



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

REGULAR MEETING AGENDA

Wednesday, December 13th, 2017 at 7:00 p.m.
At the School Board Office, Gibsons, B.C.

1. Call to Order
2. Public Question Period (10 minutes in total)
3. Adoption of the Agenda
4. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings
 - a. Regular Meeting – November 8, 2017 Pg. 3-8
 - b. Record of Closed Meeting – November 8, 2017 Pg. 9
5. Reports
 - a. Executive Reports
 - i. Superintendent’s Report Pg. 10
 1. Administrative Regulations to be Received:
 - a. Regulation 2210 – Automotive Training Program Pg. 11-12
 - b. Regulation 3600 – School Board Vehicles Pg. 13-30
 - ii. Strategic Plan Update:
 1. Goal 1.b. – Reading & Goal 2.b. – Reading Teachers Pg. 31-32
 2. Goal 2.e. – Healthy Staff Pg. 33-34
 3. Goal 2.h. – Safe / Healthy Schools (Cultural) Pg. 35-36
 - iii. Secretary-Treasurer’s Report
 1. Larger Cheques Written in the Month of November 2017 Pg. 37-38
 - b. Board/Committee Reports
 - i. Board Report Pg. 39-40
 1. BCSTA Report
 2. BCPSEA Report
 3. Student Trustee Report
 - ii. Operations Committee Notes – November 15, 2017 (*motion*) Pg. 41-42
 - iii. Committee of the Whole Notes – November 28, 2017 Pg. 43-44
 - iv. Policy Committee – November 28, 2017 (*motion*) Pg. 45-47
 - v. Education Committee Notes – November 29, 2017 Pg. 48-49

MOTION: “TO receive the reports.”

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

7. Next Meeting

The next public board meeting will be held on January 10th, 2018.

MOTION: “TO approve the committee agendas.”

8. Board Elections

- a. Board Chair
- b. Vice-Chair

c. Board Representatives:

- i. B.C. Public School Employers' Association (BCPSEA)
- ii. B.C. School Trustees' Association Provincial Council

9. Adjournment

COMMITTEE MEETINGS 2017 – 2018				
MONTH	EDUCATION COMMITTEE	OPERATIONS COMMITTEE	POLICY COMMITTEE	COMMITTEE OF THE WHOLE
September	27 from 2:30 – 4 pm	21 from 12:30 – 2 pm	26 from 11:30 – 1 pm	26 from 9:30 – 11:30 am
October	18 from 2:30 – 4 pm	19 from 12:30 – 2 pm	23 from 11:30 – 1 pm	23 from 9:30 – 11:30 am
November	29 from 2:30 – 4 pm	15 from 12 – 1:30 pm	28 from 11:30 – 1 pm	28 from 9:30 – 11:30 am
December	20 from 2:30 – 4 pm	21 from 12:30 – 2 pm	19 from 11:30 – 1 pm	19 from 9:30 – 11:30 am
January	24 from 2:30 – 4 pm	18 from 12:30 – 2 pm	23 from 11:30 – 1 pm	23 from 9:30 – 11:30 am
February	28 from 2:30 – 4 pm	15 from 12:30 – 2 pm	27 from 11:30 – 1 pm	27 from 9:30 – 11:30 am
March	15 from 2:30 – 4 pm	15 from 12:30 – 2 pm	13 from 11:30 – 1 pm	13 from 9:30 – 11:30 am
April	25 from 2:30 – 4 pm	26 from 12:30 – 2 pm	24 from 11:30 – 1 pm	24 from 9:30 – 11:30 am
May	23 from 2:30 – 4 pm	24 from 12:30 – 2 pm	22 from 11:30 – 1 pm	22 from 9:30 – 11:30 am
June	20 from 2:30 – 4 pm	21 from 12:30 – 2 pm	19 from 11:30 – 1 pm	19 from 9:30 – 11:30 am

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

Agendas for Upcoming Meetings:

Committee of the Whole – Tuesday, December 19th from 9:30 – 11:30 am at the SBO

1. Partners in Learning Review
2. School Growth Plans
3. Communication (standing item)

Policy Committee – No meeting in December.

Education Committee – No meeting in December.

Operations Committee – Thursday, December 21st from 12:30 – 2:00 pm at the SBO

1. December 18th Funding Announcement Review
2. Regulation 3800 – Transportation of Students
3. Regulation 1320 – Conduct on School Buses
4. Regulation 1800 – School Attendance Areas
5. Regulation 4450 – Purchasing
6. Regulation 6500 – Inclement Weather



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

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

PRESENT: TRUSTEES: B. Baxter (Chair), D. Mewhort, G. Russell, P. Ruth, L. Pratt,
C. Younghusband, P. Deasey (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: L. Dixon, Trustee

#19. 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.

#20. Public Question Period

- There were no questions.

#21. Adoption of the Agenda

MOTION: Ruth/Pratt

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

Carried.

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

- a. Regular Meeting – October 11, 2017
- b. Record of Closed Meeting – October 11, 2017

MOTION: Pratt/Ruth

"THAT the minutes of Regular Meeting of October 11, 2017 and the Record of the Closed Meeting of October 11, 2017 be adopted."

Carried.

#23. Reports

- a. Executive Reports
 - i. Superintendent's Report

Superintendent Bocking spoke to his report.

1. Administrative Regulations in Circulation:

a. Regulation 4220 – Donations

The revised regulation includes a minor change to increase the threshold over which the superintendent must report on their use to the board. The revised regulation will circulate for feedback until January 5, 2018.

2. Administrative Regulations to be Repealed:

a. Regulation 3720 - School Vans

ii. Strategic Plan Update:

1. Goal 1.i. – Technology

Superintendent Bocking spoke to his written report.

2. Goal 2.j. – Sustainable Practices

Secretary-Treasurer Weswick spoke to his written report and highlighted the solar projects at Langdale Elementary, Davis Bay Elementary and Pender Harbour Secondary.

iii. Secretary-Treasurer's Report

Secretary-Treasurer Weswick reported back on the use of transportation funding and an increase in teacher benefit costs. Further information can be found in his written report.

1. Larger Cheques Written in the Month of October 2017

The report was submitted as written.

Trustees requested clarification on items in the report.

b. Board/Committee Reports

i. Board Report

The report was submitted as written. Vice-Chair Pratt reported on her experience at the Howe Sound forum and suggested that the school district report on environmental initiatives at a future forum.

1. BCSTA Report

Copies of the BCSTA Provincial Council "Synopsis", including a disposition of motions, was provided at the meeting. Trustee Ruth reported back on the Provincial Council meeting and spoke to motions carried by the council.

2. BCPSEA Report

Trustee Younghusband reported back on conversations regarding BCPSEA board governance.

3. Student Trustee Report

Student Trustee Deasey reported the following:

- DSLT Facebook page is active and available to secondary school students,
- Halloween festivities took place at all schools,
- Remembrance day ceremonies took place at all schools,

- Chatelech Secondary held a Post Secondary Information day
- Pender Harbour Secondary is raising funds for diabetes,
- Chatelech Secondary is hosting a dodge ball tournament.

ii. Education Committee Notes – October 18, 2017

The notes were submitted as written.

iii. Operations Committee Notes – October 19, 2017

The notes were submitted as written. Vice-Chair Pratt highlighted an upcoming catchment area review.

iv. Committee of the Whole Notes – October 23, 2017

The notes were submitted as written.

v. Policy Committee – October 23, 2017

MOTION: Youngusband/Pratt

“THAT the following new policy be adopted:

Role of PAC/DPAC

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

Carried.

MOTION: Youngusband/Ruth

“THAT the board support PACs in running meetings, developing elections, passing motions and other governance processes”

Carried.

MOTION: Youngusband/Pratt

“THAT the updated Appeals Bylaw, attached to these minutes, be read for a first time.”

Carried.

MOTION: Pratt/Youngusband

“THAT the updated Appeals Bylaw be read for a second time

Carried.

Trustees agreed unanimously to proceed to a third reading. Secretary-Treasurer Weswick confirmed that a legal interpretation was sought which confirmed the board's interpretation that the 45 day limit commences the date the appeal is received at the board office.

MOTION: Pratt/Ruth

"THAT the updated Appeals Bylaw be read for a third time, passed and adopted."

Carried.

MOTION: Russell/Younghusband

"TO receive the reports."

Carried.

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

- There were no questions.

#25. Next Meeting

The next public board meeting will be held on December 13th, 2017.

MOTION: Russell/Younghusband

"TO approve the committee agendas."

Carried.

#26. Adjournment

MOTION: Pratt/Mewhort

The meeting adjourned at 8:17 p.m.

Carried.

Chair

Secretary-Treasurer

70 APPEALS BYLAW

The *School Act* requires that the Board set up a procedure enabling a student or his/her parents/guardians to appeal any decision made by an employee of the Board that significantly affects the education, health or safety of the student. The Board expects its employees to make any necessary decisions regarding students but appreciates that those affected may not always agree, hence the need to provide for appeals. For the purpose of this bylaw, the failure to make a decision may be considered as a decision in that a non-decision may have a significant effect on a student.

Objectives

- To provide a means of appealing decisions.
- To safeguard the rights of students and their parents and to ensure their fair treatment.
- To ensure that procedural and administrative fairness and due process have been adhered to and conform to Board policy.

70.1 The Board requires that an appeal of any decision made by its employees which significantly affects the education, health or safety of a student be heard first at the school level and then, if necessary, at the district administrative level on a consultative basis per administrative regulations.

70.2 If the Administrative Regulation 5350 (How to Communicate with Us) fails to satisfy the student and/or parent/guardian bringing the appeal, he/she/they may appeal to the Superintendent of Schools. The basis of the appeal to the Superintendent is to be filed in writing.

70.3 If the appeal to the Superintendent cannot be resolved to the satisfaction of the complainant, the Board will review the complaint.

70.4 The Superintendent or designate will prepare a report for the School Board concerning the matter and will provide a copy to the complainant.

70.5 The appeal will be heard in-camera at a Special Closed Meeting of the Board and render a decision within 45 days as per Section 11(7) of the *School Act*.

70.6 The complainant and/or his/her advocate have the right to appear before the Board. At least forty-eight (48) hours prior to the meeting the complainant must notify the Superintendent of who will be attending the meeting.

70.7 The Board may request the presence of the complainant or any person who was involved in the matter giving rise to the appeal before the Board or in the dispute resolution efforts to date. At least forty-eight (48) hours prior to the meeting the complainant will be advised who will be attending the meeting.

70.8 The scope of the review shall be based on the criteria that:

- (a) the policies of the School Board have been followed;
- (b) the administrative regulations of the school district have been followed;
- (c) relevant information was considered by administration and the decision under appeal has been based on that evidence;
- (d) the procedures followed have been fair to the complainant.

- 70.9 The Board will deliberate in the absence of all persons who were involved in the dispute or dispute resolution efforts to date.
- 70.10 The Board shall make a decision on the matter in question as soon as feasible after listening to the appeal and shall give written reasons for the decision to the complainant. Such decision shall be final.
- 70.11 No person shall penalize or otherwise discriminate against a person who brings a complaint, gives evidence or otherwise assists in the investigation, inquiry or reporting of a complaint to the administration or Board.
- 70.12 Information about the appeals procedure provided to a complainant and/or their advocates shall contain information about how to access the office of the Ombudsman and when it is appropriate to do so.
- 70.13 The Board shall conduct an annual review of this bylaw.



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

RECORD OF CLOSED MEETING

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

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

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

REGRETS: L. Dixon, Trustee

The meeting was chaired by Vice-Chair Pratt.

Call to Order

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

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
 - Personnel
 - Staff Update
 - Property
 - Property Update
- **Items for Disclosure**
 - No items to disclose

Adjournment

The meeting adjourned at 6:18 p.m.

Chairperson

Secretary-Treasurer

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

Superintendent's Report

December 13th, 2017

1. Students

- a. The Aboriginal Education Team is modifying their programming to ensure a focused week of Indigenous learning at each of our schools over the course of the year. (1j)
- b. SPARK! 10 Our grade 10 students recently participated in lessons about early childhood brain development, interaction with young children and the importance of literacy. They then went to the StrongStart Centre to interact with children and apply their learning. (1k)

2. Staff

- a. Secondary teachers deepened their understanding of connecting their subject areas to literacy through an afternoon of engagement with teachers from Burnaby. Two more voluntary and collaborative sessions take place this year through the Literacy Instruction for Secondary Teachers (LIST) program. (2b)
- b. Seventeen teachers will complete their Graduate Diploma in Nature-Based Experiential Learning. The teachers have worked together with a Simon Fraser University professor to deepen their understanding and skills to ensure that our students will be deeply connected to nature and more prepared to take care of our planet now and in the future. (2g)

3. Community

- a. Joint-Use discussions continue with the SCRCD with specific plans being developed for the benefit of all users of facilities on the Sunshine Coast. (3d)
- b. Sunshine Coast Community Schools are instituting new and enhanced out of school opportunities for our students. We know that our students need these opportunities from information we have received on Middle Years Development Data. Special appreciation to the United Way of the Lower Mainland for supporting this initiative for two years. (3e)

Title: **Automotive Training Program**
Category: **Education**
Number: **2210**

The Automotive Training Liability Release Form shall be completed, witnessed and kept on file by instructors/teachers in charge of any automotive training course before any motor vehicle not owned by the School District may be brought into school automotive shops or yards for use, repair or servicing.

Attachment: Automotive Training Liability Release Form

Adopted: February 2000
Revised: July 2012
References: Board Policy 12.7

SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)

AUTOMOTIVE TRAINING LIABILITY RELEASE FORM

I OWNER - (Refer to "Autoplan" Registration/Insurance Certificate)

Name _____ Address _____
Phone _____

II AUTOMOBILE - (Refer to "Autoplan" Registration/Insurance Certificate)

Model Year _____ Manufacturer _____ Type of Body _____
License # _____ Serial # _____

III RELEASE - (to be read and signed by Owner)

It is hereby declared the party signing hereunder as "owner" is the registered legal owner of the above described motor vehicle and in such capacity agrees that:

- (a) School District No. 46 (Sunshine Coast) is authorized to use and/or service and/or repair such motor vehicle in connection with the conduct of any Automotive Training Course by the School District;
- (b) the motor vehicle may be operated by any School District employee or student who is a duly licensed driver and is authorized to do so by the Instructor conducting any Automotive Training Course on behalf of the School District;
- (c) inasmuch as the School District is not engaged in the business of operating a garage or service station and any servicing and/or repair of the above described vehicle will be effected by students in training, at no charge to the owner (except reimbursement to the District of the net cost of any parts supplied), the owner hereby releases the School District and its employees and students from any and all responsibility for improper or faulty servicing and/or repair of the motor vehicle and from any responsibility for damage to it while in the care, custody or control of the District and/or its employees and/or students.

WITNESS _____
(Signature of Instructor)

(Signature of Owner)

DATE _____

Title: **School Board Vehicles**
Category: **Facilities**
Number: **3600**

Guidelines for the use of school board vehicles are detailed in the district's Fleet Safety and Maintenance Plan. This plan has been developed in an effort to embrace safety and incident prevention amongst our drivers, students, staff and the public.

Attachment: Fleet Safety and Maintenance Plan

Adopted: January 1996

Revised: April 2012

References: Board Policy 12.7

2017-07-11

Fleet Safety and Maintenance Plan

**SCHOOL DISTRICT NO. 46
(Sunshine Coast)**



Safety is everyone's responsibility

Unsafe is Unacceptable

School District No. 46 is committed to safety and providing a safe environment for all of our employees, students and volunteers. Our Safety and Maintenance Plan has been developed in an effort to embrace safety and incident prevention amongst our drivers, students, staff and the public. This plan is applied in the context of the various policies and regulations that are approved and may be amended from time to time.

The contents of this Safety and Maintenance Plan provides evidence that due diligence is being performed. Due diligence is the act of an individual or organization doing everything that a reasonable and prudent person or group would do to avoid an incident. Due diligence must be considered by everyone and we must demonstrate due diligence by documenting policies, procedures and ensuring that everyone is trained in their application.

Facilities and Transportation Department
School District No.46 (Sunshine Coast)

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DRIVER SELECTION QUALIFICATIONS

Qualifications

Minimum Standards

1. Valid driver's licence of the appropriate class for the type of vehicle to be operated. (A minimum of a Class 4 for Multi-Function Activity Buses, or vans, a minimum of a Class 7 for cars and pickup trucks and Class 5 for pickup trucks pulling trailers or when driving with passengers.)
2. Current driver's abstract with no more than 2 moving violations in previous 3 years.
3. Current driver's abstract with no impairment related convictions or suspensions in previous 3 years.

Abstracts will be reviewed by the Manager of Facilities and Transportation for proper class and restrictions and scrutinized to determine if the violation is indicative of poor driving habits or if other critical violations exist (e.g. prohibition, suspension, etc.). Drivers:

- Must have an acceptable driving record and collision history
- Must have good communication skills, and be able to follow instructions and take directions
- Must have knowledge of applicable regulations governing safe driving and vehicle inspection and maintenance.

Road Test Assessment

All prospective drivers will be given a road test. The Manager of Facilities and Transportation or his designate will evaluate the driver for knowledge, abilities and actions relating to the type of vehicles that the driver will operate such as:

- ✓ Pre/Post Trip Inspections - demonstrated
- ✓ Slowing on approach to traffic and/or intersections
- ✓ Use of mirrors
- ✓ Use of horn as warning device
- ✓ Use of sight lines to increase awareness
- ✓ Following distance
- ✓ Lane positioning
- ✓ Radio procedures (if applicable)
- ✓ Operating, loading and securing equipment (if applicable)
- ✓ Loading/unloading passengers (if applicable)
- ✓ Physical capability required to do the job
- ✓ Basic mechanical knowledge of vans, buses or trucks and trailers

In cases where drivers may have the responsibility to secure loads, potential candidates will be required to demonstrate correct load security measures for the types of loads likely to be hauled.

ORIENTATION

The Manager of Facilities and Transportation or his designate will introduce the new driver to the duties, including the system of paperwork, communication, sites and the vehicles to be operated. The points to be covered will be part of the overall orientation checklist which, when completed, will become part of the driver's file.

INCIDENT MANAGEMENT

An incident management program is critical to any fleet, regardless of its size. The size of the fleet will dictate the resources required to maintain the program. An incident management program must have the following components:

1. Reporting
2. Investigation
3. Analysis
4. Action Planning and Implementation
5. Monitoring

Reporting

Guidelines for reporting are as follows:

EVERY INCIDENT, INCLUDING CRASHES/COLLISIONS, PERSONAL INJURIES OR NEAR MISSES, MUST BE REPORTED to the Manager of Facilities and Transportation or his designate, regardless of how minor the occurrence may seem. Failure to report may warrant disciplinary action.

The success or, alternately, the failure of this element of School District No. 46 Safety Program is dependent on the honesty and integrity of the drivers enrolled in the system. An essential goal of the reporting process is to have all near misses reported as well. Each one of these near miss incidents presents an excellent learning opportunity. Reporting of near misses can be difficult because drivers anticipate discipline and may not want to report them. Drivers must complete the School District No. 46 Driver's Collision Report Form, in cases when a collision has occurred involving any physical damage or injuries/fatalities. A copy of this form will be kept in all vehicles.

Although it is the ultimate objective of a professional driver not to be involved in a crash, the everyday realities of our transportation system dictate otherwise, and a percentage of drivers will be involved in an incident. There are two essential aspects regarding the driver's conduct at the scene of a collision.

1. The driver must secure all possible information about the occurrence and he/she **must** provide this information to the Manager of Facilities and Transportation.
2. The driver must be courteous to all those involved in the incident: the police and other authorities at the scene, witnesses and bystanders.

By following the rules of conduct outlined below, the driver will protect himself/herself and School District No. 46, and will also be a positive reflection of what the transportation industry determines to be a professional driver.

Failure to stop at the scene of a collision in which you are involved is a criminal offence that will subject you to the penalty of the law in addition to potential disciplinary action.

1. **PROTECT THE SCENE.** Activate the four way flashers. Lose no time in setting out warning devices. If necessary, post reliable bystanders in a **safe location** to help control traffic.
2. Assess any injured person, but **DO NOT** move them unless absolutely necessary. Call BC Ambulance Service (911) for assistance if required. Keep the injured as warm and quiet as possible pending the arrival of competent help.
3. Notify the police according to School District No. 46 protocols. If you cannot contact dispatch, or get to a nearby telephone, write a carefully worded note giving location and apparent seriousness of the event, and give it to a reliable-appearing motorist asking him/her to notify the police for you.
4. All collisions or incidents of damage to vehicles and/or property involving a vehicle must be reported to the Manager of Facilities and Transportation as soon as the immediate safety hazards have been mitigated. "Ensure no further danger" first.
5. The driver of a School District No. 46 vehicle, which is involved in a collision, will remain at the scene of that incident unless instructed otherwise by the Manager of Facilities and Transportation or his designate.
6. In cases where students are onboard a School District No. 46 bus at the time of an incident, the driver is to ensure their safety. Circumstances vary widely in crashes and therefore decisions relating to the safety of the passengers will be left to the discretion of the driver, who is in the best position to evaluate all factors. The driver may seek advice from the Manager of Facilities and Transportation to assist with decisions relating to passenger safety post-collision.
7. If the incident involves a school bus carrying passengers, confirm that a passenger manifest is present and complete.
8. Be polite and courteous. Give your name and offer to produce your driver's license, vehicle registration and insurance documents. Do not discuss the crash with anyone except a police officer or a School District No. 46 representative. Remember that statements you make may be used against you at a later date. Regardless of the circumstances, admit nothing, promise nothing, and do not argue.
9. Have cell phone photographs taken, if possible. **DO NOT** move, or allow to be moved, any of the vehicles until someone arrives who can verify positions of vehicles. (This procedure usually applies to serious crashes.) Always follow the directions of the police officers at the scene. All crash photos taken are to be forwarded to the Manager of Facilities and Transportation.
10. Obtain names and addresses of all witnesses **BOTH FOR YOU AND AGAINST YOU**. If witnesses refuse to give names, make a note of the license plate number of

their vehicle. If there are no witnesses, obtain the identity of the first person to arrive at the scene. Be sure to notify police (if attending) if the behavior of any involved person is indicative of impairment through alcohol, drugs or fatigue.

11. Obtain the following information to complete a collision report. Refer to the School District No.46 Driver's Collision Report Form.
 - a) The crash location, time and date.
 - b) Make, model and license plate number of every vehicle involved.
 - c) Names and addresses of all persons involved; drivers, owners and passengers of all vehicles;
 - d) Name of persons injured and apparent extent of injury.
 - e) Names and addresses of insurance companies providing coverage for vehicles or other property involved.
 - f) Names and addresses of all possible witnesses.
 - g) Police File #, name of police officer attending and detachment phone number.
12. If required, report to ICBC with the vehicle, vehicle registration and driver's license.
13. A School District No.46 Driver's Collision Report Form must be completed and returned to the Manager of Facilities and Transportation or his designate within 24 hours. The Manager of Facilities and Transportation or his designate will obtain any required missing information and complete the form.

Injuries

Any employee injuries, resulting during the course of employment, require that the employee complete the District First Aid Incident forms, which should be forwarded immediately to the Human Resources Department.

Investigation

The Manager of Facilities and Transportation or his designate will attend the scenes and investigate incidents whenever possible. This will allow for the collection of all available evidence to look after the interests of School District No. 46 and its driver. The investigator will also be able to establish the physical and mental condition of the driver (will his/her physical and mental state allow them to safely continue with the trip?) and manage the recovery of the School District No. 46 vehicle, should that be required.

They will insure that the driver has completed a Driver's Collision Report and prepare a summary of their findings.

Analysis

When all the facts about the incident have been collected, they will be assessed for contributing factors and root causes. In this process, an assessment will be conducted as to whether or not the driver could have prevented the incident.

Action Planning and Implementation

Once the contributing factors have been established through the investigative process, the next step is the development of countermeasures.

For incidents deemed as preventable, actions will include a review of the driver's record and a discussion with the driver about how he/she would prevent an incident in similar circumstance. Consideration will be given to such things as training or in some cases progressive discipline. The results of this review will be documented on the collision file.

In cases where the incident is found to be preventable, one of the key pieces of information to be considered is the involved driver's suggestion of how they would react differently if presented with similar circumstances.

The results of the incident review will be conveyed to all affected employees. A notice will be sent to all supervisors who will provide the results to all drivers at department meetings.

Monitoring

The final step in the incident management process is the monitoring stage. Once the action plan has been implemented, it is essential that the changes implemented be measured and evaluated. The Manager of Facilities and Transportation will conduct these evaluations on a quarterly basis.

VEHICLE MAINTENANCE PROGRAM:

The following is a general overview of the preventive maintenance system:

- Drivers record odometer readings on daily pre-trip inspection forms. These forms are forwarded to the office at the end of each week.
- All defects reported on Trip Inspection Reports will be repaired or confirmed as not being a defect and these steps will be recorded on the Trip Inspection Reports.
- Service for School District No. 46 vehicles will be performed by the Maintenance Department or a licenced contracted facility as recommended by the vehicle manufacturer. The number of kilometers driven by many of the School District No. 46 vehicles is very limited, therefore the service will be based on two factors. The service intervals will be every 8,000 kilometers or every six months (whichever comes first) for cars, buses and trucks and every 6 months for trailers.
- Vehicles shall be considered for replacement when they reach 10 years of age or 200,000 kilometres.
- The vehicles will be inspected with particular attention being paid to critical safety components. Results of these inspections will be recorded in the School District No. 46 automated system.
- Usage will be tracked by the Maintenance Department to trigger preventive maintenance. Stickers showing when the next service is due are affixed in a conspicuous place to enable drivers to assist with service scheduling.
- Invoices for any work performed by outside shops will be forwarded to the Maintenance Department for inclusion in the maintenance file for that unit.
- Deficiencies are normally repaired at the time of the service, unless there is difficulty in securing parts. If a unit is safe for operation, while parts are on order and prior to

repair, the vehicle can be utilized. At such a time as the part(s) become available, the unit will be scheduled back into the shop to complete repairs.

- Mechanics sign off inspections at the completion of each service. Forms are not signed off until all deficiencies are rectified.
- Failed parts will be inspected and, if there is any possibility of similar vehicles having the same deficiency or failure, that unit is scheduled into the garage for evaluation.

Commercial Vehicle Inspection Program (CVIP) inspections for buses are scheduled every 6 months. For other commercial trucks with a GVW between 8,200 and 17,300 kgs and trailers other than those equipped with a dump box they are scheduled annually. These inspections will be performed by outside contractors. One copy of the current CVIP Inspection Report will be retained in or on each truck and trailer and a second copy will be placed in the vehicle file.

On occasion a School District No. 46 vehicle may not be utilized for a full year. If the CVIP Inspection decal has expired and the vehicle is parked (for example during the summer months) a clear notation must be made on the vehicle file showing the date the vehicle was parked and when it is scheduled to be used again.

OPERATIONS MANAGEMENT:

The following requirements and procedures form the basis of the operations management portion of the School District No. 46 Safety and Maintenance Plan and apply to all employees utilizing School District No. 46 vehicles:

- General transportation guidelines
- Backing procedure
- Coaching and Progressive Discipline
- Communications
- Dealing with on road problems
- Drug and alcohol
- Hours of service
- Load securement
- Passengers
- Personal use of commercial vehicles
- Seat-belt requirements
- Smoking
- Speeding
- Submission of Violation Tickets, Inspection Reports, etc.
- Trip inspections

General Transportation Guidelines

The following are general transportation guidelines:

1. All vehicles must be driven in a safe and responsible manner in accordance with the traffic safety laws of British Columbia. Weather, time of day, road characteristics, and road conditions must be taken into account. Anyone found in non-compliance may be subject to disciplinary action.
2. Drivers are to meet the appropriate licence criteria for the vehicle they are operating, as set by the Motor Vehicle Act Regulations of British Columbia.
3. Drivers must adhere to all School District 46 regulations as well as local bylaws such as anti-idling.

4. All vehicles owned by the district shall be marked "School District No. 46 (Sunshine Coast).
5. A driver must not jeopardize him/herself or the motoring public in a situation that has arisen from any unsafe or unplanned action by them. Arriving at the destination safely, with no abuse to the vehicle, is always more important than arriving on time.
6. A driver suffering from illness or fatigue likely to affect safe operation must not be permitted to operate a vehicle. Drivers who become ill or fatigued on the road must stop at the nearest safe location and notify the Manager of Facilities and Transportation.
7. Pre-trip planning, which includes route knowledge, is always beneficial to a driver. New routes with which a driver is unfamiliar must prompt the driver to "always expect the unexpected". Complacency can be a primary factor in commercial vehicle incidents. If possible, trips should be planned in such a way as to minimize hazardous maneuvers, heavy traffic and/or construction zones or other events that can cause delays.
8. In case of a collision, breakdown or any damage to a vehicle, the driver must immediately inform the School District No. 46 Maintenance office. Note that failure to make these reports is a major violation, which will result in a disciplinary response.
9. Loss of a driver's licence, licence suspension, driving violations, convictions, and motor vehicle incidents must be reported **immediately** to the Manager of Facilities and Transportation.
10. Drivers should drive defensively at all times and be aware of the erratic driving of other motorists. Never drive aggressively or insist on the right-of-way. Use extreme caution around buses, school buses and school/playground zones.
11. Know the dimensions and weight of your vehicle.
12. Drivers must be aware that, at all times they are operating School District No. 46 vehicles, they are representatives of the district, and as such, must exercise such prudence and good conduct as to positively reflect on School District No. 46

PROCEDURES

Backing Procedure

Always plan route to avoid backing. This is of particular importance in areas around schools or other areas where children may be present.

If drivers cannot avoid backing and children are present, they must use a spotter to assist them to make these manoeuvres in safety.

In other circumstances, drivers should always get out of the vehicle to observe and survey the area in which they are backing. NEVER assume everything is fine, be sure!

Coaching/ Progressive Discipline

Supervisory staff must correct any unsafe or unproductive behaviour. School District No. 46 encourages all supervisory staff to work with their employees to maintain each worker's commitment to productivity and safety. Work often requires that every worker have a progressive, "get it done" work ethic, but it is equally important that every worker is continually aware of safety.

Supervisory staff will encourage good behaviour by setting a personal example and encouraging others in an ongoing positive way. Supervisory staff should compliment workers when they're doing a good job. When they're not, or are not working safely, usually a friendly positive approach will correct the behaviour.

When this approach does not correct the problem or in the event of a more serious infraction, the supervisory staff must proceed with "corrective disciplinary measures" as specified in this section. In no case can supervisory staff allow counterproductive or unsafe behaviours to continue. If the worker's behaviour does not improve or correct then the next step for the supervisory staff becomes the progressive discipline process. Supervisory staff must document all accounts of unsafe behaviour as well as the date and time it was witnessed and the corrective actions utilized to change the behaviour.

What is Progressive discipline?

Progressive discipline is a series of increasingly serious steps taken by Management, which are designed to deter an employee from continuing to demonstrate unacceptable conduct or actions. It should be emphasized that the objective of progressive discipline is to correct the problem rather than punish the offender.

However, if the problem is not corrected, progressive discipline has the secondary purpose of showing that the Employer has given fair warning to the Employee, and has made an effort to alter the employee's unacceptable conduct or actions.

Steps in Progressive Discipline

- Oral Warning
- Written Warning
- Suspension
- Dismissal

Dismissal

Dismissal is the final step in Progressive Discipline and usually occurs only after all the steps have been taken and an Employee's performance or conduct is still unacceptable. There are some exceptions to this. Situations where dismissal is warranted even if the employee has had no previous incidents of misconduct, an example would be unprovoked physical abuse of a Client/Customer/Co-Worker, Theft, etc.

Offences that are usually dealt with by means of Progressive Discipline:

- Failure to carry out instructions
- Minor insubordination
- Minor violations of District Rules, Regulations and Procedures
- Other offences that are not considered to be of a serious nature

Offences that are usually considered to be serious and justify exceptions to the system of Progressive Discipline:

- Operating District vehicles without a valid or applicable Provincial drivers licence

- Major safety violations
- Unfit for Duty (Drugs/Alcohol)
- Other serious misconduct (i.e. Sexual Harassment)

Communications

The use of all cell phones (including hand-held, hands-free cell phones and other electronic devices) by employees is prohibited while operating a motor vehicle on behalf of School District No. 46.

Studies have confirmed that driver distraction due to talking on a cell phone, either hand held or hands-free, increases the risk of a motor vehicle crash four to six times. This not only presents a danger to our employees, it jeopardizes the safety of passengers, other drivers and pedestrians.

Voice mail messages can be returned when your vehicle is parked in a safe location.

Dealing with on Road Problems

If your vehicle breaks down or you have other problems on the road contact the School District No. 46 Maintenance Department. If the incident occurs after hours, call the Manager of Facilities or Assistant Manager of Facilities for advice on to how to proceed.

Drug and Alcohol Use

For the safety of all drivers, passengers and road users all employees have a joint responsibility to see that vehicle operators are drug and alcohol free while on duty.

Under no circumstances may a driver operate a vehicle while taking medication with a warning label that states that the medication may affect their ability to operate machinery or a vehicle.

Drivers must be aware combining drugs can have unexpected adverse affects. Over the counter drugs such as painkillers, antihistamines, diet pills, cough medicines, cold remedies, and sleeping pills, when combined with each other or prescription drugs, illegal drugs, alcohol or fatigue can cause impairment.

Being under the influence of alcohol and illegal drugs on School District No. 46 owned or operated premises, including District vehicles, during your scheduled working hours or while volunteering for School District No. 46 activities is strictly prohibited. Severe disciplinary action up to and including dismissal may follow. **Drivers should recognize that the effects of alcohol and/or drugs can last for a number of hours and therefore must refrain from their use within a minimum eight hours of driving.**

Possession of alcoholic beverages and/or illicit drugs in District vehicles or on District property is prohibited.

Hours of Service

This section relates only to those drivers transporting students.

Drivers will abide by the Hours of Service limits set out in Part 3 of Division 37 of the Motor Vehicle Act Regulations or the Regulations of other Provinces when operating there. All School District No. 46 drivers will operate under Cycle 1.

Where trips are within a 160-kilometer radius of School District No. 46 maintenance yard **and** the driver will be returning home at the end of the day, the Record of Duty Status will be used to record hours of service. In all other cases, drivers must complete a Driver's Daily Log form for that purpose.

All Hours of Services Records and supporting documentation such as ferry receipts or other time/date stamped documents will be submitted to the school at the end of each trip. In cases where a driver has an additional trip approved for that week the documents will be forwarded no later than Monday of the following week.

These records will be forwarded to the Manager of Facilities and Transportation within 7 days of their receipt.

Load Securement

Drivers will abide by the Load Securement requirements set out in Division 35 of the Motor Vehicle Act Regulations. If a driver has any doubts about the securement of their load, additional securement devices can always be added. All securement devices (chains, straps, binders, etc.) will be examined to insure they are marked with the Working Load Limits and in good condition.

The driver must inspect the vehicle(s) before driving to:

- Confirm that equipment used in the vehicle's operation is secured,
- Ensure that the cargo does not interfere with the safe operation of the vehicle,
- Ensure that the cargo does not interfere with exiting the vehicle and
- Make any necessary adjustments to the cargo and the cargo securement.

The driver must re-inspect the cargo securement system within 80 km. from the point where the cargo was loaded and on a regular basis during the trip.

All cargo securement inspections must be recorded on the Driver's Vehicle Inspection Report.

If a driver is uncertain of securement requirements for an unusual load contact the School District No. 46 Mechanic for advice.

Passengers

No riders other than School District No. 46 employees or those authorized by School District No. 46 management are permitted in School District No. 46 vehicles.

A manifest including the names of all passengers will be completed for each van/bus trip. This manifest will be updated in the event passengers are added or deleted. This record will be held at the originating school and a copy kept in the vehicle for the duration of the trip.

Personal Use of Commercial Vehicles

Personal use of district vehicles such as to and from your place of residence, must have approval from management.

Seatbelt Use

All drivers and passengers must wear supplementary restraints (seatbelts) at all times they are operating or traveling in School District No. 46 vehicles. Drivers are responsible to ensure that all passengers are wearing the complete seat belt assembly in a properly adjusted and securely fastened manner prior to setting the vehicle in motion.

Smoking

Smoking, including the use of e-cigarettes, is not allowed on School District No. 46 property or in School District No. 46 vehicles.

Smoking is not permitted within 10 metres of any School District No. 46 vehicle that is fuelling, or contains a hazardous substance that may be volatile and prone to combustion.

Speed Limits

“Speed for conditions” is one of the leading contributing factors to motor vehicle crashes. All drivers must obey posted speed limits and exercise caution in areas where advisory limits are in effect. Drivers must take into account the load they are hauling, weather, and road conditions and operate their vehicle at an appropriate speed considering all these factors.

Radar/Laser sensing equipment is not allowed in School District No. 46 vehicles.

Submission of Violation Tickets, Inspection Reports, etc.

The National Safety Code (NSC) requires drivers (**those who operate vans/buses or trucks with a licenced GVW over 5,000 kg.**) to notify the carrier, School District No. 46, of accidents, violations and convictions. All traffic violations and bylaw offences including tickets such as speeding, disobeying traffic lights or traffic control signs, failure to wear seatbelts & parking must be reported to the Manager of Facilities and Transportation on the day of the occurrence or next business day following an out of town trip.

The requirement to report accidents, violations and convictions extends to include those received while off duty and operating private vehicles. The law also requires that drivers report suspensions or other changes in the status of their driver’s licence **immediately. Any Violation Tickets, Notice and Orders, Inspection Reports and Police Collision Reports received while on duty shall be forwarded with a driver’s paperwork. Any accident, violation or conviction while off duty is to be reported to the Manager of Facilities and Transportation within 15 days.**

The driver will pay the fines associated with any ticket they receive while operating a School District No. 46 vehicle. If the driver feels the contravention was not his/her fault, he/she can put forward the reasons for that opinion in writing. The School District No. 46 office will consider the driver submission. If the violation was not preventable by the driver, School District No. 46 may pay the fine or assist the driver in disputing the allegation. Violations such as speeding, failing to wear seatbelt, over size/weight, insecure load and disobeying a stop sign or traffic light are clearly under the control of the driver and will not be paid by School District No. 46.

Trip Inspections

A pre-trip vehicle inspection must be conducted on all School District No. 46 vans/buses NSC trucks (those with a licensed GVW over 5,000 kg.) and commercial trailers prior to the beginning of each shift. A post-trip inspection must be completed at the end of each shift. Throughout the day when the opportunity presents itself drivers should inspect their vehicle. Record any defects found on the Trip Inspection Report. Trip Inspection forms are supplied in each vehicle and must be properly completed and forwarded to the Maintenance office at the end of each week.

When defects are found, they will be dealt with in one of two ways:

- If the defect affects the safe operation of the vehicle, **the defect will be corrected before proceeding**. The person making those repairs must sign the Trip Inspection Report to verify they have been completed.
- If the defect need not be corrected for the safe operation of the vehicle, the driver will check that box at the bottom of the Trip Inspection Report and sign and date that statement.

Should a driver have any doubt on whether a vehicle can be driven prior to a defect being repaired they should contact the School District No. 46 Mechanic for advice.

ADMINISTRATION

Driver's Paperwork

Paperwork properly completed is essential to meet regulatory requirements. Drivers are to ensure all paperwork is completed and submitted to their supervisor as follows:

- Vehicle Inspection Reports – at the end of each week
- Record of Duty Status and/or Driver's Daily Logs – at the completion of the trip for occasional drivers or (for those who will have approved multiple trips in the week) at the end of each week
- Violation Tickets, Notice and Orders, Inspection Reports and Collision Reports – **at the end of the day or in the case of multi-day trips at the end of the trip**
- The law requires that drivers of NSC vehicles forward all violation tickets received in private vehicles, within 15 days.

Hours of Service/Trip Inspection Reports

When these records are received from the drivers, they will be scrutinized for errors, omissions and violations by the Manager of Facilities and Transportation or his designate. Any deficiencies will be reviewed with the driver who completed the report. These reports, and any corrective actions taken relative to them, will be retained by the School District No. 46 maintenance office and filed in the driver's Hours of Service file.

Driver's Daily Logs will be filed within 30 days of receipt and retained for 6 months.

Trip Inspection Reports will be filed within 30 days of receipt and retained for 3 months.

Driver's Records

Each driver will have a file for all his/her records. These records will include:

1. a current copy of his/her driver's licence
2. driver application
3. initial abstract ("N" Print)
4. road test record
5. current abstract
6. other training certificates
7. copies of tickets
8. Notice & Orders
9. collision reports
10. complaints, commendations, corrective actions, supervisory responses and
11. discipline

Driver's records will be retained for the current year plus 4 years.

Vehicle Records

Vehicle records will include:

1. registration documents
2. maintenance schedules
3. maintenance records
4. repair records,
5. current CVIP Inspection Reports
6. expired CVIP Inspection Reports
7. Notice & Orders and
8. manufacturers recall notices and their remedy

Each vehicle, including all trailers, will have a separate file for these records.

The above vehicle records will be retained for the current year plus 4 years or 6 months after disposal of the vehicle.

Collision (Accident) Records

Manager of Facilities and Transportation will generate a file for each collision that resulted in injury, death or property damage exceeding \$1,000 including cargo damage.

Collision files will be retained for the current year plus 4 years.

Driver's Abstracts

Manager of Facilities and Transportation or his designate will order Driver's Abstracts ("N" prints) from the NSC Section each year on or before September 1st and again February 1st. The Manager of Facilities and Transportation will review these abstracts for violations, status, and convictions and compare abstract information with the driver's file, for consistency. Discrepancies will be addressed with the driver.

NSC Profiles

Manager of Facilities and Transportation will order NSC profiles from the NSC Section every month. Upon receipt, he will review the profile, compare information on the profile to district records, insure that all new entries have been reported by the drivers and belong on the profile.

Recall System

School District No. 46 office will maintain a recall system to track the following:

1. Expiry dates of driver's licences
2. Ordering carrier profiles
3. Ordering annual driver abstracts
4. Expiry dates of CVIP Inspections
5. Expiry dates of Vehicle Registration

LINKS

Carrier Safety Guide

http://cvse.ca/references_publications.htm

Motor Vehicle Act Regulations (MVAR) dealing with the National Safety Code

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/26_58_12

Hours of Service Regulations

Sec. 37.11 to 37.21 MVAR

Trip Inspection Regulations

Sec. 37.22 to 37.27 MVAR

Vehicle Inspections and Maintenance

Division 25 MVAR

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/26_58_12

Cargo Securement

http://cvse.ca/nacs/NSC_10_Cargo%20Securement.pdf

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

**Strategic Plan Report:
Reading and Reading Teachers**

Submitted by Superintendent Bocking

December 13, 2017

"I read a book one day and my whole life was changed."

— Orhan Pamuk, *The New Life*

Goal 1.b.: Our students will read at or beyond their grade level. They will discover the joy in their reading!

Goal 2.b.: Our staff will support reading and all teachers will be reading teachers.

Background:

Reading is fundamental to reaching our vision. We must do "reading" right regardless of any curricular changes and other realities impacting education. Reading is the gateway to future school and life success. Staff in our schools deeply believe this and are ensuring that we achieve one hundred percent of our students reading at grade level and that they find joy in the journey. Teachers in grades four and higher continue reinforcing reading strategies for their students and "catch up" those who have not been successfully reading at grade level to this point. To this end, much is happening by engaged, energetic and highly skilled staff who know and are deepening their learning about how to meet the needs of our diverse learners.

Discussion:

- All elementary schools have Reading as their first goals in their school growth plans.
- Reading Committee continues to meet once each month. This supports teachers with in-service workshops, materials and resources.
- CARE Project team members (up to five staff from each school) meet monthly to share strategies for reading supports, including workshops and professional development opportunities.
- September was Literacy Month, celebrated with Word in the Woods (story walks through the woods at all elementary schools).
- Coast Reads launches soon. Eight novels and one primary book were selected for this year's program.
- The WonderWheels Bookmobile continued to support younger readers over the summer.
- Schools and the district scour budgets for reading resources for classrooms and school libraries.

- The Imagination Library continues to be a popular program to support children who will soon be our students, funded in part through generous donations from the Sechelt Lions Club and private donors.
- In November, secondary teachers enjoyed an exciting afternoon learning about literacy in their subject areas. This will be followed by two sessions of Literacy Instruction for Secondary Teachers (LIST). LIST is a program with in which expertise is paired with collaborative meaning-making amongst professionals.

Next Steps:

While we are very proud of our progress to date, we continue to deepen opportunities for students.

- Next school year secondary teachers will have continued opportunities to examine what it means to be a “reading teacher” in all subject areas through LIST.
- Through a United Way of the Lower Mainland grant for this year and next, we will work with out of school programs to support reading and the joy of reading.
- Community school partnership is critical during the summer to support reading levels particularly for our most vulnerable readers. We look forward to deepening these initiatives next year with our community schools.

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

Strategic Plan Report: Healthy Staff

Submitted by Director Bishop

December 13, 2017

*Strategic Plan Goal 2 (e): Our Staff will be a healthy, highly skilled,
professional and an inspired team*

Background:

Our district vision, "A community engaged in lifelong learning and educational excellence", applies to many of the underlying structures that support our educational facilities.

Discussion:

Wellness comes in many forms and is supported in many ways. Joint Occupational Health and Safety Committees support all staff towards Worksafe principles. Health programs support engagement and effective employees. Well-codified practices related to school operations support student and staff safety.

Highlights:

- Joint Health and Safety: All sites, including the SBO, have well-functioning Health and Safety committees. In addition, we have a District Joint Occupational Health and Safety Committee that meets monthly. Minutes from the sites are reported to the SBO and the discussed at the District JOHS meeting. As of April 3, Worksafe requires mandatory training for all joint employer-union committee members. This "Health and Safety Committee Member training" is required for all new members and needs to be renewed each two years.
- CUPE Health Benefit: A "Health and Wellness Spending Account" has been established for the 2017/2018 school year. All CUPE members with a regular or temporary position as of December 31, 2017 are eligible for some financial assistance toward their health and wellness spending. Items for reimbursement include access to activities that support mental and physical well-being.
- Fleet Safety Plan: As part of our new Fleet Safety Plan all drivers of the Multi-Function Activity Busses (MFABs) will be required to participate in a driver's training session. "School District No. 46 is committed to safety and providing a safe environment for all of our employees, students and volunteers. Our Safety

and Maintenance Plan has been developed in an effort to embrace safety and incident prevention amongst our drivers, students, staff and the public. This plan is applied in the context of the various policies and regulations that are approved and may be amended from time to time.”

Next Steps:

- 1) Joint Health and Safety Training: Mental Health in the workplace is the next training session requested by health and safety committee members.
- 2) Fleet Safety and Maintenance Plan: All staff driving on behalf of the district will be trained to do so safely. All new drivers will be trained prior to being able to have access to one of our district vehicles.

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

**Strategic Plan Report:
Safe and Healthy Schools (Cultural)**

Submitted by Director White

December 13, 2017

"I believe that more direct and accessible support in high school contributes to a safer environment for students. Recognizing that students' understanding of queer issues is less sophisticated at younger ages, more work needs to be done in developing tools to make a difference in the lives of youth as early as possible to prevent homophobic attitudes from becoming a routine school experience."

- Student, "Every Class in Every School" Final Report, Egale 2011

Goal 2.h.: Our staff will thrive with their student in safe and healthy schools where everyone feels respected for their individual gifts and contributions.

Background:

This year has seen huge growth across the province in the area of understanding around SOGI (Sexual Orientation Gender Identity) issues. The Minister of Education announced on September 8, 2016 that all British Columbian boards of education and independent school authorities were required to reference sexual orientation and gender identity in district and school codes of conduct by December 31, 2016.

This directive follows the July 2016 amendment to the BC Human Rights Code, which added gender identity and expression as a prohibited ground of discrimination (joining the already existing inclusion of sexual orientation).

Discussion:

As part of this directive, school districts were encouraged to join the SOGI Educator network, which our district did in early Spring 2016. From here a District Partner rep was appointed by the Superintendent and Melissa Bell graciously accepted the position. She has been busy this Fall getting trained at a province-wide session in September and then organizing a School-based rep in every school on the Coast. Once reps were in place, a district training day was held to in-service these reps and to provide resources and strategies for how to move education and awareness forward in their respective schools.

Strategies and resources were provided through the SOGI 123 website (www.sogi123.org), which was created by ARC Foundation in collaboration with the BC Ministry of Education, BC Teachers' Federation, UBC Faculty of Education, and local, national and international LGBTQ community organizations.

A Field Trip was planned to the GSA Forum on November 24th, 2017 and School District No. 46 was well represented by an amazing group of students and staff who took the 6:20am ferry in to Vancouver to learn, share their ideas and connect with others. We would like to thank those dedicated staff that accompanied the students on this exciting day!

Next Steps:

- Create a district-level committee dedicated to SOGI and Safe Cultures
- Hold another half-day training for school-based reps

S D N O . 4 6 (S U N S H I N E C O A S T)

DATE 01-Dec-2017 08:49 AM

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

PAGE 1

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

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Nov-2017 AND 30-Nov-2017						
00LCET3309	0001	*****	28093	RECEIVER GENERAL FOR CANADA	03-Nov-17	200,862.71
00LCET3311	0001	*****	28094	RECEIVER GENERAL FOR CANADA	10-Nov-17	12,257.65
00LCET3313	0001	*****	28094	RECEIVER GENERAL FOR CANADA	10-Nov-17	76,301.73
00LCET3315	0001	*****	30209	TEACHERS' PENSION PLAN	10-Nov-17	481,358.26
00LCET3316	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	15-Nov-17	29,325.00
00LCET3317	0001	*****	23290	MUNICIPAL PENSION PLAN	10-Nov-17	54,935.53
00LCET3319	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	15-Nov-17	20,250.00
00LCET3320	0001	*****	30209	TEACHERS' PENSION PLAN	24-Nov-17	13,141.32
00LCET3321	0001	*****	28093	RECEIVER GENERAL FOR CANADA	24-Nov-17	150,000.00
00LCET3322	0001	*****	28095	RECEIVER GENERAL FOR CANADA	24-Nov-17	18,625.33
00LCET3331	0001	*****	12012	BC HYDRO & POWER AUTHORITY	19-Nov-17	30,094.80
00LCET3336	0001	*****	28095	RECEIVER GENERAL FOR CANADA	03-Nov-17	17,774.07
00LCET3337	0001	*****	23290	MUNICIPAL PENSION PLAN	23-Nov-17	55,575.79
00LCET3340	0001	*****	28094	RECEIVER GENERAL FOR CANADA	24-Nov-17	11,051.14
00LCET3341	0001	*****	28094	RECEIVER GENERAL FOR CANADA	24-Nov-17	70,150.49
00LCET3343	0001	*****	23290	MUNICIPAL PENSION PLAN	30-Nov-17	55,743.39

TOTALS FOR BANK - 0001 1,297,447.21

TOTAL NUMBER OF CHEQUES 16

TOTAL NUMBER OF CHEQUES WITH MICR 0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Nov-2017 AND 30-Nov-2017

2007ET0076	0001	*****	28189	RICHELIEU VANCOUVER	01-Nov-17	14,796.26
2008ET0007	0001	*****	12021	BC TEACHERS FEDERATION	08-Nov-17	27,415.06
2008ET0008	0001	*****	12111	BC TEACHERS FEDERATION	08-Nov-17	30,396.49
2008ET0062	0001	*****	26207	PACIFIC BLUE CROSS/MSA	08-Nov-17	65,855.38
2008ET0078	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	08-Nov-17	11,193.90
2008ET0083	0001	*****	30172	THIRDWAVE BUS SERVICES	08-Nov-17	222,946.96
2009ET0052	0001	*****	15516	STEPHEN MCNICHOLLS CONSULTING INC.	15-Nov-17	31,878.00
2010000001	0001	0000050656	15848	ALTERNATIVE POWER SYSTEMS (APS)	22-Nov-17	171,199.91
2010000027	0001	0000050682	15945	UNIVERSAL SHEET METAL LTD.	22-Nov-17	182,385.00
2010ET0005	0001	*****	15847	BRITCO CONSTRUCTION	22-Nov-17	28,410.27
2010ET0011	0001	*****	11909	DR. DEBORAH AMARAL	22-Nov-17	15,800.00
2010ET0051	0001	*****	30022	TOWN OF GIBSONS	22-Nov-17	11,340.40
2011ET0002	0001	*****	11050	APPLE CANADA INC. C3120	29-Nov-17	24,774.40
2011ET0020	0001	*****	13003	C.U.P.E. - LOCAL 801	29-Nov-17	13,965.45
2011ET0073	0001	*****	26243	PEBT IN TRUST	29-Nov-17	50,266.21
2011ET0092	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	29-Nov-17	18,168.71

TOTALS FOR BANK - 0001 920,792.40

TOTAL NUMBER OF CHEQUES 16

TOTAL NUMBER OF CHEQUES WITH MICR 2

S D N O . 4 6 (S U N S H I N E C O A S T)

DATE 01-Dec-2017 08:49 AM

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

PAGE 2

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

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

GRAND TOTAL						2,218,239.61
CANCELLED TOTAL						0.00
NET GRAND TOTAL						2,218,239.61
GRAND TOTAL NUMBER OF CHEQUES						32
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						2

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
December 13, 2017

Inclusive, good-quality education is a foundation for dynamic and equitable societies.

- Desmond Tutu

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

This is an appropriate theme, especially fresh from BCSTA Academy. As you'll read in the comments below, Academy was focused on student voice, diversity and inclusivity.

As human beings, one of our core needs is a sense of belonging. Not always easy when you "feel" or "look" different than those around you, or if you have physical attributes that are not the same as your peers.

Inclusion helps us to break down the silos and echo chambers we live in, allows us to learn more about each other and learn to value and respect the differences of our colleagues and students.

Throughout the tremendous work of our facilities team to ensure schools are welcoming and accessible to all, to initiatives such as our SOGI policy, and Universal Design for Learning, our district breaks down the barriers that may come in the way of students and staff from being able to participate fully in their learning. We do this directly at the Board table by having our senior staff and a student representative engaged in discussion. These differing points of view widen the Board's perspective and encourage the growth of our community as a whole into the welcoming, inclusive community we envision it to be.

Board activities:

November 15, 2017: 2nd Annual Partners In Learning. Trustees Pratt, Russell, Ruth and Younghusband attended. This event was an over-all success. The community tables held a cornucopia of information, and the idea of collecting stickers to be eligible for the draw prizes was brilliant; it got conversations going and information out there. The transition into the theatre was also well put together. Last year, some of the tables wanted to leave, as their part was over, but felt it rude to pack up during the speeches. This allowed for that, as well as a comfortable setting for the presenters to present. One bit of feedback received from PACs; some would love to have made it, but it was not strongly advertised.

November 16, 2017 – BCSSA Fall Conference: Trustee Younghusband attended the BCSSA Fall Conference to see George Couros and SFU Dean of Education Kris Magnussen.

November 23-25, 2017 – BCSTA Trustee Academy: Trustees Baxter, Pratt, Ruth, and Younghusband attended the BCSTA Academy. Superintendent Bocking, Chair Baxter, Student Trustee Pearl Deasey, and Coordinator Kirsten Deasey presented a well-attended and well-received concurrent session at Academy on creating communities of learning. The voice of the conference remained throughout, advocating for students, inclusion and overall well-being. Aboriginal and SOGI issues were at the head of the fore. Dr. Evan Adams received a standing ovation for his heartwarming Story of Two-Eyed Seeing, as did Ivan Coyote, with a mind-blowing presentation on SOGI: How to Support Students. The pre-conference started off with such a loud voice in Charlotte Waddell, defending children suffering from mental health issues and the treatment, or lack-there-of, that they receive. Another thing that was so different and heartening about this Academy, was the Student Voice, titled “Education Evolution: Student-Centered Governance” they did not disappoint! The keynote on opening night was a panel of students from L.A. Matheson Secondary (Surrey) who seemed quite at ease to share their thoughts and ideas. Along with the many questions asked by trustees, both our own Student Trustee and Vancouver Student Trustee posed questions to the panel. The Aboriginal Education Committee set up a movie night. The movie chosen was “We Were Children”. Academy ended with an interesting prescription for us to take home from Dr. Shimi Kang, who’s presentation was *Educating Healthy, Happy and Self-Motivated Students: P.O.D. (Play, [Connect with] Others, Downtime.)*

December 2, 2017 – Ho Ho Habitat for Humanity: Attended by Trustee Ruth. Held at the Re-Store, Habitat for Humanity held a Festive meet and greet for the new Habitat families. Music and cookie decorating, snacks and hot chocolate. Thank you to hosts Cori-Lynn Germiquet and the Habitat volunteers. It was a great success!

December 5, 2017 – Healthy Schools: Attended by Trustee Ruth. Meghan Molnar, dietician VCH, spoke in regards to Tim Bedford’s food rescue program, Ginger Jar Soups, and the possibility of getting this into some of the school lunch programs. Carol McGuire PHN VCH, updated us on the grade 6/9 immunizations and the glucagon session moving forward. Trustee Ruth discussed the Trustee Academy as noted above. Marilyn Baines passed along information regarding In the Know, and circulated a pamphlet, “Cannabis Talk Kit”. She and Jo Thomson (DPAC President) also informed about DPAC’s new executive, and discussed parent involvement as well as the Parent Engagement Committee. Director White discussed the Child & Youth Summit, ACEs (Adverse Childhood Experiences) and the Parent and Family Expo coming up in May. Director White also led the group through Administrative Regulations 1020 and 6450 (HIV/AIDS cases) for future revision.



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

OPERATIONS COMMITTEE NOTES

Held on November 15th, 2017 from 12:00-1:30 pm
At the School Board Office, Gibsons, B.C.

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick,
Secretary-Treasurer; Rob Collison, Manager of Facilities and Transportation;
Phil Luporini, District Principal of Technology; Paul Bishop, Director of
Instruction; Erica Reimer, Executive Assistant (Recording Secretary); Sharon
Mackenzie, CUPE 801; Carolyn Smith, CUPE 801; Janice Budgell, CUPE 801;
Tanis Zayshley

The meeting was called to order at 12:04 p.m. Due to issues with travel, the transportation consultant was unable to attend the meeting. As a result, agenda item 2. Transportation / Bus Route Optimization Report will be addressed at a future meeting.

1) Strategic Plan 2.e. Healthy Staff

Our staff will be a healthy, highly skilled professional and inspired team

Director Bishop reported on health and safety training that recently took place and involved all district health and safety members. Committee members will have an opportunity to take part in additional professional development opportunities to complete the required 8 hours of training. The training will focus on mental health in the workplace.

Director Bishop shared information on the CUPE Health and Wellness Spending Account that is in place for the 2017/18 school year. CUPE members will have access to funds to support mental and physical well being.

Secretary-Treasurer Weswick reported that a Fleet Safety Plan has been developed to ensure safe operation of vehicles and defensive driving training has been offered to all operators of school district MFABs.

2) Wired Glass in Schools

The committee discussed two incidents involving students and wired glass at Pender Harbour Secondary. Secretary-Treasurer Weswick reported that he had sought information from School Protections Program on other incidents involving wired glass however they were unable to provide data relating to wired glass in particular. Rob Collison, Manager of Facilities, reported that the district plans to

work towards the elimination of wired glass, dealing with areas of risk as soon as possible. The committee discussed the use of glass throughout the district as well as other incidents across the country. Links to reports from news cast are included here at the request of the committee:

<https://globalnews.ca/news/2485684/wired-glass-blamed-for-severe-injuries-likely-to-remain-in-canadian-buildings-for-decades/>

<https://globalnews.ca/news/3216744/wired-glass-to-lose-safety-designation-in-canada/>

RECOMMENDATION:

“That the board bring a motion to the BCSTA AGM to advocate for stronger building codes.”

The committee suggested that the board inform the School Protections Program of the motion, should it go forward to the AGM.

3) Budget Discussion

Secretary-Treasurer Weswick reported that consultations for the 2018-19 budget were underway. He reviewed unrestricted surplus priorities:

- Ensure budget is balanced
- Allocations to school based budgets
- Unforeseen/extraordinary events
- Support for one time programs and purchases.

The ministry’s funding announcement on December 18th will include CEF funding, which will be allocated as part of the preliminary budget for next year.

The committee discussed custodial staffing at sites with new portables and the impact of the two week spring break on educational assistants and casual employees.

The meeting adjourned at 12:57 pm.

NEXT MEETING: December 21st from 12:30-2:00 pm at the School Board Office



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

COMMITTEE OF THE WHOLE NOTES

Held on November 28th, 2017 from 9:30-11:30 a.m.

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

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

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

REGRETS: Lori Dixon, Trustee

The meeting was called to order at 9:31 a.m.

1. Strategic Plan 2.h. – Safe / Healthy Schools (Cultural)

Goal 2.h: Our staff will thrive with their students in a safe and healthy schools where everyone feels respected for their individual gifts and contributions.

Director White reported on Sexual Orientation and Gender Identity (SOGI) initiatives and developments in the district:

- Melissa Bell is the district partner for SOGI
- District level SOGI Committee will be in place for the 2018-19 school year.
- GSAs attended a forum in Coquitlam on November 24th
- Ministry is providing a Q&A sheet regarding gender neutral washrooms
- RBC Grant of approximately \$4000 was used for training and professional development.

Director White's full presentation is available online at www.sd46.bc.ca/files/17-18_BoardMeetings/cmtes/20171128-COW_Agenda.pdf.

The committee suggested the board review policy 20 (Sexual Orientation and Gender Identity) to ensure that it is current. Director White suggested that the district committee, once formed, could also review and provide feedback.

2. BCSTA Presentation Debrief

Trustees and staff who attended the recent BCSTA Trustee Academy shared their impressions of the academy, including the district's presentation titled "The Courage to Work Together: Governing to Create Communities of Learning" on positive culture shifts. Trustees noted that the South Coast Branch, consisting of Powell River, Sunshine Coast

and Squamish boards, agreed to explore different opportunities to meet rather than using the previous model of alternating professional development retreats. The South Coast Branch boards have been tasked with thinking of alternate ways in which they can connect.

3. BCPSEA AGM Motions

Trustee Younghusband surveyed the board for interest in submitting a motion to the BCPSEA AGM. Trustees contemplated submitting a motion on BCPSEA Governance, however giving the shifting terrain and the governments assertion that a board would be elected in January, the committee suggested that the board's BCPSEA representative solicit key points to include in a statement to the AGM at the January public meeting.

4. Communication Plan (standing item)

The committee reviewed the plan. There were no changes or additions.

The meeting adjourned at 10:32 a.m.

NEXT MEETING: December 19th from 9:30-11:30 am at the School Board Office



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

POLICY COMMITTEE NOTES

Held on November 28th, 2017 from 11:30-1:00 p.m.
At the School Board Office, Gibsons, B.C.

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

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

REGRETS: Lori Dixon, Trustee

The meeting was called to order at, at 10:59 a.m. The meeting was called to order prior to the scheduled start time as all committee members were present.

1. Surplus Policy

Secretary-Treasurer Weswick reported that the ministry, in partnership with the Financial Health Working Group, had developed materials to support boards with financial accountability. In this area, the ministry has directed all boards to develop and adopt a surplus policy by June 2018. Additional information and supporting materials are available at <https://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/school-district-financial-reporting/financial-health-working-group>.

The committee reviewed the ministry's direction for the development of a surplus policy, as well as the district's own priorities for use of unrestricted surplus. The committee suggested the district's priorities could be adapted to be included in a policy. Other suggestions included:

- Including a dollar or percentage for the financial provision,
- Acknowledging that procedural direction for public consultation is already in place as broad consultation for inter-fund transfers could be difficult to implement,
- Defining unrestricted and restricted surplus clearly, and
- Including a procedure to approve spending as needed on unforeseen costs.

Trustee Younghusband and Secretary-Treasurer Weswick agreed to work together to develop a draft policy to be discussed at a future meeting

2. Positive Language Edits (Policies 5.2, 11.7, 13.8, 13.9)

Suggested changes to Policies 5.2 and 11.7 were reviewed and modified by the committee.

RECOMMENDATION:

The committee recommended the following changes:

Policy 5 – Role of Board Committees

5.2 *Shall support the work of the Board and will only speak or act for the Board if given the authority for specific, time-limited purposes*

Policy 11 – Role of the Superintendent

11.7 *Promote and ensure a harassment-free and intimidation-free environment for all employees, students, volunteers, families or community members while on school district-related business. Harassment or intimidation will not be tolerated.*

The committee suggested changes to Policy 13 – Budget Development as a result of timeline constraints that took place in the 2016-17 school year. The following changes were recommended:

13.8 *In the spring, a balanced budget shall be presented to the board in a public information session prior to adoption on or before June 30th at a public board meeting.*

13.9 *Struck and remainder of policy renumbered*

The full edits are attached to these notes for reference.

3. Chair's Update – Point of Privilege

Board Chair Betty Baxter announced that she would be stepping down from the role of chair due to an upcoming medical leave. Vice-Chair Pratt will assume the role of Chair until the regularly scheduled elections take place at the board's December public meeting. Chair Baxter thanked trustees, senior administration and staff for their support.

The meeting adjourned at 12:16 p.m.

NEXT MEETING: January 23rd from 11:30-1:00 pm at the School Board Office

5 ROLE OF BOARD COMMITTEES

Consequently, committees:

5.2

Shall not interfere with the wholeness of the Board's job, nor speak or act for the Board except when formally given such authority for specific, time-limited purposes.

Shall support the work of the Board and will only speak or act for the Board if given the authority for specific, time-limited purposes.

11 ROLE OF THE SUPERINTENDENT

Consequently, the superintendent shall:

11.7

Tolerate no form of harassment or intimidation of any employee, volunteer, student, family or community member while on school district-related business.

Promote and ensure a harassment-free and intimidation-free environment for all employees, students, volunteers, ..., Be inclusive and accepting of any employee, volunteer, student, families or community members while on school district-related business. Harassment or intimidation will not be tolerated.

13 ANNUAL BUDGET DEVELOPMENT

13.8

In April, the Secretary-Treasurer shall present a balanced budget to the Board, which will also be presented in a public information session prior to the May Public Board Meeting.

In the spring, the Secretary-Treasurer shall present a balanced budget shall be presented to the board, which will be presented in a public information session prior to adoption at the end of the school year at on or before June 30th at a public board meeting.

~~13.9~~

~~The final preliminary budget will be prepared for Board adoption by the May Public Board Meeting.~~

~~The final preliminary budget will be prepared for the Board before the end of the school year at a public board meeting for adoption.~~



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

EDUCATION COMMITTEE

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

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

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of Instruction; Kirsan Deasey, Early Learning Coordinator; Louise Herle, SCTA, Stephanie Murawsky, Executive Assistant (Recording Secretary),

REGRETS: Lori Dixon, Trustee; Lenora Joe (shíshálh Nation)

The meeting was called to order at 2:32 p.m.

1. Board Authority Authorized Course Update

Director Bishop presented seven Board / Authority Authorized (BAA) Courses for review. Two courses, Leadership 10 and Organic Growing 10, are newly developed and the remaining were previously approved courses that were re-written to meet new ministry requirements that reflects the new curriculum: competencies, standards and elements. The courses will be reviewed again at the January Education Committee with the intention of a February approval to be in time for implementation and student course selection. Intention is to create a template for any teacher to use at any school in the district and offer the course.

Questions and suggestions by the Board regarding consistent writing, layout and approval process. Suggestion by Board to seek out teachers in the District who have been part of the new curriculum writing to be editors of these documents. Discussion regarding presenting Big ideas vs. intention and content. Discussion regarding accountability for course consistency over time. Recognize that it is the expectation on the Superintendent that what has been approved is the course that is given and remains faithful to that outline. Aboriginal views and perspectives element is worked in to all the courses by receiving input from the Aboriginal Education team and community.

2. Strategic Plan 1.b. – Reading and Strategic Plan 2.b. – Reading Teachers

Kirsten Deasey, Early Learning Coordinator, spoke to her presentation which is included in the meeting package at: www.sd46.bc.ca/files/17-18_BoardMeetings/cmtes/20171129-EdCmte_Agenda.pdf.

- Leveled Learning Intervention: purchased a kit for each school (8 boxes of books and support materials for grade 1's) for an 18-week short term intervention program to help students learn to read.
- Kirsten is using the internal Engage! site to communicate and offer resources to support teachers with literacy training.
- LIST: Developed a program for training at the secondary level offered November 27th. Teachers of all subjects received low prep, high impact strategies on literacy in their classrooms. Launching this in a supportive way.

3. Parent Engagement (standing item)

Stephanie Murawsky is chairing committee as a parent in the community and as Communications Officer for the district. One meeting this year so far with a team of 2 Educational Leadership members, 2 Teachers, and 2 parents. It was a brainstorming session that began by breaking down a text asking "What is parent-teacher engagement?" Developed ideas and concepts with which to move forward at the next meeting on December 7th. Developed a visual of engagement to anchor our discussions of a triangle with student on top supported by families and teachers/schools. Going from theoretical to concrete action. The committee is moving forward with lots of energy. Communication between DPAC and committee is in place through the superintendent who attends both meetings.

The meeting adjourned at 3:55 p.m.

NEXT MEETING: January 24th from 2:30-4:00 pm at the School Board Office