

**NEXT MEETING:** Wednesday, May 24<sup>th</sup> from 2:30 to 4:00 p.m. at the School Board Office.