



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

REGULAR MEETING AGENDA

June 14th, 2017 at 7:00 p.m.

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

1. Call to Order
2. Celebrating Education: Aboriginal Education Month – K. Mahlman
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 – May 10, 2017 Pg. 3-7
6. Reports
 - a. Executive Reports
 - i. Superintendent’s Report Pg. 8
 - ii. Strategic Plan Update:
 1. Goal 3.f. – Sechelt Indian Band and Squamish Nation Pg. 9-10
 2. Goal 1.j. – Indigenous and Other Cultures Pg. 9-10
 3. Goal 1. . . – Experiential Learning/Inquiry Pg. 11-12
 4. Goal 2.g. – Celebrations Pg. 13-14
 - iii. Secretary-Treasurer’s Report Pg. 15-16
 1. Expenditure by Object – May 2017 Pg. 17
 2. Larger Cheques Written in the Month of May 2017 Pg. 18-19
 - b. Board/Committee Reports
 - i. Board Report Pg. 20
 1. BCSTA Report
 2. BCPSEA Report
 3. Student Trustee Report
 - ii. Operations Committee Notes – May 30, 2017 Pg. 21-29
 1. 2018/19 Capital Plan
 2. 2017/18 Budget (*bylaw – pg èí /motion – pg `èp*) Pg. 31-45
 - iii. Committee of the Whole Notes – May 16, 2017 Pg. 46-47
 - iv. Education Committee Notes – May 24, 2017 Pg. 48-49
 1. District Report to the Ministry (*motion – pg ##*)

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 September 13th, 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	-	22 from 12:30 – 2 pm	-	21 from 10 – 11:30 am

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

Agendas for Upcoming Meetings:

Operations Committee – Thursday, June 22 from 12:30 – 2:00 pm at the SBO

1. Emergency Preparedness
2. Transportation Review

Committee of the Whole – Wednesday, June 21 from 10:00-11:30 am at the SBO

1. Strategic Plan Year in Review
2. Communication plan (standing item)

Policy Committee – No meeting in June

Education Committee – No meeting in June



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

Held on Wednesday, May 10, 2017
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: B. Baxter (Chair), 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)

REGRETS: Trustee L. Pratt, Trustee L. Dixon

#78. 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.

#79. Celebrating Education: Energy Matters – J. Stroman, J. Lussier and R. Collison

Johan Stroman, Heartwood Solutions, reported that the “Energy Matters” program aims to involve students and teachers with energy conservation projects that are supported by the new curriculum. The program is an evolution of the now defunct “Energy Ambassadors” sponsored by BC Hydro. The program emphasizes behavioural changes that allow students an opportunity to learn, demonstrate leadership and empower youth and the greater school community.

Katie Kennelly and Jacob Todd, grade seven students at Roberts Creek Elementary, presented their class findings on conservation efforts at their school. The class looked at ways to reduce energy consumption, through unplugging unused appliances and reducing the school’s temperature by three degrees on “Freezing Friday”, and investigated the amount of water use in the current flushing practice for water fountains. The class was awarded an overnight fieldtrip at Science World for their project.

#80. Public Question Period

Chair Baxter welcomed those in attendance.

- There were no questions.

#81. Adoption of the Agenda

MOTION: Ruth/Younghusband

“THAT the agenda of May 10, 2017 be adopted.”

Carried.

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

MOTION: Ruth/Mewhort

“THAT the minutes of the Regular Meeting of April 12, 2017 and the Record of the Closed Meeting of April 12, 2017, be adopted.”

Carried.

#83. Reports

a. Executive Reports

i. Superintendent’s Report

The report was submitted as written.

Superintendent Bocking highlighted several events, including the annual Band Blast at Chatelech Secondary for students in grades six, seven and eight, the bursary appreciation tea in recognition of scholarship donors and an upcoming visit to SD47 (Sea-to-Sky) for principals and vice-principals to share strategic plans and discuss issues of importance in their district.

Director White reported that counsellors were engaged in planning a “Parent Expo” complete with information booths, workshops and information sessions. The event is being planned in collaboration with community schools and will take place in May 2018.

Director Bishop reported that 40 students wrote entrance exams for 2017/18 Youth Train in Trades programs. Additionally, Director Bishop shared that staff had recently attended “train the trainer” sessions for Applied Design, Skills and Technologies training for coding.

1. Administrative Regulations to be Received:

- a. Reg. 1120 – Ceremonial Protocols
- b. Reg. 1250 – Communicating through the Media
- c. Reg. 1360 – Distribution of Union Materials
- d. Reg. 2300 – Codes of Conduct

The updated administrative regulations were presented for receipt by the board. Superintendent Bocking indicated that no additional feedback had been received during the circulation phase.

ii. Strategic Plan Update:

1. Goal 1.f. – Music and Fine Arts

Superintendent Bocking spoke to his written report and noted that the district intends to shift focus to the development of visual arts as the district music program has now been successfully established.

2. Goal 1.k. – Graduation

The report was submitted as written. Director Bishop noted that the district intends to further investigate graduation data on a individual level to gain a better understanding of why students may not succeed in completion.

3. Goal 2.i. – Facilities

Secretary-Treasurer Weswick spoke to his written report and highlighted plans to investigate solar opportunities at Pender Harbour Secondary and Davis Bay Elementary.

iii. Secretary-Treasurer's Report

The report was presented as written.

1. Capital Grant Bylaw

MOTION: Russell/Ruth

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

Carried.

MOTION: Ruth/Russell

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

Carried.

Trustees agreed unanimously to move forward to a third reading of the bylaw.

MOTION: Ruth/Russell

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

Carried.

2. Expenditures by Object – April 2017

The report was submitted as written.

3. Larger Cheques Written in the Month of April 2017

The report was submitted as written.

b. Board/Committee Reports

i. Board Report

The report was submitted as written. Chair Baster highlighted the successful and well executed *SD46's Got Talent* talent show and the recent all-candidates meeting hosted in collaboration with CUPE and the SCTA. At the recent BCSTA AGM, Trustee Pratt stepped down as chair of the South Coast Branch and Trustee Younghusband was appointed as Secretary. Trustee Ruth was appointed to the BCSTA Professional Learning committee.

1. BCSTA Report

Trustee Ruth reported that the summary of the BCSTA AGM had recently been made available.

2. BCPSEA Report

Trustee Younghusband reported that she would be attending a regional meeting alongside Secretary-Treasurer Weswick and Director Bishop.

3. Student Trustee Report

Student Trustee Haines reported on the success of the DSLT sponsored *SD46's Got Talent* show, noting that she enjoyed the variety of acts. The DSLT is brainstorming ways to be more visibly involved in the showcase for next year. The DSLT will be welcoming grade 10 students to the upcoming meeting as junior members of the DSLT as part of the transition process. The DSLT continues to plan for the implementation of grade 12 exit interviews, where current grade 12 students are interview past students to determine what students felt went well during their school years at SD46.

ii. Operations Committee Notes – April 25, 2017

The notes were submitted as written.

iii. Committee of the Whole Notes – April 25, 2017

The notes were submitted as written.

MOTION: Russell/Mewhort

"That the Board of Education of School District No. 46 (Sunshine Coast) proceed with a Trustee Electoral Area 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)."

Carried.

Secretary-Treasurer Weswick was asked to proceed with the application to the ministry.

iv. Education Committee Notes – April 26, 2017

The notes were submitted as written. Trustee Ruth highlighted the discussion on graduation rates. Chair Baxter noted that the District Report to the Ministry would be presented at the June regular meeting for approval.

MOTION: Russell/Mewhort

"TO receive the reports."

Carried.

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

- A member of the public asked if the Restorative Space Application included a funding request for additional custodial and maintenance for new portables. Secretary-Treasurer Weswick responded that yes, a funding request was made for overhead requirements included custodial.
- A member of the public asked if the district was considering replacing the wire mesh glass found at some school sites. Secretary-Treasurer Weswick responded that he was uncertain of plans to replace windows and glass.

- A member of the public share concerns regarding venting in science classrooms. Secretary-Treasurer Weswick encouraged staff to report occupational health and safety concerns to the site supervisor for attention.

#85. Next Meeting

The next public board meeting will be held on June 14th, 2017.

Chair Baxter noted that many committee dates had been adjusted for May and June.

MOTION: Russell/Younghusband

“TO approve the committee agendas.”

Carried.

A request was made for clarification on the Committee of the Whole agenda. Chair Baxter reported that the committee would be discussing the upcoming Intergovernmental Meeting’s agenda and format.

#86. Adjournment

MOTION: Mewhort/Younghusband

The meeting adjourned at 8:05 p.m.

Carried.

Chair

Secretary-Treasurer

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

Superintendent's Report

Submitted by Superintendent Bocking

June 14, 2017

1. Students

- a. Students, parents and staff will enjoy a celebration of reading at the Coastal Voices Celebration at the Gibsons Public Market on Wednesday, June 21st. (1b)
- b. Elementary students ran, threw, and jumped at the Elementary Track and Field Tournament on May 25th. A special thanks to all staff for supporting healthy lifestyles for our students! (1e)
- c. Graduation exercises take place at all of our high schools in the next few weeks. Staff, parent volunteers and students are working hard to ensure that these events are meaningful celebrations of our students' success. (1k)
- d. Pender Harbour Elementary Secondary School will be raising their newly carved entry posts to celebrate the *shíshálh* culture, territory and nation on Tuesday, June 20th. (1j)

2. Staff

- a. Our grade one teachers and elementary principals experienced two days of in depth training on "Levelled Literacy Intervention" last week. This thoroughly researched program provides focused support to our young students who are struggling with a solid start in their reading skills. Teachers and principals are very excited to move forward on this initiative in early September. (2a)
- b. The elementary school sports committee developed a booklet that celebrates and informs all members of our school communities of opportunities and expectations regarding school sports. (2e,2f)
- c. We are all looking forward to an outstanding retirement celebration at our district retirement dinner on June 15th. This event is a wonderful opportunity to celebrate our remarkable staff. (2g)

3. Community

- a. Community schools will again be supporting literacy in their summer program offerings. This and the SD 46 Bookmobile ensures ongoing literacy learning for many of our students throughout the summer months. (3e)

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

**Strategic Plan Report: Indigenous Cultures and
Enhanced Relationships**

Submitted by Superintendent Bocking

June 14th, 2017

Goal 1.j.: *Our students will explore indigenous cultures in our community and the diversity of cultures in the world through experience, instruction and language learning.*

Goal 3.f.: *Our district will enhance relationships with the shíshálh Indian Band, the Skwxwú7mesh Nation and other cultural groups.*

Background:

The schools of Sunshine Coast are honoured to operate on the unceded lands of the shíshálh and Skwxwú7mesh Nations. Out of respect and appreciation for the rich history and culture, and in partnership with local indigenous people, our district has established a comprehensive Aboriginal education program for all of our students.

The district is pleased to work closely with the Sechelt Indian Band for their children and youth's cultural, social and learning needs. Many of our students are also from other Indigenous groups. Representatives from those groups are invited to the Aboriginal Education Advisory Circle to discuss priorities for the education of all children of both Aboriginal and non-aboriginal descent. Further, there are many intersections of the aboriginal education efforts with the Board's strategic plan including social emotional learning, participating in outdoor/place based learning and sustainable practices, collaborating with other associations, being a healthy, highly skilled, professional and inspired team, embracing community schools, effective communication and, of course, graduating with a clear focus on their futures.

Discussion:

Exciting events continue to be an amazing part of student life. Nurturing the Learning Spirit offers indigenous students the opportunity to interact with their principals and aboriginal educational staff and to share their learning journeys. Also, a wide variety of activities are taking place in our schools to celebrate Aboriginal Education Month and Day (June 21st). Our aboriginal students are highly likely to report feeling safe in their schools and to graduate with their peers.

Next Steps:

The Aboriginal Education team will continue to enhance program offerings, including incorporating the new B.C. curriculum into supports for teachers. In partnership with the *shíshálh* Nation and CUPE local 801, the position of Aboriginal Education Support Worker will continue to be developed to meet the learning needs of *shíshálh* students. In partnership with the *shíshálh* Nation and the Ministry of Education, Indigenous Language division, the *she sháshishálhem* Language and Culture program is being transformed in order to more closely reflect Indigenous ways of learning and strengthen language and culture revitalization. District staff will continue to work with districts that are also on the territory of the *Skwxwú7mesh* Nation to develop common supports to meet the needs of the children of the *Skwxwú7mesh* Nation.

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

**Strategic Plan Report: Experiential Learning and
Personalized Inquiry**

Submitted by Director Bishop

June 14th, 2017

Goal 1.k.: Our students will encounter, challenge, explore and pursue interests, and develop core competencies through experiential learning and personalized inquiry.

"It is time to break down the barriers between the world of the museum and the world of the classroom. School as we know it today is a fairly recent phenomenon where children are separated from the community to learn. Teachers cannot be expected to educate them well in a vacuum. There are rich resources and expertise in our communities that could be an integral part of our education system."

- Gillian Kydd, 2007

Background:

Experiential and Inquiry learning is a key part of the work we do in schools on the Sunshine Coast. Environmental and Place-Based Education, in particular, is a lens through which many teachers look at the curriculum at both elementary and secondary classrooms as they design and implement student activities.

Discussion:

Great resources exist on the Sunshine Coast to support teaching and learning both inside and outside of the classroom. One recent experience, Museum School, for example, demonstrates an excellent connection between School District teachers and the Gibsons Museum as they implemented a program created by educator Gillian Kydd, whose PhD dissertation, "Seeing the World in 3D: Learning in Community" (2005) was the foundation of programs such as Museum School, Zoo School and Aqua School begun by the Calgary Board of Education.

Highlights:

- The Museum School program has taken off this year with different school groups participating with the support of District Coordinator David Barnum.
- The Davis Bay Elementary Nest Program has expanded to include K-7 classes.
- Inquiry methodology has been integrated into the work of teachers at Pender Harbour Secondary and at Chatelech Secondary, under counselor Wendy Charters and Vice Principal Mark Sauer.

- A Nature-Based Post-Baccalaureate program is currently being offered by SFU with approximately 14 elementary and secondary teachers participating.

Next Steps:

- The formal creation of a Board Authorized course for Inquiry 10 to be submitted next school year.
- "Maker Day" events are being planned for next school year.

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

Strategic Plan Report: Communicate and Celebrate

Submitted by Superintendent Bocking

June 14th, 2017

*Goal 3.a.: Our district will **communicate and celebrate** the superb learning that is public education and particularly the work of our schools in our community and the world*

What I know now is that we're all interconnected and that's a really beautiful thing. We have links to everyone else in our lives and in the world. Different people have different journeys for different reasons. You can't judge, but you can celebrate that there are connections everywhere.

- Jane Seymour

Background:

Our students, our staff and our community contribute remarkable energy and joy to education on the Sunshine Coast. Our district believes in a philosophy of sharing and celebrating as a goal and value to be cherished to truly achieve, "Excellence in all we do!"

Discussion:

The board and district staff do their very best to model communication and celebration. To that end we communicate in many ways:

- www.sd46studentexcellence.bc.ca is launching tonight!
- Website: modern, well maintained presence online that is a ready point of access for programs and other information including contact information.
- Facebook: very steady sharing of exciting events around our district by students, staff and community members. 990 "likes."
- Twitter: sharing and celebrating highlights of what we do. 799 followers.
- Email, texts, phone calls and in-person discussions occur constantly.
- Staff receives regular *EduCoaster* updates to keep us all informed of district events and thoughts.
- Parents receive updates and tips using the SD 46 Parent Newsletter
- Newsletters from our schools to their communities.
- FreshGrade is a remarkable success in most of our elementary schools. Parents report having far more conversations with their children about their learning.
- Radio: children/youth convey messages of information and celebration (graduation, holiday starts and ends, etc.).

- PAC / DPAC: sharing school and district information and ensuring a voice for parents.
- *Annual Report To the Community* in the Coast Reporter.
- Professionally prepared materials to share the Board's Strategic Plan, Core Competencies and student excellence website.
- Regular "Education Matters" column in the Local by members of the Board.
- Synrevoice phone and messaging system is quick and current.
- Posters on B.C. Ferries to promote the joy of reading.
- Enhanced the retirement celebration to deeply honour careers in education.

Next Steps:

- An enthusiastic team of educators from five schools is working with their students and parents to develop communication strategies based on FreshGrade, an online portfolio and sharing site. Principals and teachers from other schools are also engaging in this initiative.
- We will continue to encourage a culture of sharing and celebrating all that we do!

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

**Secretary-Treasurer's Report
June 14, 2017**

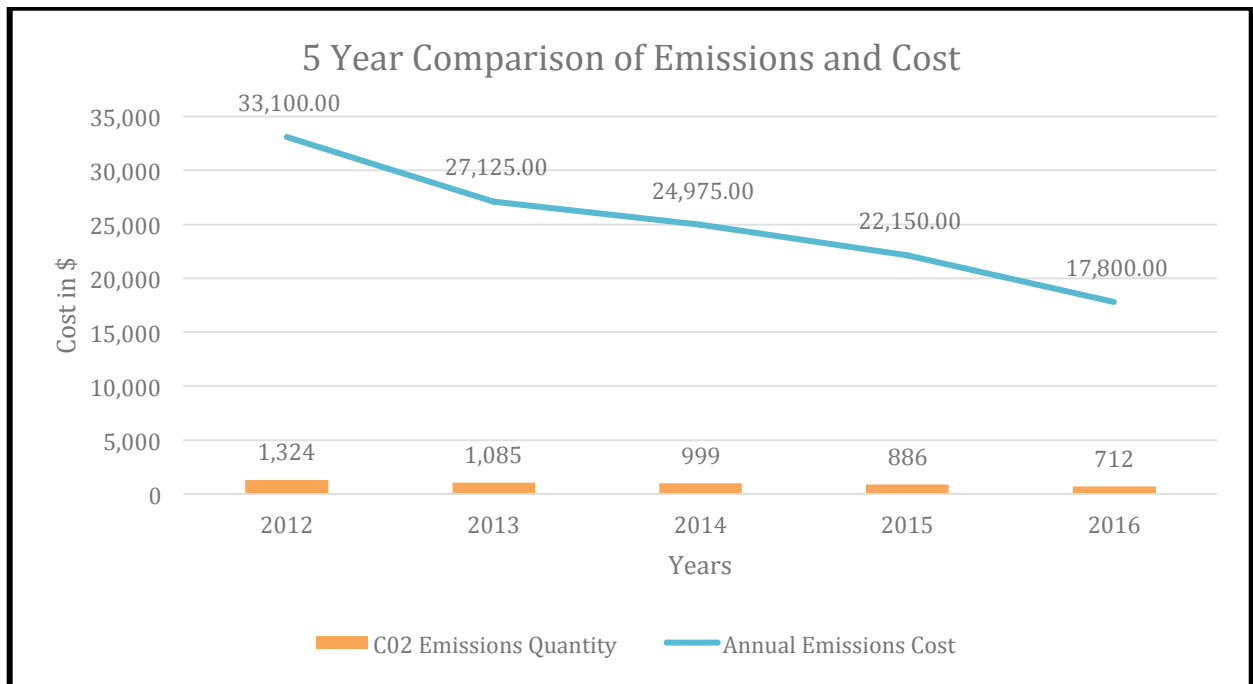
Carbon Reporting and Offsets

The district has submitted its carbon reporting and remitted payments of offsets in order to reach carbon neutrality, as required by the province. We continued to see our CO² emissions drop in 2016, which reduced the cost of offsets in addition to reduced utilities costs. The work of the facilities department, schools and students have helped make progress in this regard, in alignment with the Board's strategic plan goals:

Goal 2.i. Our staff will work and learn with their students in EXCEPTIONAL FACILITIES that are efficient and attractive.

Goal 2.j. Our staff will employ SUSTAINABLE practices through efficient human resource, financial, facility and environmental strategies.

The table below highlights the improvements in carbon emissions:



Joint Use Agreement Signed

The district and SCRD have formally signed the Joint Use Agreement and work has begun to implement it at the operational level. The agreement envisions increased use of SD46 facilities

by the community and increased access to local recreation facilities by SD46 students. A working committee, including front line staff, will meet with SCR D staff on the 13th of June to discuss implementation and logistics.

Restorative Space Applications

The need for additional classroom divisions because of restored class size and composition collective agreement language 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.

The district has now been approved 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.

A purchase order has been submitted for two portables, and funding has been approved for a third, if needed. Currently the third portable is dependent on the number of students at West Sechelt; increased enrolment of just ten (10) new students by September 30th would require a new division. The placement of additional portables on the site will likely result in the loss of play areas or field space. The facilities department will consult with the school to determine the best location(s).

Expenditure by Object
As at May 2017

	May-17 Actual	May-17 Budget	May-17 Difference	2016/17 Total Budget	%	KEY	WEIGHTED
Salaries							
110 Teachers Salaries	12,762,531	12,561,750	(200,781)	13,957,500	91.44%	90%	49%
105 Principal and Vice Principal	1,758,308	1,758,720	412	1,920,000	91.58%	92%	7%
123 Educational Assistant Salaries	2,392,018	2,528,809	136,791	2,873,647	83.24%	88%	10%
120 Support staff	1,553,238	1,600,613	47,375	1,778,459	87.34%	90%	6%
120 Support staff-Mtce/Cust	1,767,602	1,796,097	28,495	1,952,279	90.54%	92%	7%
130 Other Professional	1,220,376	1,228,200	7,824	1,335,000	91.41%	92%	5%
140 Substitutes	489,158	674,727	185,569	749,697	65.25%	90%	3%
143 Short and Long Term Sick	903,515	1,099,536	196,021	1,221,707	73.96%	90%	4%
Total Salaries	22,846,746	23,248,453	401,707	25,788,289	88.59%	90.2%	60%
200 Employee Benefits	5,531,960	5,673,883	141,923	6,235,036	88.72%	91%	15%
Total Salaries and Benefits	28,378,706	28,922,336	543,630	32,023,325	88.62%	90.3%	
310 Professional Services	501,566	497,752	(3,814)	553,058	90.69%	90%	7%
330 Transportation	857,799	1,255,769	397,970	1,395,299	61.48%	90%	18%
340 Training and Travel	132,889	134,968	2,079	149,964	88.61%	90%	2%
360 Rentals	34,395	36,180	1,785	40,200	85.56%	90%	1%
370 Dues and Fees	60,400	54,500	(5,900)	54,500	110.83%	100%	1%
390 Insurance	53,421	78,850	25,429	83,000	64.36%	95%	1%
510 Supplies	897,890	1,389,800	491,910	1,544,222	58.15%	90%	20%
510 School Accounts	1,430,549	1,772,288	341,739	1,969,209	72.65%	90%	26%
540 Utilities	577,678	593,400	15,722	645,000	89.56%	92%	9%
580 Furniture and Equipment Repl	96,780	150,300	53,520	167,000	57.95%	90%	2%
590 Computer Equipment Replace	137,322	198,310	60,988	220,344	62.32%	90%	3%
Total Services and Supplies	4,780,689	6,162,116	1,381,427	6,821,796	70.08%	90.3%	16%
Total Expenditures	33,159,395	35,084,452	1,925,057	38,845,121	85.36%	90.3%	

DATE 01-Jun-2017 09:52 AM

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

PAGE 1

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

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-May-2017 AND 31-May-2017						
00LCET3109	0001	*****	30209	TEACHERS' PENSION PLAN	01-May-17	445,790.91
00LCET3110	0001	*****	28093	RECEIVER GENERAL FOR CANADA	03-May-17	349,474.73
00LCET3112	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	15-May-17	22,125.00
00LCET3115	0001	*****	23290	MUNICIPAL PENSION PLAN	08-May-17	54,254.12
00LCET3117	0001	*****	28094	RECEIVER GENERAL FOR CANADA	10-May-17	16,915.85
00LCET3118	0001	*****	28094	RECEIVER GENERAL FOR CANADA	10-May-17	78,397.18
00LCET3123	0001	*****	28093	RECEIVER GENERAL FOR CANADA	25-May-17	150,000.00
00LCET3124	0001	*****	28095	RECEIVER GENERAL FOR CANADA	25-May-17	11,162.31
00LCET3126	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	15-May-17	27,450.00
00LCET3135	0001	*****	23290	MUNICIPAL PENSION PLAN	19-May-17	55,821.27
00LCET3139	0001	*****	28094	RECEIVER GENERAL FOR CANADA	25-May-17	75,833.62
00LCET3140	0001	*****	28094	RECEIVER GENERAL FOR CANADA	25-May-17	14,830.81

TOTALS FOR BANK - 0001 1,302,055.80

TOTAL NUMBER OF CHEQUES 12

TOTAL NUMBER OF CHEQUES WITH MICR 0

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

1976ET0074	0001	*****	28189	RICHELIEU VANCOUVER	03-May-17	10,201.38
1976ET0089	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	03-May-17	36,211.39
1976ET0092	0001	*****	30172	THIRDWAVE BUS SERVICES	03-May-17	75,833.02
1977000002	0001	0000049867	12012	BC HYDRO & POWER AUTHORITY	10-May-17	43,184.78
1977ET0009	0001	*****	12021	BC TEACHERS FEDERATION	10-May-17	25,524.42
1977ET0010	0001	*****	12111	BC TEACHERS FEDERATION	10-May-17	29,138.73
1977ET0046	0001	*****	12957	MINISTER OF FINANCE	10-May-17	22,720.00
1977ET0061	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	10-May-17	10,737.13
1977ET0065	0001	*****	30172	THIRDWAVE BUS SERVICES	10-May-17	98,552.16
1977ET0066	0001	*****	30022	TOWN OF GIBSONS	10-May-17	12,303.23
1977ET0072	0001	*****	33031	WINTERGREEN LEARNING MATERIALS	10-May-17	10,214.07
1979000025	0001	0000049927	26243	PEBT IN TRUST	17-May-17	51,375.01
1981000003	0001	0000049944	15522	APOLLO SHEET METAL LTD.	24-May-17	17,497.20
1981ET0001	0001	*****	11050	APPLE CANADA INC. C3120	24-May-17	21,210.56
1981ET0032	0001	*****	14991	MINISTER OF FINANCE	24-May-17	18,690.00
1981ET0046	0001	*****	15516	STEPHEN MCNICHOLLS CONSULTING INC.	24-May-17	43,758.75
1982000005	0001	0000049981	14045	DISTRICT OF SECHELT	31-May-17	19,382.00

TOTALS FOR BANK - 0001 546,533.83

TOTAL NUMBER OF CHEQUES 17

TOTAL NUMBER OF CHEQUES WITH MICR 4

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

00LCET3141	0005	*****	12144	BANK OF MONTREAL	09-May-17	51,928.94
------------	------	-------	-------	------------------	-----------	-----------

TOTALS FOR BANK - 0005 51,928.94

TOTAL NUMBER OF CHEQUES 1

TOTAL NUMBER OF CHEQUES WITH MICR 0

DATE 01-Jun-2017 09:52 AM

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

PAGE 2

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

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

GRAND TOTAL						1,900,518.57
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,900,518.57
GRAND TOTAL NUMBER OF CHEQUES						30
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
June 14, 2017

Our Values

Innovation – By encouraging creativity, risk-taking and pride in personal and collective achievement, we aspire to excellence.

Board activities in March

May 23 – Intergovernmental Meeting: School District No. 46 hosted the intergovernmental meeting, a gathering of all elected officials on the Sunshine Coast. These gatherings give us a chance to address common interests and keep local governments up to date on school district activities. This meeting we changed the format somewhat and after a brief report from the SCRD we had round table discussions on affordable housing, water, sustainability issues, public safety and waste reduction. The event was well attended and there was lots of animated discussion.

June 2 – Lieutenant Governor Visits: Several trustees attended the visits by the Lieutenant Governor Judith Guichon to Kinnikinnick Elementary School, Davis Bay Elementary School and Langdale Elementary School.

June 20 – Pole Raising Ceremony at Pender Harbour: Trustees are invited to the pole raising celebration at Pender Harbour Elementary Secondary School. It will be wonderful to see the completed welcoming pole.

June 27 - 29 – Graduation Ceremonies: Trustees will join with senior staff and much of the community in graduation celebrations across the district.



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

OPERATIONS COMMITTEE NOTES

Held on May 30, 2017 from 12:00-1:30 pm
At the School Board Office, Gibsons, B.C.

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick,
Secretary-Treasurer; Phil Luporini, District Principal of Technology; John
Pritchard, Assistant Secretary-Treasurer; Shannon Whittall, Payroll Officer;
Carolyn Smith, CUPE; Louise Herle, SCTA; Bev Wagner, SCTA; Marnie Baba;
Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Rob Collison, Manager of Facilities and Transportation

The meeting was called to order at 12:02 p.m. Trustee Baxter chaired the meeting in
Trustee Pratt's absence.

1) 2018/19 Capital Plan

Secretary-Treasurer Weswick reported on items submitted under the various capital
funding programs in the 2018/19 Capital Plan.

- School Expansion Program:
 - West Sechelt Elementary expansion
- School Replacements Program:
 - Sunshine Building at Sechelt Learning Centre
- School Enhancement Program:
 - Boiler replacement to improvement ventilation in Roberts Creek Elementary gym
 - Boiler replacement at Cedar Grove Elementary
 - Replacement of dust collection systems in shops at Elphinstone, Chatelech and Pender Harbour Secondary
 - Building enclosure upgrades for the SLC library
 - Glass replacement at Elphinstone Secondary
 - Asbestos abatement at Elphinstone Secondary
 - Photovoltaic Solar at the Sechelt Learning Centre, School Board Office and Halfmoon Bay Elementary School
- Carbon Neutral Capital Program:
 - Boiler replacement at Roberts Creek Elementary and Cedar Grove Elementary (if replacements aren't funded through the School Enhancement Program)

Trustee Pratt arrived at the meeting at 12:10 pm and assumed the role of chair for the remainder of the meeting.

2) 2017/18 Budget

Secretary-Treasurer Weswick reported on the proposed 2017/18 budget, highlighting changes to revenues and allocations, unrestricted surplus, changes to central departments and district budgets.

A copy of the full presentation will accompany these notes.

Secretary-Treasurer Weswick reported that:

- A total of \$349,112 of unrestricted funds will be used to balance the budget
- The remaining unrestricted surplus, \$157,724, will be held due to the uncertainty of funding for the Classroom Enhancement Fund application (CEF).
- The financial provision of \$800,000 remains in the restricted surplus.
- Total budget bylaw amount includes total expenditures, as well as special purpose fund and capital amortization expenses for a total of \$44,683,696.
- Special education funding is significantly lower than in the past due to decline in enrolment

The committee discussed requirements for non enrolling staffing, changes to custodial and maintenance staffing, as well as transportation funding.

RECOMMENDATION:

“To approve the 2017/18 Budget”

3) Transportation Review

Secretary-Treasurer Weswick shared a copy of a draft report summarizing the research of the service delivery project for bus route optimization for the district. The document provides a baseline for transportation services that the district can use to assess changes for efficiency and effectiveness.

The report recommends a change to the bell schedule at Elphinstone Secondary, in order to reduce wait times and improve service levels for students. Additional recommendations include training in the use of specialized fleet management software as well as a full Bell Time/Fleet Schedule study in the 2017/18 school year.

4) SCRD Development Referral - Egmont/Pender Harbour Official Community Plan Bylaw No. 708

The committee discussed the referral and made no formal response or recommendation.

The meeting adjourned at 1:28 p.m.

NEXT MEETING: Thursday, June 22 from 12:30-2:00 pm at the SBO.

BUDGET 2017-18

Operations Committee – May 30, 2017



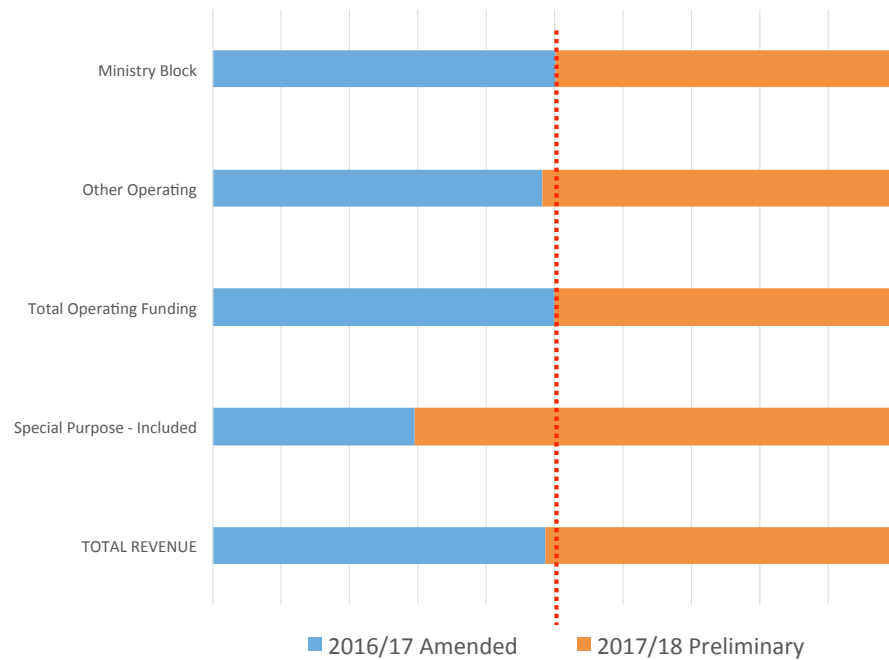
	2016/17 Amended Budget	2017/18 Preliminary
Revenue & Surplus		
Transfer from Restricted - Curriculum	37,009,553	37,023,361
Utilization of Restricted - District	1,688,811	99,644
Utilization of Restricted - School Surplus		116,015
Special Purpose Included In Operating	1,534,937	3,662,938
Total Revenue & Surplus Utilization	40,233,301	40,901,959
Expenditures & Allocations		
School Allocations	24,575,900	26,536,064
District Departments	13,718,180	14,224,382
Allocations From Surplus	1,172,053	374,610
School Surplus Spending		116,015
Special Purpose Fund Spending	798,428	
Total Expenditures & Allocations	40,264,562	41,251,071
Net Contribution To Surplus	(31,261)	(349,112)
Remaining Unrestricted Surplus	538,098	506,837
Available Funds	506,837	157,724

BOTTOM LINE

- ✧ Preserve current staffing levels
- ✧ Staffing cost increases
- ✧ Average teacher cost increases
- ✧ CEF Included
- ✧ Evolving Budget Model (eg - school surplus)



REVENUE COMPARISON



	2016/17 Amended	2017/18 Preliminary
Ministry Block	35,110,062	34,983,021
Other Operating	1,899,491	2,040,340
Total Operating Funding	37,009,553	37,023,361
Special Purpose - Included	1,534,937	3,662,938
TOTAL REVENUE	38,544,490	40,686,299



SCHOOL ALLOCATIONS

- ✧ Significant SpEd enrolment decline
- ✧ CEF included
- ✧ KES SDP now funded through Operating
- ✧ District Career Coordinator via SCAS

SCHOOL ALLOCATIONS	2016/17 Amended (Includes Surplus)	2017/18 Preliminary	2017/18 Surplus Allocation	Net Change
School Base Funding	2,664,000	2,532,000	132,000	-
Kindergarten Funding	1,460,736	1,423,964	23,381	- 13,391
Grade 1-3 Funding	3,750,190	3,663,337	59,521	- 27,332
Grade 4-7 Funding	4,158,664	4,072,619	65,369	- 20,677
Grade 8-10 Funding	3,203,731	3,128,067	50,340	- 25,324
Grade 11 & 12 Funding	2,773,966	2,711,284	44,216	- 18,466
Additional School Recognition	1,060,505	1,272,691		212,186
International Education	45,653	45,013		- 640
Adult Education Funding	8,306	4,430		- 3,876
CSF Funding	113,877	113,877		-
Level 1 Special Ed	362,250	243,000		- 119,250
Level 2 Special Ed	3,053,250	2,880,000		- 173,250
Level 3 Special Ed	1,757,400	1,689,600		- 67,800
CEF		2,592,810		2,592,810
Other Special Purpose Funds	163,373	163,373		-
Total School Funding	24,575,900	26,536,064	374,827	1,960,164



TOTAL BUDGET BYLAW

Includes other special purpose funds and capital fund amortization

Reconciliation:	
TOTAL Expenditures	41,251,071
Other SPF Expenses	1,289,153
Capital	2,143,472
TOTAL BYLAW	44,683,696



CENTRAL DEPARTMENTS

- ✦ Mainly Status Quo
- ✦ Exempt Compensation
- ✦ Future Benefits Expense
- ✦ Maintenance Increases (CEF O/H)

	2016/17 Amended		2017/18 Preliminary		Net Change
	FTE		FTE		
Business Administration Total	10.200	1,339,328	10.200	1,383,661	44,333
District Governance Total	7.000	189,294	7.000	196,441	7,147
Educational Admin Total	14.809	1,959,457	13.809	2,015,190	55,733
Careers & Ace-It (1.03)	0.000	90,000	0.000	100,000	10,000
Aboriginal Education Total	12.057	1,015,319	10.671	976,979	-38,340
District Special Education	17.374	1,523,973	16.860	1,543,701	19,727
ELL Total	1.000	165,600	1.900	188,964	23,364
Technology Total	5.000	864,094	5.600	873,481	9,387
Facilities Total	39.387	3,611,896	40.387	3,736,392	124,496
Total Transportation	0.630	1,436,720	0.630	1,462,074	25,355
Utilities	0.000	672,500	0.000	672,500	0
Replacement costs including benefits	0.000	850,000	0.000	1,075,000	225,000
TOTAL	107.46	13,718,180	107.06	14,224,382	506,202



Department	Salary & Benefits	Other
District Exempt Compensation	\$99,000	
Business Admin		
Legal		\$10,000
Dues and Fees		\$2,000
Employment Practices		(\$4,000)
Governance	\$2,200	
Retirement Events		\$5,500
Education Admin		
Teachers	\$22,000	
Strong Start	\$5,000	
Curriculum Co-ordinator	(\$92,000)	
Curriculum		\$10,000
New Curriculum		\$50,000
Fine Arts		\$10,000
Leadership Development		\$5,000
SCTA Pro-D		\$15,000
Freshgrade		\$3,000
Career Education Program Supplies		\$10,000

DISTRICT HIGHLIGHTS



	Salary & Benefits	Other
Aboriginal Education		
Teacher	(\$34,000)	
Support	(\$40,000)	
Supplies		\$23,500
District Support Services		
Admin	\$5,500	
Teachers	\$19,000	
Life Skills Program - Enrolment	(\$16,200)	
Professional Staff	(\$5,000)	
General Support Services		\$8,500
SCCSS Contract-O/T		\$8,000
ELL		
Increase in Teacher FTE		\$23,400
Technology		
System Tech Admin Asst	\$1,000	
System Technologists	\$4,200	
New Technician .6 FTE	\$39,500	
MyEdBC Support		(\$5,000)
School Lab Replacement		(\$34,000)
Library Automation		\$1,000
NGN Service Costs		(\$13,500)

DISTRICT HIGHLIGHTS CONT'D



DISTRICT HIGHLIGHTS CONT'D

Maintenance		
Clerical	\$1,100	
Custodians	\$94,000	
Maintenance Staff	(\$42,000)	
Grounds	\$75,000	
Custodial Supplies		(\$5,000)
Transportation		
Bussing Contract		\$22,000
Transportation Software		\$3,000
Other		
Family Responsibility		\$30,000
EFB Service Costs		\$195,000



Ratio	Enrolment * Librarians		Secondary Counselors	Needs-based SpEd/LA/ELL
		370	300	
Cedar Grove	245	0.7		1.2
Davis Bay	180	0.5		1.5
Gibsons	308	0.8		1.7
Halfmoon Bay	205	0.6		0.9
Kinnikinnick	215	0.6		2.2
Langdale	108	0.3		0.5
Madeira Park	82	0.2		0.5
Roberts Creek	229	0.6		1.1
West Sechelt	220	0.6		1.5
Spider DL - Elem	40.0			0.2
Pender Harbour	100.2	0.3	0.5	0.6
Chatelech Sec.	459.8	1.2	1.8	2.2
Elphinstone Sec.	560.9	1.5	2.0	2.1
Spider DL - Sec	21.1			
SCAS	140.9			2.1
Total	3,114.9	7.9	4.3	18.3
District Staff				4.8
Total Staffing Levels		7.9	4.3	23.1
Total Required		7.8	4.3	23.1
Net Staffing Required	-	0.1	-	0.0

NON-ENROLLING TEACHING

- ✦ Increase in SpEd/LA/ELL category due to updated ELL ratio
- ✦ 1:36.9 per historic LOU



CEF APPLICATION

- As indicated by Government FAQ document dated March 31, 2017, the funding will be adjusted next year depending on actual enrolment and composition:
 - *"Government is committed to funding the MoA – it is not committing to funding additional new teachers over and above those needed to implement the MoA. If your notional allocation would fund five additional teachers, but you only need four to meet the MoA, then you will only receive funding for four."*
- The total CEF request for SD46 was **\$3,063,898**, which included staffing plan requests of \$2,818,284 and overhead of \$245,614. The CEF funding will be used to add or maintain 29 full-time equivalent (FTE) teaching positions. These amounts will be recalculated in September and may fluctuate depending on actual student enrolment and composition.



CEF APPLICATION

	T/L	T/C	LAT	SPED	ESL	Secondary Couns
Number of Student FTE	3115.0	1838.0	3115.0	3115.0	108.0	1277.0
Target District Ratio	400	693	446	237	36.9	300
Target Number of Teacher FTE	7.8	2.7	7.0	13.1	2.9	4.3
Number of Teacher FTE						
# of Teacher FTE hired through Block funding	1.1	1.5		10.9	1.5	2.8
# of Teacher FTE hired through CEF	6.7	1.5		10.3	0.4	1.5
Total Teacher FTE for 2017/18 SY	7.8	3.0	0.0	21.2	1.9	4.3
Difference	0.0	0.3		0.0		0.0

	Estimated Cost	Enrolling FTE	Non-Enrolling FTE
Total CEF Hiring	2,778,476	9	20

Estimated cost of Teachers hired through CEF	2,778,476
Estimated Cost of forecast remedies	39,808
Total Additional Cost	2,818,284



	2016/17 Amended Budget	2017/18 Preliminary
Revenue & Surplus		
Transfer from Restricted - Curriculum	37,009,553	37,023,361
Utilization of Restricted - District	1,688,811	99,644
Utilization of Restricted - School Surplus		116,015
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Net Contribution To Surplus	(31,261)	(349,112)
Remaining Unrestricted Surplus	538,098	506,837
Available Funds	506,837	157,724

BOTTOM LINE

- ✧ Preserve current staffing levels
- ✧ Staffing cost increases
- ✧ Average teacher cost increases
- ✧ CEF Included
- ✧ Evolving Budget Model (eg - school surplus)



School District No. 46 (Sunshine Coast)
Annual Budget for Fiscal Year 2017-18

- 1) Motion:
“THAT School District No. 46 (Sunshine Coast) Annual Budget Bylaw for fiscal year 2017/2018, in the amount of \$44,683,696, be read for a first time.”

- 2) Motion:
“THAT School District No. 46 (Sunshine Coast) Annual Budget Bylaw for fiscal year 2017/2018, in the amount of \$44,683,696, be read for a second time.”

Requires unanimous approval before third reading.

- 3) Motion:
“THAT School District No. 46 (Sunshine Coast) Annual Budget Bylaw for fiscal year 2017/2018, in the amount of \$44,683,696, be read for a third time, passed and adopted.”

Annual Budget

School District No. 46 (Sunshine Coast)

June 30, 2018

School District No. 46 (Sunshine Coast)

June 30, 2018

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 46 (SUNSHINE COAST) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2017/2018 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 46 (Sunshine Coast) Annual Budget Bylaw for fiscal year 2017/2018.
3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$44,683,696 for the 2017/2018 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2017/2018.

READ A FIRST TIME THE 14th DAY OF JUNE, 2017;

READ A SECOND TIME THE 14th DAY OF JUNE, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE 14th DAY OF JUNE, 2017;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 46 (Sunshine Coast) Annual Budget Bylaw 2017/2018, adopted by the Board the 14th DAY OF JUNE, 2017.

Secretary Treasurer

School District No. 46 (Sunshine Coast)

Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	3,136,000	3,152,875
Adult	2,000	3,375
Total Ministry Operating Grant Funded FTE's	3,138,000	3,156,250
Revenues	\$	\$
Provincial Grants		
Ministry of Education	40,220,344	37,873,324
Other	35,000	35,000
Tuition	78,408	78,408
Other Revenue	1,525,700	1,531,976
Rentals and Leases	30,000	55,000
Investment Income	86,000	96,000
Amortization of Deferred Capital Revenue	1,664,638	1,604,043
Total Revenue	43,640,090	41,273,751
Expenses		
Instruction	34,319,327	33,250,265
District Administration	2,061,128	1,972,326
Operations and Maintenance	6,669,690	6,657,366
Transportation and Housing	1,633,551	1,594,805
Total Expense	44,683,696	43,474,762
Net Revenue (Expense)	(1,043,606)	(2,201,011)
Budgeted Allocation (Retirement) of Surplus (Deficit)	564,772	1,720,073
Budgeted Surplus (Deficit), for the year	(478,834)	(480,938)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(478,834)	(480,938)
Budgeted Surplus (Deficit), for the year	(478,834)	(480,938)

School District No. 46 (Sunshine Coast)

Annual Budget - Revenue and Expense
Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	37,588,133	38,845,122
Special Purpose Funds - Total Expense	4,952,091	2,544,659
Capital Fund - Total Expense	2,143,472	2,084,981
Total Budget Bylaw Amount	44,683,696	43,474,762

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

School District No. 46 (Sunshine Coast)

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(1,043,606)</u>	<u>(2,201,011)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Deferred Capital Revenue		(2,200,000)
Total Acquisition of Tangible Capital Assets	<u>-</u>	<u>(2,200,000)</u>
Amortization of Tangible Capital Assets	<u>2,143,472</u>	2,084,981
Total Effect of change in Tangible Capital Assets	<u>2,143,472</u>	<u>(115,019)</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>1,099,866</u></u>	<u><u>(2,316,030)</u></u>

School District No. 46 (Sunshine Coast)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	36,094,253	36,154,665
Other	35,000	35,000
Tuition	78,408	78,408
Other Revenue	705,700	711,976
Rentals and Leases	30,000	55,000
Investment Income	80,000	90,000
Total Revenue	37,023,361	37,125,049
Expenses		
Instruction	29,563,824	30,918,928
District Administration	2,061,128	1,972,326
Operations and Maintenance	4,443,407	4,452,948
Transportation and Housing	1,519,774	1,500,920
Total Expense	37,588,133	38,845,122
Net Revenue (Expense)	(564,772)	(1,720,073)
Budgeted Prior Year Surplus Appropriation	564,772	1,720,073
Budgeted Surplus (Deficit), for the year	-	-

School District No. 46 (Sunshine Coast)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	34,983,021	35,110,063
Other Ministry of Education Grants		
Pay Equity	510,381	510,381
Funding for Graduated Adults	4,618	4,565
Transportation Supplement	380,465	380,465
Carbon Tax Grant	25,000	25,000
Return of Administrative Savings	182,072	
Supplemental Mid Year Enrolment		115,495
FSA Scorer Funds	8,696	8,696
Total Provincial Grants - Ministry of Education	36,094,253	36,154,665
Provincial Grants - Other	35,000	35,000
Tuition		
International and Out of Province Students	78,408	78,408
Total Tuition	78,408	78,408
Other Revenues		
Other School District/Education Authorities	500,000	536,000
Miscellaneous		
Miscellaneous	205,700	175,976
Total Other Revenue	705,700	711,976
Rentals and Leases	30,000	55,000
Investment Income	80,000	90,000
Total Operating Revenue	37,023,361	37,125,049

School District No. 46 (Sunshine Coast)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Salaries		
Teachers	13,557,874	13,957,500
Principals and Vice Principals	2,048,003	1,920,000
Educational Assistants	2,616,488	2,895,648
Support Staff	3,942,935	3,946,851
Other Professionals	1,390,426	1,335,001
Substitutes	2,005,339	2,111,631
Total Salaries	25,561,065	26,166,631
Employee Benefits	6,120,018	6,235,036
Total Salaries and Benefits	31,681,083	32,401,667
Services and Supplies		
Services	661,150	739,058
Student Transportation	1,472,821	1,456,999
Professional Development and Travel	113,350	154,364
Rentals and Leases	40,200	40,200
Dues and Fees	56,500	54,500
Insurance	83,000	83,000
Supplies	2,783,193	3,219,831
Utilities	696,836	695,503
Total Services and Supplies	5,907,050	6,443,455
Total Operating Expense	37,588,133	38,845,122

School District No. 46 (Sunshine Coast)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	10,819,297	296,286		646,100		1,784,964	13,546,647
1.03 Career Programs	168,188					80,000	248,188
1.07 Library Services	87,932			77,920			165,852
1.08 Counselling	326,800			125,931			452,731
1.10 Special Education	1,570,457	139,212	2,456,313	307,065	125,000	115,375	4,713,422
1.30 English Language Learning	159,600						159,600
1.31 Aboriginal Education	425,600	125,000	160,175				710,775
1.41 School Administration		1,487,505		423,855			1,911,360
1.62 International and Out of Province Students							-
1.64 Other				42,795			42,795
Total Function 1	13,557,874	2,048,003	2,616,488	1,623,666	125,000	1,980,339	21,951,370
4 District Administration							
4.11 Educational Administration					409,534		409,534
4.40 School District Governance					108,357		108,357
4.41 Business Administration				127,378	592,507	25,000	744,885
Total Function 4	-	-	-	127,378	1,110,398	25,000	1,262,776
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				46,155	132,810		178,965
5.50 Maintenance Operations				2,014,744			2,014,744
5.52 Maintenance of Grounds				119,517			119,517
5.56 Utilities							-
Total Function 5	-	-	-	2,180,416	132,810	-	2,313,226
7 Transportation and Housing							
7.41 Transportation and Housing Administration					22,218		22,218
7.70 Student Transportation				11,475			11,475
7.73 Housing							-
Total Function 7	-	-	-	11,475	22,218	-	33,693
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	13,557,874	2,048,003	2,616,488	3,942,935	1,390,426	2,005,339	25,561,065

School District No. 46 (Sunshine Coast)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	13,546,647	2,975,339	16,521,986	1,903,723	18,425,709	18,015,426
1.03 Career Programs	248,188	43,729	291,917	21,500	313,417	241,000
1.07 Library Services	165,852	44,680	210,532	57,004	267,536	478,512
1.08 Counselling	452,731	120,229	572,960	500	573,460	661,136
1.10 Special Education	4,713,422	1,330,841	6,044,263	194,548	6,238,811	7,423,470
1.30 English Language Learning	159,600	41,496	201,096	7,020	208,116	256,038
1.31 Aboriginal Education	710,775	188,310	899,085	71,800	970,885	1,324,061
1.41 School Administration	1,911,360	444,660	2,356,020	78,592	2,434,612	2,311,692
1.62 International and Out of Province Students	-	-	-	8,000	8,000	66,558
1.64 Other	42,795	11,983	54,778	68,500	123,278	141,035
Total Function 1	21,951,370	5,201,267	27,152,637	2,411,187	29,563,824	30,918,928
4 District Administration						
4.11 Educational Administration	409,534	98,492	508,026	18,000	526,026	495,705
4.40 School District Governance	108,357	1,084	109,441	87,000	196,441	189,293
4.41 Business Administration	744,885	193,726	938,611	400,050	1,338,661	1,287,328
Total Function 4	1,262,776	293,302	1,556,078	505,050	2,061,128	1,972,326
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	178,965	45,223	224,188	85,000	309,188	306,184
5.50 Maintenance Operations	2,014,744	538,549	2,553,293	681,108	3,234,401	3,322,958
5.52 Maintenance of Grounds	119,517	33,465	152,982	50,000	202,982	128,303
5.56 Utilities	-	-	-	696,836	696,836	695,503
Total Function 5	2,313,226	617,237	2,930,463	1,512,944	4,443,407	4,452,948
7 Transportation and Housing						
7.41 Transportation and Housing Administration	22,218	4,999	27,217	-	27,217	27,060
7.70 Student Transportation	11,475	3,213	14,688	1,472,869	1,487,557	1,473,860
7.73 Housing	-	-	-	5,000	5,000	-
Total Function 7	33,693	8,212	41,905	1,477,869	1,519,774	1,500,920
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	25,561,065	6,120,018	31,681,083	5,907,050	37,588,133	38,845,122

School District No. 46 (Sunshine Coast)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	4,126,091	1,718,659
Other Revenue	820,000	820,000
Investment Income	6,000	6,000
Total Revenue	4,952,091	2,544,659
Expenses		
Instruction	4,755,503	2,331,337
Operations and Maintenance	196,588	213,322
Total Expense	4,952,091	2,544,659
Budgeted Surplus (Deficit), for the year	-	-

School District No. 46 (Sunshine Coast)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2018

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year									
Add: Restricted Grants									
Provincial Grants - Ministry of Education	196,588	140,214			192,000	24,500	15,235	493,656	3,063,898
Other			60,000	700,000					
Investment Income			6,000						
	196,588	140,214	66,000	700,000	192,000	24,500	15,235	493,656	3,063,898
Less: Allocated to Revenue	196,588	140,214	66,000	700,000	192,000	24,500	15,235	493,656	3,063,898
Recovered	-	-	-	-	-	-	-	-	-
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	196,588	140,214			192,000	24,500	15,235	493,656	3,063,898
Other Revenue			60,000	700,000					
Investment Income			6,000						
	196,588	140,214	66,000	700,000	192,000	24,500	15,235	493,656	3,063,898
Expenses									
Salaries									
Teachers								75,621	2,236,734
Educational Assistants		107,000			118,000			124,712	
Support Staff	125,000								129,331
Substitutes							2,000		58,030
	125,000	107,000	-	-	118,000	-	2,000	200,333	2,424,095
Employee Benefits	33,040	33,214			44,000		520	58,323	581,550
Services and Supplies	38,548		66,000	700,000	30,000	24,500	12,715	235,000	58,253
	196,588	140,214	66,000	700,000	192,000	24,500	15,235	493,656	3,063,898
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 46 (Sunshine Coast)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2018

	Other	TOTAL
	\$	\$
Deferred Revenue, beginning of year		-
Add: Restricted Grants		
Provincial Grants - Ministry of Education		4,126,091
Other	60,000	820,000
Investment Income		6,000
	60,000	4,952,091
Less: Allocated to Revenue	60,000	4,952,091
Recovered		-
Deferred Revenue, end of year	-	-
Revenues		
Provincial Grants - Ministry of Education		4,126,091
Other Revenue	60,000	820,000
Investment Income		6,000
	60,000	4,952,091
Expenses		
Salaries		
Teachers	21,000	2,333,355
Educational Assistants		349,712
Support Staff		254,331
Substitutes		60,030
	21,000	2,997,428
Employee Benefits	3,000	753,647
Services and Supplies	36,000	1,201,016
	60,000	4,952,091
Net Revenue (Expense)	-	-

School District No. 46 (Sunshine Coast)

Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2018

	2018 Annual Budget			2017 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Amortization of Deferred Capital Revenue	1,664,638		1,664,638	1,604,043
Total Revenue	1,664,638	-	1,664,638	1,604,043
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,029,695		2,029,695	1,991,096
Transportation and Housing	113,777		113,777	93,885
Total Expense	2,143,472	-	2,143,472	2,084,981
Net Revenue (Expense)	(478,834)	-	(478,834)	(480,938)
Net Transfers (to) from other funds				
Total Net Transfers	-	-	-	-
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	-
Budgeted Surplus (Deficit), for the year	(478,834)	-	(478,834)	(480,938)



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

COMMITTEE OF THE WHOLE NOTES

Held on May 16, 2017 from 9:30-11:30 a.m.

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

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Vanessa White, Director of
Instruction; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Christine Younghusband, Trustee; Nicholas Weswick, Secretary-Treasurer;
Paul Bishop, Director of Instruction

The meeting was called to order at 9:36 a.m.

1. Trustee Evaluation Process

Vice-Chair Pratt reviewed the process to date:

- Board Evaluation/Review in June 2016 - Trustees expressed dissatisfaction with the current and past processes,
- January 2017 - Chair Baxter asked Vice-Chair Pratt to interview each trustee individually regarding board evaluation and professional learning.
- January & February 2017 - Interviews with trustees conducted by Vice-Chair Pratt.
- April 2017 - Report brought to Committee of the Whole. A recommendation was made for Vice-Chair Pratt to complete the interview process and determine three professional learning opportunities and three areas requiring additional attention.

Vice-Chair Pratt reported that trustees had expressed interest in professional learning regarding collective bargaining, chairing skills (Roberts' Rules) and improved understanding of financial documents.

She noted that areas for extra attention include succession planning and community outreach, such as information sessions for individuals interested in seeking office as a trustee; staff/board relations, including clarity of roles and how to best support staff while maintaining a governance role; and an increased opportunity for informal meetings for trustees to provide a better understanding of each other at the table.

The committee discussed the merits of meeting in an informal setting. Chair Baxter suggested that the board consider bringing in resources to support professional learning in the 2017-18 school year, either at special meetings or Committee of the Whole. The board will plan an informal gathering during the summer months that would include trustees, senior staff, district principals, principals and vice-principals. A retreat for trustees, or other such opportunity, will be planned for the fall.

2. Intergovernmental Meeting

Chair Baxter suggested a change to the reporting structure at the upcoming Intergovernmental Meeting that would involve participants in discussions on key topics rather than having each government report out in a round table style. The committee suggested the following discussion topics:

- Sustainable energy,
- Water supply and conservation,
- Waste management and reduction,
- Affordable housing, and
- Public safety.

The committee discussed areas of importance to the school district, including opportunities for collaboration with the Sechelt Indian Band. Chair Baxter reported that a Superintendent Bocking was preparing a short presentation that would highlight collaborative efforts with government agencies across the district. The committee provided suggestions for the presentation.

3. Communication plan

The committee reviewed the communication plan.

The meeting adjourned at 10:57 a.m.

NEXT MEETING: Wednesday, June 21st 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 May 24, 2017 from 2:30-4:00 p.m.

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

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

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

REGRETS: Vanessa White, Director of Instruction

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

1. Strategic Plan 3.f. Sechelt Indian Band and Squamish Nation

*Goal 3.f. Our district will enhance relationships with the shíshálh Indian Band, the
Sḵwxwú7mesh Nation and other cultural groups.*

District Principal Mahlman described events taking place during the course of the
2016/17 school year that enhanced relationships with the Sechelt and Squamish
Nations. The full report is available at [http://www.sd46.bc.ca/files/16-
17_BoardMeetings/cmtes/20170524_Ed-Agenda.pdf](http://www.sd46.bc.ca/files/16-17_BoardMeetings/cmtes/20170524_Ed-Agenda.pdf).

2. Strategic Plan

*Goal 1.j. Our students will explore indigenous cultures in our community and the
diversity of cultures in the world through experience, instruction and language
learning.*

District Principal Mahlman reported that students are provided an opportunity to
experience local first nations culture through experiential canoe trips, meetings with
elders, instructions on gathering and food preparation, cedar weaving and in making
traditional items, such as drums. Other opportunities for learning include the local Tem
Swiya Museum and visits to the longhouse. Students learn about indigenous cultures in
other parts of Canada, including Sioux traditions. Teaching staff work to be culturally
responsive as well as responsive to student needs.

District Principal Mahlman shared a locally developed document for indigenous
language programs, entitled "Sixteen House Posts of Indigenous Language Learning".
The document forms part of submission to the Ministry of Education and may be used
as a framework for the development of indigenous language programs.

3. Strategic Plan 1.h. Experiential Learning and Inquiry

Goal 1.h.: Our students will encounter, challenge, explore and pursue interests, and develop core competencies through experiential learning and personalized inquiry.”

Superintendent Bocking spoke to ways in which the district’s early learning programs focus on experiential learning.

Director Bishop described a BAA course being developed at Chatelech Secondary that allows students to conduct formal inquiries with teacher supports. The BAA course description will come to the board for consideration at a future date.

Transitions Coordinator David Barnum shared information on the museum school program and reported that two additional sites, one in North Vancouver and one in Chilliwack, will develop programs based on recommendations from the Gibsons Museum.

Principal Spence reported ways in which alternative school programs offer students an opportunity to build programs around a particular passion or interest.

4. District Report to the Ministry

Superintendent Bocking shared a newly developed website that will form the district’s Report to the Ministry, under the ministry’s *Framework for Enhancing Student Learning*, at www.sd46studentexcellence.ca.

The website highlights both qualitative and quantitative data on early learning, reading, mathematics, graduation, student belonging and aboriginal education. Superintendent Bocking reported that information would be updated on a regular basis to the website, with a yearly presentation made to the Education Committee in May and a request for approval by the board at their regular June board meeting.

RECOMMENDATION:

“That the Board approve the 2016/17 District Report to the Ministry.”

5. Curriculum (standing item)

Transitions Coordinator Barnum shared the timeline for curriculum and assessment for grades 10 to 12. A recent session on core competencies at Roberts Creek Elementary was well attended by elementary teachers and an additional session may be scheduled in the fall for secondary teachers.

The committee discussed curriculum supports for grade 8 and 9 teachers.

Superintendent Bocking reported that additional release time will be available to secondary teachers in the next school year and that a ministry non-instructional day has been scheduled to support changes to the curriculum.

6. Parent Engagement (standing item)

The next DPAC meeting is scheduled for Thursday, May 24.

The meeting adjourned at 4:05 p.m.