



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

**REGULAR MEETING AGENDA**

Wednesday, January 10<sup>th</sup>, 2018 at 7:00 p.m.  
At the School Board Office, Gibsons, B.C.

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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 – December 13, 2017 ..... Pg. 3-7
  - b. Record of Closed Meeting – December 13, 2017 ..... Pg. 8
5. Reports
  - a. Executive Reports
    - i. Superintendent’s Report ..... Pg. 9
      1. Administrative Regulations to be Received:
        - a. Regulation 4220 – Donations ..... Pg. 10-12
        2. Administrative Regulations in Circulation:
          - a. Regulation 3800 – Transportation of Students ..... Pg. 13-17
          - b. Regulation 1320 – Conduct on School Buses (to be repealed) ..... Pg. 18-19
          - c. Regulation 1800 – School Attendance Areas ..... Pg. 20-24
          - d. Regulation 4450 – Purchasing ..... Pg. 25-28
          - e. Regulation 6500 – Inclement Weather ..... Pg. 29-31
      - ii. Secretary-Treasurer’s Report ..... Pg. 32
        1. Larger Cheques Written in the Month of December 2017 ..... Pg. 33-34
    - b. Board/Committee Reports
      - i. Board Report ..... Pg. 35
        1. Internal and External Committee Appointments ..... Pg. 36
        2. BCSTA Report – Provincial Council Motions
        3. BCPSEA Report – BCPSEA AGM ..... Pg. 37-62
        4. Student Trustee Report
      - ii. Operations Committee Notes – December 21, 2017 (*motion*) ..... Pg. 63-65
      - iii. Committee of the Whole Notes – December 19, 2017 ..... Pg. 66-67

**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 February 14, 2018.

**MOTION:** “TO approve the committee agendas.”

8. 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	-	21 from 12:30 – 2 pm	-	19 from 9:30 – 11:30 am
January	24 from 2:30 – 4 pm	18 from 12:30 – 2 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	16 from 9 – 10:30 am	16 from 11 – 12:30 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, January 23<sup>rd</sup> from 9:30 – 11:30 am at the SBO

1. Goal 2.a – Professional Development
2. Goal 3.d – Local Governments
3. 2018/19 Draft School Calendar
4. BCSTA AGM Motions
5. School Growth Plan Debrief
6. Communication (standing item)

Policy Committee – No meeting in January.

Education Committee – Wednesday, January 24<sup>th</sup> from 2:00 – 4:00 pm at the SBO .

1. Board / Authority Authorized Courses
2. Goal 1.a – Early Learning
3. Goal 1.d – Social Emotional Learning
4. Goal 3.b – Collaborations
5. Curriculum (standing item)
6. Parent Engagement (standing item)

Operations Committee – Thursday, January 18<sup>th</sup> from 12:30 – 2:00 pm at the SBO

1. Bus Route Optimization Report
2. Amended Budget Review
3. Joint-Use Update
4. Regulation 3920 – Use of Specialty Areas in Schools
5. Regulation 3550 – Rental of School Facilities



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

Held on Wednesday, December 13<sup>th</sup>, 2017

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

PRESENT: TRUSTEES: L. Pratt (Acting Chair), D. Mewhort, G. Russell, P. Ruth,  
C. Youngusband, 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; B. Baxter, Trustee

#27. Call to Order

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

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

#28. Public Question Period

- There were no questions.

#29. Adoption of the Agenda

**MOTION:** Russell/Ruth

“THAT the agenda of December 13, 2017 be adopted.”

Carried.

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

- a. Regular Meeting – November 8, 2017
- b. Record of Closed Meeting – November 8, 2017

**MOTION:** Russell/Youngusband

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

Carried.

#31. Reports

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

Superintendent Bocking submitted his report as written. The following items were highlighted:

- Indigenous learning in schools – week long learning taking place,
- SPARK 10 students working and playing at SLC,
- Nature Based Experiential Program – 17 teachers have now completed the program,
- Implementation of the Joint-Use Agreement will take place in the new year,
- Sunshine Coast Community Schools are planning for the use of a United Way of Lower Mainland Grant to support after-school programming,
- Events taking place for career programs and international programs.

1. Administrative Regulations to be Received:

a. Regulation 2210 – Automotive Training Program

The regulation has been updated, renamed and re-categorized.

b. Regulation 3600 – School Board Vehicles

The revised regulation points to the newly developed Fleet Safety Maintenance Plan and puts the plan into force and effect.

ii. Strategic Plan Update:

1. Goal 1.b. – Reading & Goal 2.b. – Reading Teachers

The report was submitted as written.

2. Goal 2.e. – Healthy Staff

The report was submitted as written.

3. Goal 2.h. – Safe / Healthy Schools (Cultural)

The report was submitted as written.

iii. Secretary-Treasurer's Report

Secretary-Treasurer Weswick reported that the ministry funding announcement is expected for December 18<sup>th</sup>. The announcement will be discussed at the December Operations Committee meeting.

1. Larger Cheques Written in the Month of November 2017

The report was submitted as written. A request was made for clarification on a payment to the Town of Gibsons. Secretary-Treasurer Weswick agreed to report back on the purpose of the payment at a later date.

b. Board/Committee Reports

i. Board Report

The report was submitted as written.

1. BCSTA Report

Trustee Ruth indicated that a survey of feedback on the Trustee Academy was available. The Trustee Academy was well received, as was the district's presentation at the academy. The BCSTA AGM is scheduled for April 26-29, 2018. The board discussed presenting and supporting motions to strengthen the student voice at the

board table. A suggestion was made to bring forward motions specific to coastal communities on behalf of the South Coast Branch.

2. BCPSEA Report

Trustee Younghusband reported that the move towards BCPSEA Governance seemed stalled and suggested preparing a statement for Provincial Council should the board not be in place by that time. A discussion will take place at the January board meeting.

3. Student Trustee Report

Student Trustee Deasey reported that the DSLT is looking to connect with students in elementary schools and is considering reviewing MDI results to formulate meaningful questions to engage students in grades 5-7. The DSLT is pleased to support the North vs. South Hockey Game on December 19<sup>th</sup>.

Student Trustee Deasey reported back on her experiences at the BCSTA Trustee Academy and requested consideration of a motion to the BCSTA AGM to promote student trustees. The request will be brought to agenda setting for discussion at a committee meeting.

ii. Operations Committee Notes – November 15, 2017

The notes were submitted as written.

The recommendation to develop a motion to advocate for stronger building codes in relation to the use of wired glass was referred back to committee for further discussion.

**MOTION:** Younghusband/Mewhort

“To refer to committee.”

Carried.

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

The notes were submitted as written.

iv. Policy Committee – November 28, 2017

The notes were submitted as written.

**MOTION:** Younghusband/Russell

“THAT the following changes to policy be approved:

*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.*

*Policy 13 – Annual Budget Development*

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 30<sup>th</sup> at a public board meeting.*

13.9 *(Struck and remainder of policy renumbered)*

Carried.

## v. Education Committee Notes – November 29, 2017

The notes were presented as written.

**MOTION:** Russell/Ruth

“TO receive the reports.”

Carried.

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

- There were no questions.

#33. Next Meeting

The next public board meeting will be held on January 10<sup>th</sup>, 2018.

**MOTION:** Russell/Younghusband

“TO approve the committee agendas.”

**AMENDMENT:** Younghusband/Russell

“TO approve the committee agendas with the addition of the recommendation to refer to the December 21<sup>st</sup> Operations Committee”

Carried.

#34. Elections

## a. Board Chair

Secretary-Treasurer Weswick assumed the role of chair for the purpose of the election of the board chair.

Nominations were called for Board Chair. A nomination was received for Trustee Pratt, who accepted the nomination. Seeing no further nominations, Trustee Pratt was acclaimed to the position of Board Chair and assumed the role of chair for the remainder of the elections.

## b. Vice-Chair

Nominations were called for the role of Vice-Chair. A nomination was received for Trustee Ruth, who accepted the nomination. Seeing no further nominations, Trustee Ruth was acclaimed to the position of Vice-Chair.

c. BC Public School Employers' Association (BCPSEA) Trustee Representative

Nominations were called for the role of BCPSEA Trustee Representative. A nomination was received for Trustee Younghusband, who declined the nomination. A nomination was received for Trustee Mewhort, who accepted the nomination. Seeing no further nominations, and upon accepting the nomination, Trustee Mewhort was acclaimed to the position of BCPSEA Trustee Representative.

d. BC School Trustees' Association (BCSTA) Provincial Council Representative

Nominations were called for the role of BCSTA Provincial Council Representative. A nomination was received for Trustee Ruth. Seeing no further nominations, and upon accepting the nomination, Trustee Ruth was acclaimed to the position of BCSTA Provincial Council Representative.

#35. Adjournment

**MOTION:** Mewhort/Ruth

The meeting adjourned at 7:58 p.m.

Carried.

\_\_\_\_\_  
Chair

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



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

**RECORD OF CLOSED MEETING**

Held on Wednesday, December 13<sup>th</sup>, 2017

At the School Board Office – Gibsons, B.C

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

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

REGRETS: L. Dixon, Trustee; B. Baxter, Trustee

The meeting was chaired by Acting Chair Pratt.

**Call to Order**

The meeting was called to order at 6:03 p.m.

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

**Adjournment**

The meeting adjourned at 6:40 p.m.

Chair

Secretary-Treasurer



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

**Superintendent's Report**

Submitted by Superintendent Bocking

January 10, 2018

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**1. Students**

- a. Students and staff enjoyed an exciting North South Hockey Game in December. The final score of 3 to 3 underlined the competitive, nail biter of a game! (1d)
- b. Our school gymnasiums were packed with parents and families over the month of December as students and staff celebrated the season with exciting winter celebrations. (1f)

**2. Staff**

- a. The Aboriginal Advisory Circle met in December to consider opportunities and ideas to involve students in their future learning opportunities. (2e)
- b. Succession planning is underway. Interested teachers gathered in December to develop ideas for a Leadership Series that will be planned for the 2018/19 school year. (2f)

**3. Community**

- a. Trustees and senior staff will tour district schools in January. This annual tradition allows staff and students to celebrate and share the exciting learning that is taking place in our district! (3a)
- b. Grade three and four students enjoyed a superb presentation of the Nutcracker at the Raven's Cry theatre in December. Many thanks to the Sunshine Coast Credit Union for their financial contribution and a very special Thank You to Kathy Holmes of the Coasting Along Theatre Society for her remarkable energy and partnership with the district to bring this opportunity to our students. (3b)

Title:       **Donations**  
Category:   **Finance**  
Number:     **4220**

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**Rationale:**

The Board of Education of School District No. 46 (Sunshine Coast) encourages donations of “gifts” and “gifts-in-kind” to the School District in the form of cash donations and/or used and new equipment that will be valued as having instructional and/or technological benefit to the School District.

**Practices:****A. Definitions:**

In this regulation:

- (a) “Gift” is defined as a voluntary and gratuitous transfer of cash, real or personal property for which no right, privilege, material benefit will accrue to the donor.
- (b) “Gift-in-Kind” is a donation in any form other than cash or cheque and normally requires valuation for tax receipt purposes.

**B. Conditions of Gift Acceptance**

In considering a gift-in-kind:

- (a) School District No. 46 (Sunshine Coast) must first agree to accept the terms and conditions, including the associated costs, upon which the gift has been offered.
- (b) The gift should be such that it can be retained as a School District No. 46 (Sunshine Coast) asset and used in connection with School District activities, with discretion as to its use and management, or disposed of for cash or cash equivalent.
- (c) School District No. 46 (Sunshine Coast) considers potential liabilities, including environmental issues that may arise from the acceptance of a particular gift-in-kind.

**C. Gifts**

A gift is made in any circumstance where all of the conditions listed below are satisfied:

- (a) Cash, real property, or personal property is transferred by a donor to the School District.
- (b) The transfer is voluntary.
- (c) The transfer is made without expectation of return. No consideration – no benefit of any kind – to the donor or to anyone designated by the donor, may

Title:       **Donations**  
 Category:   **Finance**  
 Number:     **4220**

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result from the payment.

- (d) Notwithstanding the above, the donor may designate an established School District scholarship or bursary fund, building project, or targeted program or school of study as approved by the Superintendent.
- (e) When cash or a cheque that qualifies as a donation is received, it must be sent, with backup documentation to the Secretary-Treasurer for processing.

#### **D. Gifts-in-Kind**

Persons authorized on behalf of School District No. 46 (Sunshine Coast), to accept gifts that are valued over \$1,000 are the Superintendent or Secretary-Treasurer.

#### **E. Approval**

The Superintendent must approve:

- (a) Any gift which, in the opinion of the Secretary-Treasurer, exposes School District No. 46 (Sunshine Coast) to an uncertain and potentially significant liability.
- (b) Any gift which, in the opinion of the Secretary-Treasurer, is precedent setting or involves sensitive issues.

#### **F. Receipts**

1. Receipts for gifts-in-kind will be made according to the following guidelines:
  - (a) Revenue Canada requires satisfactory evidence of fair market value of the gift. The generally accepted meaning of "fair market value" is the price the property would bring in an open market transaction between a willing buyer and a willing seller acting independently of each other and each having full knowledge of the facts. Gifts valued at less than \$1,000 can be appraised by a School District staff member, provided the staff member is knowledgeable in the field of the gift and qualified to appraise the gift for its fair market value. An example is the donation of books valued by the librarian. All such gifts and appraisals are subject to the prior approval of the Secretary-Treasurer.
  - (b) Gifts valued over \$1,000 must be appraised by an independent appraiser in consultation with the Secretary-Treasurer.
  - (c) School District No. 46 (Sunshine Coast) is a registered charity and can issue receipts for cash donations for income tax purposes under the Income Tax Act.

Nothing should be done by any member of staff, which might be construed as an acceptance of a gift until the decision to accept has been made.

Title:       **Donations**  
Category:   **Finance**  
Number:     **4220**

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### **G. Use of Donations**

Donations will be used for the purpose intended by the donor. If donations have not been targeted to a specific location or program, their use will be determined by the Superintendent. Untargeted donations in excess of \$1000 will be determined by the Superintendent in consultation with the Education Committee, on an annual basis.

**Adopted:**   June 2010

**Revised:**   October 2010, November 2013, May 2014

**References:** Policy 12 (Role of Secretary-Treasurer), Policy 7

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Circulating until March 5, 2018**

## A. Entitlement/Eligibility

### 1. Walk Limits:

Parents/guardians are responsible for getting their children to and from school. The board assists parents with this responsibility provided the student qualifies for transportation under the Board's Administrative Regulations.

Students residing in the Sunshine Coast School Board's jurisdiction, who are enrolled in a school within their designated catchment area (home school) are eligible for bus transportation as long as they reside at greater than the following walking distances from that school:

(a) Elementary Grades K-7: 2.0 km

(b) Secondary Grades 8-12: 3.2 km

Parents/guardians are responsible for transportation of such students to and from the appropriate school bus pick-up location.

Parents/guardians are responsible for the safety and supervision of their children prior to pick-up by the bus and immediately after leaving the bus on their return trip home. Parents/guardians shall ensure the children are at the proper pick-up location five minutes prior to scheduled pick-up.

Transportation for students residing within the above noted walk limits is the responsibility of the parent/guardians.

### 2. Registration for Ridership:

Registration must occur prior to June 15 of each year through an online request form on the districts website, in order to be considered during the bus routing process. A paper registration form will be made available upon request.

Bus routes will be established based on registered riders, prior to August 15 of each year, at which point registration will be re-opened.

Registered rider bus lists will be made available to the school principal by the Contractor before September 1 of each year.

### 3. Empty seat/Courtesy riders:

When routes have been established and there are available seats on the bus, students not meeting the eligibility requirements to ride the bus may make application to their school principal for use of an available seat on the appropriate bus serving their residential area and school of attendance. However, if a seat is granted, any such permission may be withdrawn at any time and should not be considered to constitute a precedent or establish a right.

Title: **Transportation of Students**

Category: **Facilities**

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Assignments of these ineligible students to available seats will be finalized at the discretion of the school district office in conjunction with the school bus operator.

4. Cross Boundary Transportation:

The School Board is not obligated to provide transportation for students attending schools other than their designated home school.

5. Priority:

Priority for courtesy and cross boundary riders will be based on the following:

- (a) Transport to custodial care, including child care providers
- (b) Completion of school year due to a mid-year change in residential address
- (c) Enrolment in Centralized District Programs (e.g. – Nature School)
- (d) Age of students, with priority going to the youngest students

6. Transportation Assistance:

Transportation assistance may be provided where bus transportation is not practical and students are outside the walk limits. Assistance will be provided on an amount per kilometre to the nearest available bus stop. The amount will be determined annually by the Secretary Treasurer.

7. Special Transportation:

Transportation requirements for special needs students shall be dealt with on an individual basis. In special cases of ill health, the Secretary-Treasurer may waive the walk limits.

8. Summer School:

Transportation for students attending summer school shall be the responsibility of the parents/guardians.

9. Ferry Transportation:

Transportation assistance is not provided to students who rely on the ferry service, as this service is free to students using the ferry to get to and from school.

**B. Curricular and Extracurricular**

1. Principals shall allocate funds in the annual operating budget of their schools for curricular and extracurricular activities.
2. Principals shall oversee transportation arrangements for curricular and extracurricular transportation.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Circulating until March 5, 2018**

3. For curricular and extracurricular trips, the preferred modes of transportation are: first, school buses, including multi-function activity buses; second, buses operated by transit companies; third, vehicles rented from a commercial operator; fourth, privately owned vehicles.
4. Drivers of privately owned vehicles must provide assurance to the principal that vehicles meet highway safety requirements.
5. In vehicles other than school buses which are not equipped with seat belts, only as many passengers as there are available seat belts shall be transported, and seat belts shall be worn at all times when the vehicle is operated.
6. Children under the age of thirteen should not be transported in the front passenger seat of a vehicle equipped with an air bag.
7. Booster seats must be used when applicable in accordance with the *Motor Vehicle Safety Act*.
8. Smoking in vehicles transporting students is not permitted, this includes e-cigarettes and vapour products.
9. The principal shall determine that each driver has a valid driver's license by obtaining a drivers abstract. The abstract will be reviewed for proper class and restrictions and scrutinized to determine if any violation is indicative of poor driving habits or if other critical violations exist (e.g. prohibition, suspension, etc.).
10. The principal shall determine that each vehicle is insured for a minimum third party liability of \$1,000,000.
11. If the vehicle is to be used for school activities in excess of 1,600 kms, the insurer shall be notified. If required by the insurer, the vehicle shall be rated and insured for business use.
12. Schools shall not borrow a vehicle to be driven by anyone else but the owner.
13. Drivers of school district owned vehicles must review and adhere to the stipulations of the *Fleet Safety and Maintenance Plan*.

### **C. Student Conduct on School Buses**

1. Students shall obey the driver promptly at all times and follow rules set out by the bus company and School Board.
2. Students shall remain properly seated while the bus is in motion and remain seated until the bus has come to a full stop.
3. Students are expected to be at their bus stop five (5) minutes prior to the pickup time.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Circulating until March 5, 2018**

4. Student belongings such as backpacks, books, purses, etc., shall be held securely on the student's lap. Any item that presents any hazard to other passengers or has the potential to damage the vehicle may not be carried on the bus (e.g. unguarded skates, hockey sticks, sharp objects, firearms).
5. At no time shall a student extend any part of his/her body out of a window. Nothing shall be thrown out of a bus window.
6. Students will assist in keeping buses clean and free from litter.
7. When required, students shall share seats to a maximum of three (3) per seat.
8. The same standard of behaviour that applies in a classroom shall apply on a bus.
9. Food or beverages shall not be consumed on buses during regular, scheduled runs. On extracurricular trips, at the driver's discretion, this regulation may be waived, but the bus must be parked at the time.
10. When crossing a highway, before or after travel on buses, students shall cross only in front of the bus.
11. Students may board only the bus to which they have been assigned.
12. If a bus becomes disabled because of inclement weather, accident or mechanical failure, all students shall remain at the scene until alternate transportation has been provided. Senior students may be requested to assist the driver and/or other students.

#### **D. Inappropriate Behaviour on School Buses**

1. The driver shall warn the student that the behaviour is unacceptable.
2. If there is no improvement, the bus company will report at the earliest possible time the problem and the action taken to the student's principal.
3. The school principal will work with the bus company, the student and the student's family as appropriate to address the behavior.
4. The school principal will be responsible for disciplinary or corrective action, which may include the suspension of transportation privileges.
5. Student behaviour that puts the safety of students, staff or the public at risk may result in immediate suspension from travel on school buses until a safety plan has been implemented.
6. Appeals to disciplinary action may be made in accordance with the District's communication protocol.



**Title:           Transportation of Students**

**Category:      Facilities**

**Number:       3800**

**Circulating until March 5, 2018**

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**Adopted:**     January 1996

**Revised:**     February 2000, April 2002, July 2002, January 2004

**References:** Policy 12.7

School District No. 46 (Sunshine Coast)

# Administrative Regulations

## ADMINISTRATION

1320

### CONDUCT OF SCHOOL BUSES

1. Students shall observe the regulations for students using school buses, while they wait for a bus, while they travel on it, and when they alight from it.
2. At the beginning of each school year, principals shall arrange to have these regulations made clear to all students. Principals shall deal with them at the same time regulations for classroom and school conduct are reviewed.
3. Bus drivers shall be provided with a copy of, and enforce these regulations:
  - a. Students shall obey the driver promptly at all times.
  - b. Students shall remain properly seated while the bus is in motion, facing forward with both feet on the floor, and remaining seated until the bus has come to a full stop.
  - c. Lunch pails, books, purses, etc., shall be held securely on the student's lap.
  - d. Any item that presents any hazard to other passengers or has the potential to damage the vehicle may not be carried on the bus (e.g. unguarded skates, hockey sticks, sharp objects, firearms).
  - e. Windows shall not be adjusted without the driver's explicit permission.
  - f. At no time shall a student extend any part of his/her body out of a window.
  - g. Nothing shall be thrown out of a bus window.
  - h. Students will assist in keeping buses clean and free from litter.
  - i. When required, students shall share seats to a maximum of three (3) per seat.
  - j. The same standard of behaviour that applies in a classroom shall apply on a bus (e.g. speaking loudly, singing, whistling, fighting and willfully damaging the bus or another student's property shall not be tolerated).
  - k. Students shall not converse unnecessarily with the driver.
    1. Food or beverages shall not be consumed on buses during regular, scheduled runs. On extracurricular trips, at the driver's discretion, this regulation may be waived, but the bus must be parked at the time.
  - m. When crossing a highway after alighting, students shall cross only in front of the bus.
  - n. Students shall not stand or play in the roadway while waiting for or alighting from a bus.
  - o. Students are expected to be at their bus stop five (5) minutes prior to the pickup time.
  - p. Students may board only the bus to which they have been assigned.

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<p><b>Date adopted:</b> January 1996 <b>Revised:</b></p>	<p><b>Reference:</b></p>
	<p><b>Supt. Signature:</b></p>

School District No. 46 (Sunshine Coast)

# Administrative Regulations

## ADMINISTRATION

1320

### CONDUCT ON SCHOOL BUSES (continued)

- q. Emergency exits and equipment are to be used only in the event of an emergency.
  - r. If a bus becomes disabled because of inclement weather, accident or mechanical failure, all students shall remain at the scene until alternate transportation has been provided. Senior students may be required to assist the driver and/or other students.
4. If a student misbehaves on a school bus:
    - a. The driver shall warn the student that the behavior is unacceptable.
    - b. If there is no improvement, the driver shall report at the earliest possible time the problem and the action taken to the principal(s) concerned.
    - c. If the problem persists with a student, the driver shall report the instance to the principal who may suspend the student from travelling by school bus.
    - d. Where misbehavior is considered to be flagrant, disciplinary action may include both suspension from school attendance and/or permanent suspension of transportation privileges.
    - e. Appeals to disciplinary action may be made in accordance with the school's appeal procedure and Bylaw 8300.
  5. The principal shall inform bus drivers about any student with special medical problems.

**Date adopted:** January 1996  
**Revised:**

**Reference:**

**Supt. Signature:**

Title: **School Attendance Areas / Cross Boundary Transfers**  
 Category: **Administration**  
 Number: **1800** **Circulating until March 5, 2018**

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**Rationale:**

Student admission in School District No. 46 (Sunshine Coast) is to be guided by the following principles:

- (i) Access to neighbourhood school: The admission process should maximize the number of students able to attend their catchment area school in accordance with their wishes;
- (ii) Choice: The admission process should maximize the student's and parent's ability to choose the school and educational program which best meets the student's educational needs;
- (iii) Certainty, stability, continuity: The admission process should support certainty, stability and continuity for students families and schools. Siblings will be admitted to the same school wherever possible, subject to the provisions of the *School Act* and the wishes of the family;
- (iv) Efficient resource allocation: The admission process should enable school and district staff to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at the beginning of the school year.

**Practices:**

**A. Definitions:**

- 1. "Catchment Area Child" means a person resident in the catchment are of the school.
- 2. "Continuing Student" means a school age student in attendance at the school during the previous school year who is expected to continue in the educational program for the succeeding year, but does not include:
  - (a) a child who attended during the previous school year on a discretionary acceptance, unless approved for renewal by the school principal or superintendent's designate;
  - (b) a child who withdraws or transfers from the school or educational program before the end of the previous school year.
- 3. "District Choice Programs" are programs established with a particular educational focus, offered at specific schools, for which application to the school district must be made. They may have special program entrance criteria and special catchment areas.
- 4. "Non-School District Child" means a person:

Title: **School Attendance Areas / Cross Boundary Transfers**

Category: **Administration**

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**Circulating until March 5, 2018**

(a) resident in British Columbia, and

(b) not resident in the school district.

5. "Parent" includes a guardian of the person appointed by court order or under the will of a deceased parent, and does not include a non-custodial parent.
6. "Place of Residence": For purposes of this policy, a student's place of residence is deemed to be that of the student's parent, unless satisfactory evidence is produced that the student's ordinary place of residence during the school year is elsewhere.
7. "Previous School Year" means the school year previous to the school year for which the person is applying to enroll in an educational program.

#### **B. Determination of Available Space and Facilities**

Section 74.1 of the *School Act* establishes priorities for enrolment to apply if the board determines that space and facilities are available in a school.

1. For purposes of section 74.1(6) and (7) of the *School Act*, space and facilities are available in a school to enroll a student if there is capacity to provide the applicant with an educational program appropriate to the applicant's needs, taking into account both physical and educational resources, after reasonable enrolment projections have been made to allow for accommodation of continuing students and district programs located in the school.
2. The Superintendent of Schools or his or her designate, decides whether space and facilities are available in individual schools and educational programs for purposes of section 74.1(6) and (7) of the *School Act*, in accordance with paragraphs B.1 and B.3.
3. Decisions on space and facilities availability will be based on program capacity, including consideration of the following factors:
  - the operating capacity of the school as defined by the Ministry of Education;
  - the physical space in which instructional programs operate in the school;
  - the ability of the school to provide appropriate educational programs for the applicant and other students;
  - the needs of other programs located in the school.
4. Continuing students (except for non-district children) are not required to apply. They will be automatically enrolled in the applicable educational program or school, subject to space availability and to meeting program requirements,

Title: **School Attendance Areas / Cross Boundary Transfers**

Category: **Administration**

Number: **1800**

**Circulating until March 5, 2018**

unless transferred or withdrawn. (Continuing non-district children are required to submit an application form.)

5. Re-evaluation of space availability will take place periodically until November 1<sup>st</sup> of the school year to ensure that the maximum numbers of requests are met at the earliest time possible.

### **C. Enrolment Process**

1. After enrolment of continuing students, if the requisite space and facilities are determined to be available, transfer applications and applications from new students will be accepted in the following priority order:

- catchment area child;
- non-catchment area child;
- non-school district child;

provided application deadlines and other requirements have been met.

2. If space and facilities are inadequate to accommodate all continuing students, continuing students will be re-enrolled in the following descending order of priority:

- continuing catchment area student;
- continuing non-catchment area student;
- continuing non-school district student.

3. Wait lists will be established for those not accepted, to be maintained until November 1<sup>st</sup>.

### **D. Tie-breaking**

1. When applications made within time have the same priority (after application of any permitted sibling preference) as between them will be determined by time and date of application unless a determination is made by the Superintendent, or the Superintendent's designate, to determine priority by lot.

### **E. Dates for Applications to Enroll and Enrolment**

1. Before the 15<sup>th</sup> of February in each school year, the Superintendent will establish dates for submission of applications to enroll and for enrolment. The Superintendent may establish different dates for different grades, educational programs, schools, or categories of applicant.
2. Unless otherwise designated, the deadline for cross boundary transfer requests will be at 3:30 PM on the last instructional day in March.

Title: **School Attendance Areas / Cross Boundary Transfers**

Category: **Administration**

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**Circulating until March 5, 2018**

3. Applications received after the date(s) established will be considered only after the priority of those applicants who applied within time and will be accepted or rejected by the Superintendent or designate.
4. Requests for out-of-district transfers involving a cost to the district shall not be approved except where, in the opinion of the Superintendent, the request is justified by exceptional educational needs which cannot be met in this district.

#### **F. Commitment**

1. The district process shall encourage children (if of appropriate age) and their parents to jointly consider the children's educational needs before requesting an assignment to a school other than the current school or the catchment area school.
2. Applicants may apply for more than one educational program but may only be enrolled in one. When the applicant is offered and accepts enrolment in an educational program (in or out of the school district), applications for all other programs become invalid.
3. The Superintendent or designate is authorized to enter into reciprocal agreements with other school districts to review wait lists and enrolment information in order to enforce this policy.

#### **G. Program Requirements**

1. Applicants for enrolment must meet all program requirements for the requested educational program and will be subject to any selection process established for that program.

#### **H. Discretionary Acceptance: Suspended or Expelled Non-School District Students**

1. Enrolment applications from non-school district children may be refused if the child:
  - (a) is under suspension from a BC public school or school district, or
  - (b) has been refused an educational program by a BC public school board under section 85(3) of the *School Act* for refusing to comply with the code of conduct and other rules and policies of the board or has failed to apply himself or herself to his or her studies.
2. Such applications will be referred to the Superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions. A student who has been admitted under this section is not entitled to

Title: **School Attendance Areas / Cross Boundary Transfers**  
 Category: **Administration**  
 Number: **1800** **Circulating until March 5, 2018**

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the status of a continuing student in the following year unless approved by the school principal or superintendent's designate.

#### **I. Sibling Preference**

1. Subject to the *School Act*, when one sibling is enrolled in or admitted to an educational program in a school (other than as a result of a disciplinary transfer), other siblings are given priority within their requested educational programs in the same school. This preference does not apply where the siblings will not be attending concurrently.

#### **J. Communication**

1. Application periods and enrolment dates will be communicated to the school communities and to the community at large.

#### **K. Transfer Requests (Process)**

1. A parent may request a cross boundary transfer by completing the District Cross Boundary Transfer Application and filing it with their child's home school. Priority will be given based on Sections A.2, B.1, B.4, and B.5.
2. Transfer requests that are filed after March 31<sup>st</sup> will not be considered until all other transfer requests have been addressed.
3. If student move his/her residence to another attendance area during the school year, he/she may complete the year within the school he/she has been attending or in the school serving the new catchment area, providing space is available.

**APPENDIX A:** School Catchment Area Maps (12 pages)

**APPENDIX B:** District Cross Boundary Transfer Application (2 page)

**Adopted:** January 1996

**Revised:** June 2003, January 2011, November 2013

**References:** Policy 11.8, 16



Title: **Purchasing**

Category: **Finance**

Number: **4450**

**Circulating until March 5, 2018**

**Rationale:**

School District No. 46 (Sunshine Coast) must maintain high legal, ethical, managerial, and professional standards in the management of the resources entrusted to it as a publicly funded institution. Goods and services must be acquired in a manner that ensures the district:

- i. obtains value for money by incurring the lowest cost in the fulfillment of specified needs with appropriate levels of quality and service;
- ii. uses a fair and open process when calling for, receiving, and evaluating quotations and tenders;
- iii. meets its statutory, legal and ethical obligations in the acquisition of goods and services by purchase or lease.

**A. Principles:**

1. Goods and services shall be acquired according to the following principles:
  - (a) Planning – Goods and services should be acquired after consideration of needs, alternatives, timing, and availability of funds.
  - (b) Sourcing – The process by which suppliers compete for school district business shall be open, fair, consistent, and non-discriminatory.
  - (c) Purchasing – Goods and services shall be acquired competitively from qualified suppliers to meet specified needs and to achieve the best value for money expended.
  - (d) Accountability – Approvals shall be obtained and documentation shall be retained for review and auditing.

**B. Authority And Process:**

1. The Secretary-Treasurer is responsible for overseeing all purchasing, and provides a centralized purchasing resource to facilitate the acquisition of goods and services required by School District No. 46 (Sunshine Coast).
2. All purchases made in the name of the Board or of a school become the property of the Board. The same conditions apply to donations to the Board or school. The Board reserves the right to refuse any donation or purchase.
3. School District No. 46 (Sunshine Coast) authorized buyers of goods or services (“Purchasers”) are responsible for ensuring the research of purchase requirements, contacting vendors, obtaining quotes, and obtaining other supporting documentation for the purchase.
4. Where a supply contract is in place (e.g.: EDCO, BCEM), authorized buyers may purchase from tendered product lists without obtaining alternative pricing.

Title: **Purchasing**

Category: **Finance**

Number: **4450**

**Circulating until March 5, 2018**

5. Purchase Orders must be generated and approved for purchases over \$1,500 and are the only authority to purchase goods or services on behalf of the School District. Purchases in excess of \$10,000 must have the prior approval of the Secretary-Treasurer in accordance with School District No. 46 Administrative Regulation #4200, Decentralized Decision Making.
6. The following are the threshold values for the evaluation of all goods and services purchases except where there is a supply contract in place:
  - (a) Below \$200 – The purchaser should use their judgment when determining best value, based on cost, quality and convenience. Three quotes are not required, but the purchaser should periodically seek competitive pricing for recurring purchases.
  - (b) \$200 - \$1,500 – Three verbal quotes required.
  - (c) \$1,500 - \$5,000 – Three verbal quotes required and quotes are to be documented and filed with the purchase order.
  - (d) \$5,001 - \$49,999 – Three written quotes are required with a formal, written evaluation of the quotations.\*\*
  - (e) Over \$50,000 – Formal tender is required to be posted on BC Bid through the office of the Secretary-Treasurer.

*\*\*When the required good or service is valued at under \$50,000, a tender still MAY be posted on BC Bid at the buyer's discretion in consultation with the Secretary Treasurer.*
7. Whenever possible, authorized buyers of goods and services will solicit bids from local vendors. In accordance with the principles of applicable trade agreements, no supplier of comparable goods or services should be accorded less favourable treatment than the best treatment provided to any other supplier.
8. School District No.46 (Sunshine Coast) will obtain competitive prices for all supplies, equipment and services except in the following situations:
  - (a) An emergency exists as determined by the Secretary-Treasurer and requirements cannot be satisfied in time by means of a competitive process;
  - (b) A process delay would interfere with School District No. 46 (Sunshine Coast) ability to maintain security or order, or to protect human or animal safety;
  - (c) The required service is confidential; or
  - (d) It can be proven that only one contractor is qualified to provide the service.

Title: **Purchasing**

Category: **Finance**

Number: **4450**

**Circulating until March 5, 2018**

9. The Board reserves the right at all times to reject some or all bids, to not award the contract or purchase, or to re-tender.
10. In the case of a single vendor, the person responsible for the purchase is required to present evidence that only one vendor can provide the good or service.
11. Only the Secretary-Treasurer is empowered to commit the credit of School District No. 46 (Sunshine Coast), except for those instances where the Secretary-Treasurer has specifically delegated this power.
12. Multi-year contracts can only be authorized by the Secretary-Treasurer.
13. Contracts containing indemnity clauses can only be authorized by the Secretary-Treasurer.
14. Individuals who obligate School District No. 46 (Sunshine Coast) without authorization may be held personally responsible for the commitment.
15. School District purchasing cards may be issued to an employee routinely involved in purchasing supplies and services. Applications for purchasing cards must be approved by the Secretary- Treasurer. Detailed information on the use and responsibilities of the School District Purchasing Card can be found in the School District No. 46 Purchasing Card Agreement with Employees.
16. Furnishings purchases should generally be coordinated through the facilities department. "Furnishings" means any carpets, tables, chairs, pillows, etc. brought into the school for student or staff use. All furnishings:
  - (a) Must be purchased new;
  - (b) Must be made from non-absorbable material, i.e. leather, vinyl;
  - (c) Must be able to be wiped and sanitized (except carpets);
  - (d) Must meet commercially approved standards.

**C. Conflict of Interest:**

1. School District No. 46 (Sunshine Coast) employees engaging in the purchasing function will be free of interests or relationships that are actually or potentially inimical to the best interests of the School District. In order to avoid a possible conflict of interest, any employee who has financial or other interest in a supplier company, either directly or indirectly through members of his/her immediate family, must report such financial or other interests in writing to the Secretary-Treasurer who will determine whether the interest is sufficient to disqualify the

Title: **Purchasing**

Category: **Finance**

Number: **4450**

**Circulating until March 5, 2018**

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vendor. Employees who believe they may have a conflict of interest must remove themselves from the specified procurement.

**Adopted:** January 2010

**Revised:** January 2014, February 2017

**References:** Policy 12 (Role of Secretary-Treasurer), Policy 18 (Local Purchasing)

Title: **Inclement Weather**

Category: **Emergencies**

Number: **6500**

**Circulating until March 5, 2018**

**Rationale:**

Clear protocols are required for inclement weather due to the unpredictable nature of these events. District priority is for the safety of students and staff. Clear communication is key.

**A. Hazardous Road Conditions**

1. School Buses
  - (a) The manager of the contract bus services will determine if a bus route or all buses cannot run due to hazardous road conditions.
  - (b) The managers or contractors will notify the Superintendent or designate by 6:15 AM.
  - (c) The Superintendent or designate will notify the principal(s) of the affected school(s) and they will begin their communication process.
  - (d) The Superintendent or designate will inform CKAY FM regarding bus route changes or cancellations and the impact to students of school operation.
  - (e) Appropriate information will be posted on the district website, Facebook and Twitter accounts.
2. Where adverse conditions prevail across the District and the Superintendent or designate deems it unreasonable to expect any students to attend, principals and the media will be contacted as per A.1(d) and A.1(e).
3. Principals of all schools must ensure that a responsible adult, who has undergone a criminal record check, will attend at the school should there be a closure. This is to ensure that no child be dropped off or unattended due to miscommunication.
4. A summary of these procedures must be communicated to parents by the second week of October of each school year.

**B. Deteriorating Weather Conditions**

1. A principal having concern about deteriorating local road conditions in his/her school attendance area will contact the Superintendent, or designate, to discuss the local situation.  
  
For student safety, no student shall be allowed to leave without their parents or guardians being aware of the situation.
2. If a bus driver is unable to complete the normal bus run, he/she is expected to ensure the safety of students in his/her care. Where the distance a student must walk is significant, even though it is less than the walk limits, the driver will consider

Title: **Inclement Weather**

Category: **Emergencies**

Number: **6500**

**Circulating until March 5, 2018**

the age of the student, the weather and road conditions, the number of houses along the road, and other similar factors. Where he/she considers there to be some hazard, the driver will not permit the student off the bus. Students remaining on the bus are to be taken by the driver to a place of shelter, such as the bus depot, school, or other supervised public building. The principal of the school will be contacted and the appropriate communication strategy will be initiated to inform parents.

### **C. Employee Responsibilities**

1. In the event of a Superintendent-ordered cancellation of student attendance, all employees are expected to make every effort to report to work. This may include walking, taking public transit, carpooling, or other prearranged options.
2. If the employee is not able to report to their own work site, they must then try to report to the nearest school. If that proves to not be possible, they must call their supervisor (ie. Principals, Manager of Facilities) and inform them of their inability to get to their own school or the nearest school.
3. Employees reporting for work to a closer work location will notify their supervisor.
4. Employees reporting for work at a location other than their normal work location will be assigned appropriate duties by the supervisor of that work location.
5. Depending on the severity of the circumstances, the supervisor will determine whether staff should complete their work day at school or at home in consultation with the staff and the Superintendent or designate.
6. In particularly severe conditions the Superintendent may close schools to students and staff, in which case all employees will be excused from attending their work sites. This will be clearly communicated to staff.

### **D. Employees Pay (CUPE and Teachers)**

1. If all schools are closed to students and staff, everyone will be paid based on their regular rate for that day.
2. If only some schools are closed to students, but open for staff, all staff will receive pay, even if they have made a reasonable effort to attend work but were not successful (as per D.1).
3. If students are dismissed early due to extreme weather, employees may be permitted to leave after discussion with their principal or supervisor who will have spoken to the superintendent or designate.

**Title: Inclement Weather**

**Category: Emergencies**

**Number: 6500**

**Circulating until March 5, 2018**

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4. Any absences booked in advance of the inclement weather day will remain unchanged for that day, even if the cause of the absence is cancelled or changed later the same day.

**Adopted:** January 1996

**Revised:** April 2001, January 2004, May 2008, December 2011

**References:** Policy 11.8, 16

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

**Secretary-Treasurer's Report**

January 10, 2018

**WorkSafeBC and Medical Services Plan (MSP) Reductions**

The school district's assessed WorksafeBC rate for 2018 is \$0.67, a decrease of 2 cents from the previous year. Moreover, this drop is in the face of a rising base rate for the sector. The base rate for public education rose from \$0.67 in 2017 to \$0.69 in 2018. When factoring the base rate increase, our net rate has essentially decreased by 4 cents. The 2018 rate is based on our claims performance in 2016, 2015 and 2014, as described in the chart below.



Effective January 1, 2018, the rates for MSP premiums were reduced by 50% for all eligible employees. In the 2016-17 fiscal year, the district submitted \$587,000 in MSP premiums. Based on this information, the district is anticipating a savings of approximately \$146,750 in the current fiscal year.

**Funding Announcement**

On December 18, 2017, the Ministry of Education announced recalculated funding allocations based on September 30<sup>th</sup> enrolment. The district is pleased to announce that the revised Classroom Enhancement Fund application was approved in the amount of \$3,128,667. This announcement ensures that staffing in place for non-enrolling ratios is fully funded, including an increase for ELL staffing due to increased enrolment. The district has also benefited from an increase to the Salary Differential grant due to a relative measure to the provincial average teacher costs. The district will engage with principals, unions and parent groups to determine priorities for use of unanticipated funding. The 2017-2018 Amended Budget will be reviewed at the Operations Committee meeting scheduled for January 18, 2018.



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

DATE 03-Jan-2018 11:34 AM

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

PAGE 1

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

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
-----						
ON-LINE CHEQUES : ISSUED BETWEEN 01-Dec-2017 AND 31-Dec-2017						
00LCET3344	0001	*****	28093	RECEIVER GENERAL FOR CANADA	05-Dec-17	186,527.87
00LCET3345	0001	*****	28095	RECEIVER GENERAL FOR CANADA	05-Dec-17	21,183.52
00LCET3346	0001	*****	30209	TEACHERS' PENSION PLAN	12-Dec-17	487,984.35
00LCET3348	0001	*****	28094	RECEIVER GENERAL FOR CANADA	12-Dec-17	76,728.69
00LCET3349	0001	*****	28094	RECEIVER GENERAL FOR CANADA	12-Dec-17	13,251.00
00LCET3358	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	15-Dec-17	20,175.00
00LCET3359	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	15-Dec-17	29,775.00
00LCET3362	0001	*****	23290	MUNICIPAL PENSION PLAN	15-Dec-17	55,718.63
00LCET3364	0001	*****	28094	RECEIVER GENERAL FOR CANADA	19-Dec-17	70,153.96
00LCET3365	0001	*****	28094	RECEIVER GENERAL FOR CANADA	19-Dec-17	10,791.92
00LCET3366	0001	*****	30209	TEACHERS' PENSION PLAN	27-Dec-17	10,388.42
00LCET3367	0001	*****	28093	RECEIVER GENERAL FOR CANADA	28-Dec-17	150,000.00
00LCET3368	0001	*****	28095	RECEIVER GENERAL FOR CANADA	28-Dec-17	16,555.85
00LCET3369	0001	*****	12012	BC HYDRO & POWER AUTHORITY	19-Dec-17	37,966.44
00LCET3377	0001	*****	23290	MUNICIPAL PENSION PLAN	28-Dec-17	58,163.13

TOTALS FOR BANK - 0001 1,245,363.78

TOTAL NUMBER OF CHEQUES 15

TOTAL NUMBER OF CHEQUES WITH MICR 0

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

2012ET0003	0001	*****	11050	APPLE CANADA INC. C3120	05-Dec-17	12,729.31
2012ET0005	0001	*****	12021	BC TEACHERS FEDERATION	05-Dec-17	27,381.26
2012ET0006	0001	*****	12111	BC TEACHERS FEDERATION	05-Dec-17	30,695.61
2012ET0043	0001	*****	15518	MUSKOKA LANGUAGE INTERNATIONAL INC.	05-Dec-17	12,315.00
2012ET0050	0001	*****	26207	PACIFIC BLUE CROSS/MSA	05-Dec-17	67,643.00
2012ET0064	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	05-Dec-17	11,314.10
2013000033	0001	0000050781	32066	VANCOUVER ISLAND UNIVERSITY	13-Dec-17	32,711.90
2013ET0020	0001	*****	11909	DR. DEBORAH AMARAL	13-Dec-17	16,650.00
2013ET0050	0001	*****	26243	PEBT IN TRUST	13-Dec-17	49,673.57
2013ET0058	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	13-Dec-17	21,405.63
2013ET0061	0001	*****	30172	THIRDWAVE BUS SERVICES	13-Dec-17	118,145.03
2013ET0065	0001	*****	15945	UNIVERSAL SHEET METAL LTD.	13-Dec-17	293,959.05
2014ET0018	0001	*****	11909	DR. DEBORAH AMARAL	20-Dec-17	13,150.00
2014ET0047	0001	*****	14288	MILLS OFFICE PRODUCTIVITY	20-Dec-17	11,082.13
2015000013	0001	0000050848	16162	HUNTER ENGINEERING COMPANY	27-Dec-17	19,815.99
2015ET0067	0001	*****	26243	PEBT IN TRUST	27-Dec-17	50,120.06

TOTALS FOR BANK - 0001 788,791.64

TOTAL NUMBER OF CHEQUES 16

TOTAL NUMBER OF CHEQUES WITH MICR 2

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

00LCET3385	0005	*****	12144	BANK OF MONTREAL	09-Dec-17	82,471.99
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TOTALS FOR BANK - 0005 82,471.99

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

DATE 03-Jan-2018 11:34 AM

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

PAGE 2

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

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
-----						
TOTAL NUMBER OF CHEQUES						1
TOTAL NUMBER OF CHEQUES WITH MICR						0
GRAND TOTAL						2,116,627.41
CANCELLED TOTAL						0.00
NET GRAND TOTAL						2,116,627.41
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

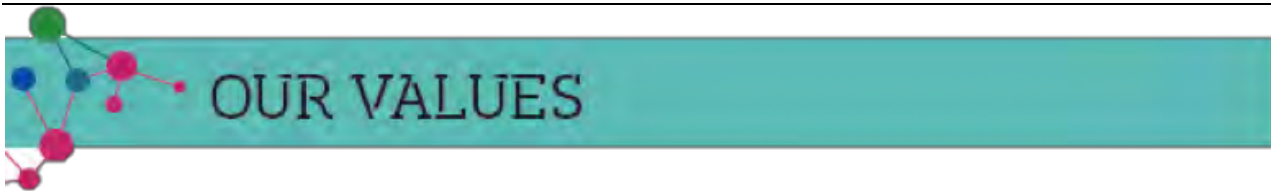
**REPORT TO THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO.46 (SUNSHINE COAST)**

**Board Report**  
January 10, 2018

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*There are no dreams too large, no innovation unimaginable and no frontiers  
beyond our reach.*

- John S. Herrington



**Innovation:**

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

Encouraging creative thinking and risk-taking allows staff to delve deeper into curricular competencies, enhancing learning opportunities for students. The world is constantly changing and with these changes come new challenges requiring creative solutions. Our students will need to develop new skills and abilities to be successful in their future endeavours. Valuing Innovation supports success for all students.

**Board Happenings:**

In the days since we last met, trustees attended various school holiday celebrations. Thank you to all students for participating and to all of our staff members for supporting student performances.

**Upcoming Events:**

Trustees will be visiting Schools over the next two weeks during our annual Trustee Visits to Schools. Everyone is looking forward to observing and participating in student learning.

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

**Committee and Liaison Appointments**

January 10, 2018

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**Standing Committees and Other Internal Committees:**

- *Education Committee:* Trustee Dixon, Vice-Chair Ruth (chair,) Trustee Younghusband
- *Operations Committee:* Trustee Baxter, Trustee Mewhort, Trustee Russell (chair)
- *Policy Committee:* all trustees, Trustee Younghusband (chair)
- *Joint-Use Committee (with SCRD):* Trustee Mewhort, Chair Pratt, Trustee Younghusband
- *Aboriginal Education Advisory Circle:* Chair Pratt. Vice-Chair Ruth (alternate)
- *Superintendent Evaluation Committee:* All trustees on this committee, meet 3 times per year, chaired by the board chair.

Please notify the committee chair if you are unable to attend a meeting

**Trustee Liaisons to Parent Advisory Councils (PACs):**

- Trustee Baxter – Sunshine Coast Alternative School, Roberts Creek Elementary
- Trustee Dixon – Kinnikinnick Elementary
- Trustee Mewhort – Chatelech Secondary, Pender Harbour Elementary Secondary, District Parent Advisory Committee
- Chair Pratt – Halfmoon Bay Elementary, Madeira Park Elementary and support for others as required
- Trustee Russell – Elphinstone Secondary, Cedar Grove Elementary (alternate for Roberts Creek Elementary)
- Vice-Chair Ruth – Gibsons Elementary, Langdale Elementary
- Trustee Younghusband - Davis Bay Elementary, West Sechelt Elementary (alternate for Kinnikinnick Elementary and Sunshine Coast Alternative School)

If you attend PAC meeting at other schools, please give the liaison a heads up.

**External liaisons:** *(reports to be heard every fall at Committee of the Whole)*

Trustee Baxter:	Alternate for <i>Healthy Schools</i> committee
Trustee Mewhort:	BCPSEA Representative (elected)
Chair Pratt:	Vancouver Coastal Health community liaison, Sechelt Indian Band, SCRD, Town of Gibsons, District of Sechelt
Trustee Russell:	Youth Awareness and Action Committee (SCYAAC), SCRD Policing Committee, SCRD Transportation Committee
Trustee Ruth:	BCSTA representative (elected), <i>Healthy Schools</i> committee, SCRD, Town of Gibsons, District of Sechelt
Trustee Younghusband:	Alternate for BCSTA Representative



## Ordinary Resolution O-1

*Submitted by: School District No. 42 (Maple Ridge-Pitt Meadows)*

### **BACKGROUND**

- Teachers and support staff negotiated province-wide benefit plans that are superior to excluded staff benefit plans in many school districts.
- Benefit plans for excluded staff vary significantly from school district to school district.
- Boards have not been allowed by PSEC to amend benefit plans for excluded staff in order to maintain equity within school district employee groups and between school districts.

### **PROPOSED RESOLUTION**

#### **BE IT RESOLVED THAT**

The BC Public School Employers' Association members request that the Public Sector Employers' Council Secretariat approve changes to excluded benefit plans that Boards of Education deem necessary effective immediately.



## Special Resolution S-1

**Submitted by: BCPSEA Public Administrator**

### BACKGROUND

#### Public Sector Employers' Council Governance Consultation Process

On September 5, 2017, the Public Sector Employers' Council Secretariat (PSEC Secretariat) advised BCPSEA that the Minister of Finance, as the Minister responsible for the *Public Sector Employers Act*, was commencing a process to wind down the responsibilities of the Public Administrator and "...transition to a structure that continues to deliver good governance consistent with BCPSEA's statutory mandate while restoring a more direct role for elected school trustees."

The PSEC Secretariat further advised that this process would include a focused consultation with all four of the major public sector employers' associations:

- BCPSEA
- the Health Employers' Association of BC
- the Post-Secondary Employers' Association, and
- the Community Social Services Employers' Association

with a view to identifying potential enhancements to each of the' employers' association governance structures, constitutions, and bylaws.

The PSEC Secretariat engaged in targeted consultations with relevant stakeholder groups in each sector to review potential governance structure changes. The consultation with respect to BCPSEA was facilitated through the BC School Trustees Association (BCSTA).

Arising from the consultation process, the PSEC Secretariat has identified a clear set of objectives and action to improve or sustain good governance across the four major employers' associations.

Through a letter to BCPSEA from the Minister of Finance dated December 18, 2017, pursuant to section 8.1 of the *Public Sector Employers Act*, the Minister has made a formal request that the BCPSEA members implement a number of governance changes. The following amendments to the Bylaws as set out in the **content highlighted in yellow** were developed to give effect to the requested changes.

#### Compliance with the new *Societies Act*

The new *Societies Act* came into effect on November 28, 2016. In the two years following that date, every pre-existing society — which includes BCPSEA — is required to transition to the new Act. Societies have two years, until November 28, 2018, to file their Transition Application.

In order to be in compliance with the new *Societies Act*, changes are **required** to be made to the BCPSEA Bylaws. The attached version of the Bylaws sets out these required changes — as well as minor housekeeping changes — in the **content highlighted in gray**.

Please note that the "track changes" feature has also been utilized to note where deletions, additions, and housekeeping changes are required.

## **PROPOSED RESOLUTION**

### **BE IT RESOLVED THAT**

The BCPSEA Bylaws be amended pursuant to the attached revisions as follows:

1. to incorporate the amendments required to be in compliance with the *Societies Act*
2. to incorporate the amendments to give effect to the request by the Minister of Finance arising from the Public Sector Employers' Council Governance Consultation Process.

# Constitution & Bylaws

1. The name of the Society is the British Columbia Public School Employers' Association, hereinafter referred to as the "Association."
2. The purposes of the Association, as prescribed by the *Public Sector Employers Act*, are:
  - a. to coordinate the following amongst its members:
    - i. collective bargaining objectives
    - ii. compensation for employees who are not subject to collective agreements
    - iii. benefit administration
    - iv. human resource practices
  - b. to foster consultation between the Association and representatives of the employees of its members
  - c. to assist the Public Sector Employers' Council, established under the *Public Sector Employers Act*, in carrying out any objectives and strategic directions established by the Public Sector Employers' Council, and
  - d. to act as accredited bargaining agent for the Association's members, as prescribed by the *Public Education Labour Relations Act*.



<b>When reviewing the proposed amendments to the BCPSEA Bylaws, PLEASE NOTE the following:</b>	
<b>Amendments required</b> to be in compliance with the revisions to the <i>Societies Act</i> , and minor housekeeping amendments	Content highlighted in gray
<b>Amendments to give effect to the request by the Minister of Finance</b> arising from the Public Sector Employers' Council Secretariat Report on Employers' Association Governance Consultations	Content highlighted in yellow

**PART 1**

**Interpretation**

1.1 In these Bylaws, unless the context requires otherwise:

"Association" means the British Columbia Public School Employers' Association

"board of education" means a board of school trustees as defined in the *School Act*

"Chair" means the individual ~~elected~~ **confirmed** as Chair of the Association under Bylaw 7.7.

"Directors," "Board of Directors," or "Board" means members of the Board of Directors of the Association appointed or elected from time to time:

"Governance Committee" means a Committee of the Board of Directors

"Government" means the Government of the Province of British Columbia

"local matters" means matters to be determined by collective bargaining between local teachers' associations and ~~school~~-boards of education as defined in the *Public Education Labour Relations Act*;

"Minister" means the Minister responsible for the *Public Sector Employers Act* and Chair of the Public Sector Employers' Council

"ordinary resolution" means any of the following:

a. a resolution passed at a general meeting by a simple majority of the votes cast by the voting members

b. a resolution consented to in writing, after being sent to all of the voting members, by at least 2/3 of the voting members

c. if the Bylaws authorize indirect or delegate voting or voting by mail or another means of communication, including by fax, email or other electronic means, a resolution passed by a simple majority of the votes cast, in accordance with the Bylaws, on the resolution

~~a. a resolution passed in general meeting by the members of the Association by a simple majority of the votes cast in person, or~~

~~b. a resolution that has been submitted to the members of the Association and consented to in writing by 66 2/3% of the members who would have been entitled to vote on it in person at a general meeting of the Association; and a resolution so consented to shall be deemed to be an ordinary resolution passed at a general meeting of the Association.~~

~~"school board" means a board of school trustees as defined in the School Act;~~

"school district" means a school district as defined in the *School Act*;

"special resolution" means any of the following:

a. a resolution passed at a general meeting by at least 2/3 of the votes cast by the voting members

b. a resolution consented to in writing by all of the voting members

c. if the Bylaws authorize indirect or delegate voting or voting by mail or another means of communication, including by fax, email or other electronic means, a resolution passed by at least 2/3 of the votes cast, in accordance with the Bylaws, on the resolution; a resolution passed in general meeting by a majority of 66 2/3% of the votes of those members of the Association who, being entitled to do so, vote in person

~~i. of which the notice that the Bylaws provide and not being less than 14 days' notice specifying the intention to propose the resolution as a special resolution has been given, or~~

~~ii. if every member entitled to attend and vote at the meeting so agrees, at a meeting of which less than 14 days' notice has been given.~~

~~b. a resolution consented to in writing by every member of the Association who would have been entitled to vote on it in person at a general meeting of the Association,~~

~~and a resolution so consented to shall be deemed to be a special resolution passed at a general meeting of the Association.~~

"student enrolment" means the number of student full time equivalents enrolled in a school district as of the September 30 preceding the date of the meeting in question based on Ministry of Education data and definitions;

"term" means the period of time ~~between annual general meetings~~ established pursuant to [Bylaw 7.3 c.](#) and [Schedule 3](#);

"trustee" means a trustee of a ~~school~~-board of education as defined in the *School Act*;

“Vice Chair” means the individual elected as vice-chair of the Association under Bylaw 7.11.

1.2 The definitions in the School Act, Public Sector Employers Act, the Public Education Labour Relations Act, and the Societies Act apply to these Bylaws.

1.3 The Interpretation Act as amended from time to time or any successor legislation applies to the interpretation of these Bylaws.

~~1.4 The Association is a reporting society.~~

## PART 2

### Members

2.1 The members of the Association are:

a. every public school board of education in the Province of British Columbia, as defined in the School Act, and

~~b. those persons, to a maximum of four (4), who are appointed by the Government of British Columbia as members of the Association~~ the Directors of the Association.

2.2 Every member shall uphold the Constitution and comply with these Bylaws.

2.3 Each member school board of education shall appoint one representative to the Association, who must be a trustee of the member school board of education. Each school board of education member shall notify the Association in writing of the name and address of its representative.

2.4 No person with a direct or indirect pecuniary interest, within the meaning of the School Act, in teacher or support staff collective bargaining, is eligible:

- a. to be elected to the Board of Directors of the Association
- b. to represent a member at any general meeting of the Association
- c. to represent a member at any other function of the Association

2.5 All members are in good standing except:

a. a member that has failed to pay that member's current annual membership fee or any other fee, assessment, subscription to debt due and owing by that member to the Association and that member is not in good standing so long as the debt remains unpaid, or

b. a member that is determined by the Board of Directors not to be in good standing.

2.6 A member that is not in good standing, and any representative appointed by that member pursuant to Bylaw 2.3, shall not be entitled to receive notice or to attend at any general meeting of the Association, nor shall such member or representative be

entitled to vote on any matter before any general meeting of the Association, and such member and each such representative shall not be entitled to participate in any affairs of the Association.

- 2.7 When a school board of education ceases to be a school board of education as defined in the *School Act*, it ceases to be a member of the Association, but no school board of education member may be expelled by the Association.

### PART 3

#### Membership Fees

- 3.1 The Association shall apply grants, if any, provided to the Association by the Government, against the Association's operating expenses and the balance of those expenses ("the balance of the expenses") shall be paid by the school board of education members, in the manner and at the time or times required by the Directors, by way of membership fees.
- 3.2 The membership fee payable by a school board of education member shall be the aggregate of:
- a. the amount determined by dividing fifty per cent (50%) of the balance of the expenses by the number of public school board of education members in the Association, and
  - b. the proportion of the fifty per cent (50%) of the balance of the expenses that the school board of education members' student enrolment in the preceding year bore to the total student enrolment of all public school board of education members in that school year.
- 3.3 The funds received from payment of the annual membership fee set under Bylaw 3.1 shall be applied to further the purposes of the Association as set out in its Constitution.
- 3.4 The Association may levy an additional fee on a school board of education member for the provision by the Association of further services for that member, providing those services fall within the mandate of the Association.
- 3.5 The funds received from payment of the fees levied under Bylaw 3.4 shall be applied to provide the services for which the fee is levied.

## PART 4

### Meetings of Members

- 4.1 Robert's Rules of Order shall govern points of order or procedures at all meetings of the Association except as may otherwise be provided for in these Bylaws.
- 4.2 ~~Subject to the Societies Act, T~~the Association shall hold an ~~A~~annual ~~G~~general ~~M~~meeting once every calendar year at a time and place determined by the Directors and the Directors may convene additional general meetings at any time they see fit.
- 4.3 Members may be assigned to regional groupings, by ordinary resolution at ~~A~~annual ~~G~~general ~~M~~meetings, for the purpose of facilitating Association business.
- 4.4 The Association shall pay the travel expenses associated with attending general meetings of the Association for one delegate for each ~~school~~ board of education member.
- 4.5 Notice convening a general meeting, specifying the place, date and time and, in the case of special business, the general nature of the business and the text of any special resolution to be submitted to the meeting, shall be provided to:
- a. every member on the register of members on the day notice is given,
  - and
  - b. the auditor, ~~and~~
  - ~~c. the non-voting directors.~~
- 4.6 Accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any member entitled to receive notice, does not invalidate the proceedings at that meeting.

## PART 5

### Representative Council

- 5.1 In addition to the annual general meeting, a special general meetingbody, known as the Representative Council, shall be held at least once every year and more frequently if the Board of Directors so determines.
- 5.2 During years when collective bargaining is scheduled with teachers, at least one Representative Council meeting shall be held to discuss bargaining objectives.
- 5.3 The Representative Council shall be comprised of the Board of Directors and one Representative as named to the Association under Bylaw 2.3.
- ~~5.4 Each voting Director from the Board of Directors and each school board shall have one vote on the Representative Council.~~
- 5.45 The Association shall bear the costs of the meeting and associated travel expenses for Representatives for up to two Representative Council meetings per year.
- 5.56 The Representative Council shall approve the annual budget of the Association.

## PART 6

### Proceedings at General Meetings

- 6.1 The following business shall take place at the aAnnual gGeneral mMeeting:
- a. the consideration of the financial statements
  - b. the report of the Directors
  - c. the report of the auditor, if any
  - d. the election of Directors
  - e. the appointment of the auditor, if required, and
  - f. the other business that, under these Bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.
- 6.2 Special business is all other business, including business conducted at a special general meeting, as determined by the Board of Directors.
- 6.3 There shall be two kinds of resolutions for conducting the business at general meetings of the Association: special and ordinary.
- a. Special resolutions are for
    - i. a change in the Bylaws of the Association (all Bylaw changes must be approved by the Minister of Finance);
    - ii. other actions requiring authorization by special resolution under the Societies Act.
  - b. Ordinary resolutions are for providing direction to the Board of Directors for conducting the business of the Association.
- 6.4 Resolutions may be submitted by member school boards of education or the Board of Directors to the Governance Committee, which shall be appointed each year by the Chair.
- 6.5 The call for special and ordinary resolutions to be dealt with at a general meeting, and the call for nominations to the Board of Directors, shall be distributed to the members not less than 85 calendar days prior to the general meeting.
- 6.6 The call for nominations to the Board of Directors shall include information on roles, responsibilities and desired competencies as established through Board Policy pursuant to Bylaw 7.2.
- 6.~~7~~6 The Governance Committee will forward the resolutions to be presented to the general meeting to the members not less than 30 calendar days prior to the meeting.
- 6.~~8~~7 Notices of resolutions submitted after the requirements in Bylaw 6.5 must arise out of an event subsequent to the deadline. The decision to present a late motion to the general meeting shall be made by the Governance Committee; a negative decision may be appealed to the general meeting.

- 6.98 No business, other than the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
- 6.109 If at any time during a general meeting there ceases to be a quorum present of 50% plus one of the membership of the Association, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 6.110 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting
- a. shall be terminated if convened on the requisition of members, or
  - b. in any other case, shall stand adjourned to the same day in the next week, at the same time and place. If, at the continuation of the adjourned meeting, a quorum is again not present, the members in good standing present at the continuation of the adjourned meeting constitute a quorum for the purpose of that meeting.
- 6.124 The Chair, the Vice-Chair or, in the absence of both, one of the other Directors present shall preside as Chair of a general meeting.
- 6.132 A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 6.143 When a meeting is adjourned for ten days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
- 6.154 Except as provided in these Bylaws, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
- 6.165 A member in good standing, with a delegate present in person at a meeting of members, is entitled to vote in accordance with this Bylaw and Schedule 1.
- 6.176 Votes to elect directors, including the Chair and Vice-Chair, and to amend the Constitution and Bylaws, shall be decided by weighted ballot as provided in Schedule 1.
- 6.187 Every other motion or question submitted to a general meeting, except as provided in Bylaw 6.3 a., shall be decided by a show of hands unless (before or on the declaration of the result of the show of hands) a counted show of hands is directed by the Chair of the meeting or demanded by any two (2) members entitled to vote who are present. The Chair of the meeting shall declare to the meeting the decision on every motion or question in accordance with the result of the show of hands and such decision shall be entered in the record of proceedings of the Association.
- 6.198 A declaration by the Chair of the meeting that a motion or question had been carried, or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the record of the proceedings of the Association shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that motion or question.

## PART 7

## Directors and Officers

7.1 The number of Directors shall be up to ~~sixteen (16)~~ twelve (12).

7.2 The Board shall maintain Board policies that set out the roles, responsibilities and desired competencies for the Board Chair, Vice-Chair, and Directors.

7.32 At each annual general meeting of the Association, ~~nine (9)~~ up to seven (7) individuals, who must be trustees at the time of election, shall be elected Directors as follows:

a. ~~one individual shall be elected as Director and Chair of the Association~~ there is one trustee Director position for each of the seven (7) regional groupings set out in Schedule 3;

b. ~~one individual shall be elected as Director and Vice-Chair of the Association~~ the candidate must be a trustee from one of the boards of education in the regional grouping;

c. ~~seven individuals shall be elected as Directors of the Association~~ the individuals are elected for a three year term or, if filling a vacancy that arose mid-term, the balance of the term as set out in Schedule 3;

d. the number of individuals to be elected corresponds to the number of trustee Director vacancies on the Board.

7.4 An individual elected under Bylaw 7.3 ceases to be a Director and member of the Association when the individual ceases to be a board of education trustee.

7.53 The Government shall appoint not more than four ~~members to the Board of~~ Directors.

7.6 ~~There shall be up to three non-voting Directors on the Board of Directors, as follows:~~

~~a. the immediate Past Chair of the Association, who shall serve only for one term after the election of a new Chair~~

~~b. one representative of the British Columbia School Superintendents' Association (BCSSA), and~~

~~c. one representative of the British Columbia School District Secretary Treasurers' Association (BCSDSTA).~~

At the first Board meeting following the vacancy of the Board Chair, each Director of the Directors elected pursuant to Bylaw 7.3 or appointed pursuant to Bylaw 7.5 may nominate, in accordance with Board policies:

i. one of the current Directors to serve as Chair, or

ii. an individual to be appointed as an additional Director and Chair.



7.7 The Board will elect from the nominees the individual to serve as Chair and the Minister must confirm the election or:

- a. appoint one of the current Directors as Chair, or
- b. appoint an individual as an additional Director and Chair.

7.8 The confirmation or appointment of the Chair pursuant to Bylaw 7.7 shall be effective on notice from the Minister being received by the Association.

7.9 The Chair shall serve for a three year term or, if filling a Chair vacancy that arose mid-term, the balance of the term as set out in Schedule 3.

7.10 The appointment by the Minister of an additional Director and Chair pursuant to Bylaw 7.6 may be rescinded on notice from the Minister being received by the Association.

7.11 The Board is to elect a Vice-Chair from among the Directors.

7.12 The Chief Executive Officer for the Association is entitled to participate in Board meetings and Board Committee meetings as a participant with voice but no vote.

~~7.5~~ The non-voting Directors representing the BCSSA and the BCSDSTA shall be appointed annually and their appointment date shall coincide with the Annual General Meeting of the Association.

~~7.136~~ Candidates for any of the elected directors' positions may be nominated from the floor at the aAnnual General mMeeting prior to that section of the business which features speeches by the nominated candidates. ~~Candidates defeated for a higher office may subsequently be nominated for another office prior to the ballot being held for that office.~~

~~7.7~~ Elections of the Chair and Vice-Chair shall be decided by majority vote. If no single candidate obtains a majority vote, the candidate with the least number of votes shall be dropped from the list of candidates for the succeeding ballot. This process shall continue until one candidate obtains a majority vote.

7.148 Elections for Directors shall be conducted as follows:

- a. If there are is more than seven candidates on the ballot for a regional grouping, there shall be a contested election.
- b. If there are eight more than four candidates on the ballot, the seven candidates with the greatest number of votes on the first ballot shall be declared elected advance to a second ballot.
- c. ~~If there are nine or ten candidates on the ballot, the candidate with the least number of votes on the first ballot shall be dropped prior to the second ballot.~~
- d. ~~If there are more than ten (10) candidates on the ballot, the ten candidates with the greatest number of votes on the first ballot shall advance to a second ballot.~~
- e. c. After second and subsequent ballots, the candidate with the least number of

votes shall be dropped from the list of candidates for the succeeding ballot. This process shall continue until ~~there are a total of seven candidates who remain on the ballot. These seven candidates shall be declared elected as Directors~~ a candidate receives 50 percent plus one of all votes cast in the ballot.

7.159 The Chair shall announce the results of each ballot by stating the number of votes cast for each candidate.

7.160 For election of Directors, each ~~school~~ board of education member is entitled to the number of votes based on the number of students enrolled in the school district as of the September 30 preceding the date of the meeting, as set out in Schedule 1 of these Bylaws.

~~7.11 The elected Directors shall retire from office at each Annual General Meeting, when their successors shall be elected.~~

7.172 Subject to Bylaws 2.4 and 7.4, a retiring Director shall be eligible for re-election.

7.183 The members may, by special resolution, remove an elected director before the expiration of the Director's term of office.

7.194 When a vacancy occurs amongst the elected Directors which would result in a vacancy on the Board of Directors for more than four months, the public ~~school~~ board of education members shall elect, in a manner to be determined by the Board of Directors, another Director to fill the vacancy for the balance of the term as set in Schedule 3.

7.2045 The Government may at any time remove a person appointed as a member under Bylaw 7.5 and may appoint another person as member to replace the person so removed.

7.2146 The appointment or removal of a member under Bylaw 7.5 shall be effective on notice of the appointment or removal being received by the Association.

## PART 8

### Board of Directors' Powers and Duties

8.1 The Board of Directors shall manage, or supervise the management of the affairs and business of the Association and shall have authority to exercise all such powers of the Association as are not in conflict:

- a. with the Constitution and Bylaws, and
- b. all laws to which the Association is subject.

8.2 Without limiting the generality of Bylaw 8.1, the Board may:

- a. identify the human resource and labour relations interests and associated issues that are common or of significance to the public education sector;
- b. establish the human resource and labour relations objectives and strategies

pertaining to those issues, including (without limitation) objectives and strategies for collective bargaining and the administration of collective agreements, in accordance with mandates and strategic directives of the Public Sector Employers' Council;

- c. advance those objectives and strategies in the best interests of the members in the public education sector and other public sector employers;
- d. develop sectoral compensation plans and associated guidelines or implementation policies for employees in the sector not covered by collective agreements;
- e. ensure that local bargaining objectives and outcomes do not conflict with sectoral objectives;
- f. communicate the human resource and labour relations interests of the public education sector to the Public Sector Employers' Council and to the provincial government;
- g. participate in the development of the Public Sector Employers' Council's strategies and mandates through the association's presence on the Council; and
- h. develop policies as required and otherwise advance the purposes of the association as set out in the constitution.

8.3 The Board must assist the Public Sector Employers' Council and its Chair in carrying out their functions, directions and mandates.

8.42 No act or proceeding of the Board of Directors is invalid if there is fewer than the number of Directors stipulated in Bylaw 7.1.

8.53 If an elected Director is absent from three consecutive regular Board meetings, unless such absence is with the leave of the Board, the elected Director's position shall be deemed to be vacant.

8.64 In addition to any other powers the Directors have under the *Societies Act*, the *Public Sector Employers Act* or these Bylaws, the Directors may take action against a member for the member's failure to comply with these Bylaws.

8.75 If the Directors have the right under Bylaw 8.6 to take action against a member, the Directors may, after ~~appropriate notice~~having given written notice of the proposed actions, including reasons, to the member and a hearing at which the member will be given a reasonable opportunity to make representations respecting the proposed transactions (which representations may be submitted in writing), do any one or more of the following:

- a. issue a warning to the member;
- b. impose a fine on the member for the purpose of recovering financial obligations owed by the member;
- c. bar the member or the member's delegate from membership on any one or more committee, and,

d. determine that the member is not in good standing for the period the Directors consider appropriate.

8.86 The Directors must, on request, give written reasons for any action taken under Bylaw 8.6.

8.97 The Association may take the action it considers appropriate to collect from a member any fine imposed under Bylaw 8.7 including, without limitation, bringing an action in a court of competent jurisdiction to recover the debt.

## PART 9

### Proceedings of Directors

9.1 A Director may be compensated for expenses necessarily and reasonably incurred by the Director while engaged in Association business.

9.2 Subject to the requirements of the Societies Act that a majority of the Directors must not receive or be entitled to receive remuneration from the Association under contracts of employment or contracts for service (other than remuneration for being a Director). Directors who are not otherwise compensated for time spent on Association business may be compensated at a rate not to exceed the rates established by the provincial government for appointees to government agencies, boards and commissions.

9.3 The Directors may meet together at the places they think fit to dispatch business and may otherwise adjourn and regulate their meetings and proceedings as they see fit.

9.4 Unless the Directors otherwise determine, a Director may participate in a Directors meeting or in a meeting of a committee of Directors by telephone or other communications medium if all participants at the meeting are able to hear each other.

9.5 The Directors may from time to time fix the quorum necessary to transact business at a Directors meeting and unless so fixed, the quorum shall be a majority of the Directors then in office.

9.6 The Chair shall be chair of all Directors' meetings, but if at a meeting the Chair is not present within 30 minutes after the time appointed for holding the meeting, the Vice-Chair shall act as chair, but if neither is present the Directors present may choose one of their number to be chair at that meeting.

9.7 The Chair, on the request of a Director, shall convene a Directors meeting.

9.8 The Directors may delegate any, but not all, of their powers to committees consisting of the Director or Directors they consider appropriate.

9.9 Every Director may attend and be heard at any meeting of a committee of Directors, whether or not the Director is a member of that committee.

- 9.10 A committee shall, in the exercise of any powers delegated to it, conform to any rules imposed on it by the Directors, and shall report every act or thing done in exercise of those powers to the earliest Directors meeting to be held after the act or thing has been done.
- 9.11 A committee shall elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the Directors present who are members of the committee shall choose one of their number to be chair of the meeting.
- 9.12 A committee chair may, and at the request of two or more committee members shall, convene a meeting of the respective committee.
- 9.13 Notice of each Directors meeting and each meeting of a committee of Directors, specifying the place, day and time of the meeting and the general nature of any business that is to be transacted at that meeting, shall be given to all Directors at least seven days before the meeting. If it is not possible to give at least seven days' notice of a meeting to any Director, notice shall be given to that Director at the earliest opportunity before the meeting.
- 9.14 The accidental omission to give notice of a meeting to, or, if notice was given, the non- receipt of that notice by, a Director does not invalidate proceedings at that meeting.
- 9.15 For the first Directors meeting held immediately following the appointment or election of a Director or Directors at an annual or other general meeting of members, or for a Directors meeting at which a Director is appointed to fill a vacancy on the Board of Directors, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be constituted, if a quorum of the Directors is present.
- 9.16 A Director who may be absent temporarily from British Columbia may, by notice to the Association, waive the right to receive notice of any Directors meeting or meeting of a committee of the Directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
- a. no notice of any Directors meeting or of any meeting of a committee of directors shall be sent to that Director, and
  - b. any and all Directors meetings and meetings of a committee of Directors, notice of which has not been given to that Director shall, if a quorum of the Directors is present, be valid and effective.
- 9.17 Questions arising at a Directors meeting and at a meeting of a committee of Directors shall be decided by a majority of votes.
- 9.18 The Chair of a Directors meeting may move or propose a resolution. No resolution proposed at a Directors meeting or at a meeting of a committee of Directors needs to be seconded.
- 9.19 A resolution in writing, signed by all the Directors and placed with the minutes of the Directors, is as valid and effective as if regularly passed at a Directors' meeting.

## PART 10

### Technical Advisory Committees

- 10.1 Through Board resolution, the Directors shall establish terms of reference for technical advisory committees comprised of sector and subject matter experts and senior staff from the member school districts to:
- a. work in collaboration with and advise Association staff;
  - b. advise the Board, as appropriate, on matters within the Associations' purposes; and,
  - c. assist the Association in implementing Board decisions and coordinating Association programs and services.
- 10.2 When requested by the Association, each school district shall designate their staff representative(s) necessary to give effect to the purposes of a technical advisory committee established pursuant to Bylaw 10.1.
- 10.3 Unless otherwise specified in the terms of reference, the Association will be responsible for coordinating the operations and reporting progress to the Board with respect to the objectives set for any technical advisory committees established pursuant to Bylaw 10.1.

## PART 110

### Indemnity

- 110.1 Subject to the requirements of the *Societies Act* with respect to the indemnification of Directors and senior managers and the payment of expenses, the Directors may cause the Association to indemnify any Director, former Director, senior managers, former senior managers, employee or agent of the Association and his or her heirs and personal representatives against all costs, charges and expenses whatsoever incurred by him or her and resulting from his or acting as a Director, senior manager, employee or agent of the Association.

## PART 124

### Duties of Officers

- 124.1 The Chair shall preside at all meetings of the Association and of the Directors, be spokesperson for the Board of Directors and be nominated by the Association as its representative on the Public Sector Employers' Council.
- 124.2 If the Chair is assessed by the Public Sector Employers' Council as having a conflict of interest as a member of the Public Sector Employers' Council in accordance with its guidelines, the Board of Directors shall nominate a representative to the Public Sector Employers' Council from among the Directors elected under Bylaw 7.2.
- 124.3 ~~Except as permitted by the Societies Act, the Chair shall cause to be kept, at the Association's principal place of business/registered office, Association documents, copies, registers, minutes and records.~~
- 124.4 The Vice-Chair shall carry out the duties of the Chair during the Chair's absence.

## PART 132

### Seal

- 132.1 The Directors may provide a common seal for the Association and may destroy a seal and substitute a new seal in its place.
- 132.2 The common seal shall be affixed only when authorized by a resolution of the Directors and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the Chair and the Vice-Chair.

## PART 143

### Borrowing

- 143.1 With the prior approval of the Minister ~~of Finance and Corporate Relations~~, and in order to carry out the purposes of the Association, the Directors may, on behalf of and in the name of the Association, raise or secure the payment or repayment of money in the manner they decide, and in particular but without limitation, by the issue of debentures.
- ~~143.2 No debenture shall be issued without the sanction of a special resolution.~~
- ~~143.3 The members may by special resolution further restrict the borrowing powers of the Directors, but a restriction imposed expires at the next Annual General Meeting.~~

## PART 154

### Auditor

- 154.1 At each ~~A~~annual ~~G~~general ~~M~~meeting, the Association shall appoint an auditor to hold office until the auditor is reappointed or the auditor's successor is appointed at the next ~~a~~Annual ~~G~~general ~~M~~meeting.
- 154.2 An auditor may be removed by ordinary resolution and a successor appointed in accordance with the procedures in the *Societies Act*.
- 154.3 An auditor shall be promptly informed in writing of appointment or removal.
- 154.4 In addition to the restrictions imposed by the *Societies Act*, No Director and no employee of the Association shall be auditor.
- 154.5 The auditor may attend general meetings.

## PART 165

### Notices

- 165.1 Any notice permitted or required under these Bylaws or under any enactment to be given, sent or delivered to a member, a Director or the Association, may be given, sent or delivered to the member, Director or Association by written instrument, ~~telegram, telex, telecopier~~email, fax or any other method of transmitting legibly recorded messages.
- 165.2 Subject to the *Societies Act* with respect to notices received by the Association, A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed, bore sufficient postage and was put in a Canadian post office receptacle.

## PART 176

### Bylaws

- 176.1 Each member is entitled to and the Association shall give the member, without charge, a copy of the Constitution and Bylaws of the Association.
- 176.2 These Bylaws shall not be altered or added to except by special resolution and no alternation or addition shall be effective until approved by the Minister ~~of Finance and Corporate Relations~~.



## PART 18

### Reporting Society Provisions

18.1 The Association must have an auditor.

18.2 At an annual general meeting, a resolution appointing an auditor, other than the incumbent auditor, must not be proposed unless:

- a. the incumbent auditor has declined reappointment, or
- b. at least 14 days' written notice of the proposed resolution has been given to:
  - i. all persons entitled to receive notice of the meeting, and
  - ii. the incumbent auditor.

18.3 The financial statements of the society must be prepared as comparative financial statements relating separately to:

- a. the period determined under section 35(2) of the *Societies Act*, and
- b. the preceding period, if any, in relation to which financial statements for the Association were prepared.

18.4 Despite Reporting Society Provision 18.3, the financial statements of the society may deal with only the period determined under section 35(2) of the *Societies Act* if the reason for doing so is set out in the financial statements.

18.5 At least ten (10) days before the date of each annual general meeting, the society must send to the auditor and to each member a copy of:

- a. the financial statements that are to be presented at the meeting, and
- b. the auditor's report, as defined in section 1 of the *Societies Act*, on those financial statements.

18.6 The Association, on request of a person holding a bond, debenture, note or other evidence of debt obligation, whether secured or unsecured, of the society, must send to the person a copy of the Association's latest financial statements and a copy of the auditor's report, as defined in section 1 of the *Societies Act*, on those financial statements.

## SCHEDULE I

- 1.1 The purpose of this Schedule is to establish the method of voting in those situations in which the Association does not use a simple “one member, one vote” approach.
- 1.2 This Schedule permits weighted voting to accord the larger organizations a greater degree of influence in recognition of the number of students served while at the same time ensuring that the small members’ interests are taken into account.
- 1.3 The Bylaws provide for three situations in which the weighted voting method is used:
- a. amendments to the Constitution and Bylaws (Bylaw 6.3)
  - b. election of Directors at the aAnnual General Mmeeting (Bylaw 7.16)
  - c. ratification of a province-wide collective agreement for teachers (Schedule 2).
- 1.4 A member ~~school~~ board of education that has the total student enrolment in its school district referred to in Column 1 shall, on a resolution referred to in section 3 in this Schedule, have the number of votes referred to in Column 2:

<u>Column 1</u>	<u>2</u>	<u>Column</u>
Fewer than 400 student full-time equivalents		1 vote
400 to 999 student full-time equivalents		2 votes
1,000 to 1,999 student full-time equivalents		3 votes
2,000 to 5,999 student full-time equivalents		4 votes
6,000 to 11,999 student full-time equivalents		6 votes
12,000 to 17,999 student full-time equivalent		8 votes
18,000 to 23,999 student full-time equivalent		10 votes
24,000 to 29,999 student full-time equivalent		12 votes
30,000 and over student full-time equivalents		14 votes

## SCHEDULE 2

### Part I

- 2.1 Each member agrees with each other member and with the Association that the member will not do or omit to do any act or thing that would be or constitute a breach of any of the provisions of the Constitution, Bylaws or schedules and that, without limiting the remedies available to the Association or a member, the provisions of this schedule are enforceable by injunction at the initiative of the Association or any member.
- 2.2 Members agree they will abide by all decisions of the Association regarding relations with any union representing their employees with respect to any matter for which the Association is the accredited bargaining agent. The directors shall from time to time issue guidelines to members in this respect.

### Part 2

- 2.3 The Directors must adopt policies and procedures for delegation of authority to ~~school~~ boards of education for matters involving support staff unions and for local matters involving teachers' unions, in accordance with the provisions of this Part.
- 2.4 The policies and procedures adopted respecting support staff unions shall incorporate the following principles:
- a. authority to negotiate agreements shall be delegated to members or groups of members
  - b. authority to resolve any disputes arising out of the collective agreement shall be delegated to members or groups of members
  - c. members or groups of members shall inform the Association of their bargaining proposals, of proposals by their union(s), and of significant developments in collective bargaining and contract administration
  - d. proposed collective agreements negotiated with support staff unions shall be ratified by the ~~school~~ board of education affected or by a group of ~~school~~ boards of education affected according to that group's rules, and by the Association
  - e. each collective agreement shall be presented for ratification to the next Board of Directors' meeting following ratification by the member ~~school~~ board of education or such other time as the Directors may determine and ratification of such agreements by the Association shall be deemed to occur unless 2/3 of the Directors vote to reject the agreement.
- 2.5 The policies and procedures adopted respecting teacher unions shall incorporate the following principles:
- a. authority to negotiate agreements with respect to local matters shall be delegated to members or groups of members

- b. authority to resolve disputes arising out of the collective agreement which have only a local impact shall be delegated to members or groups of members
- c. on local matters, members or groups of members shall inform the Association of their bargaining proposals, of proposals by their union(s), and of significant developments in collective bargaining and contract administration
- d. proposed agreements with respect to local matters shall be ratified by the ~~school-~~board of education affected or by a group of ~~school-~~boards of education affected according to that group's rules, and by the Association
- e. each collective agreement shall be presented for ratification to the next Board of Directors' meeting following ratification by the member ~~school-~~board of education or such other time as the Directors may determine and ratification of such agreements by the Association shall be deemed to occur unless 2/3 of the Directors vote to reject the agreement.

### Part 3

- 2.6 The Association shall communicate the terms of any proposed province-wide collective agreement to the members for approval or rejection.
- 2.7 The approval or rejection of a proposed agreement referred to in ~~Bylaw-2.6~~ above shall be determined by a ballot of the members, other than government members.
- 2.8 Each member entitled to vote on the agreement shall have the votes it is entitled to under Schedule 1.
- 2.9 The votes that a member has under Schedule 1 shall be cast as a block on any vote under this Part.
- 2.10 A proposed agreement referred to in Bylaw 2.6 shall be deemed to be approved by a majority of the votes cast by the members voting on the agreement and, if approved, shall be binding on all members.
- 2.11 The ballot shall be given to all members at their registered address either by delivery, telecopy or prepaid mail and, if by mail, the ballot shall be deemed to be received on the 7th day after the date of mailing.
- 2.12 In order to be counted, a ballot must be received at the head office of the Association not later than 5:00 p.m. local time in Vancouver on the 15th day after the date of delivery, telecopy or deemed receipt by the member, or within such shorter period as may be determined by the Directors.

### **SCHEDULE 3**

3.1 The Board selection and Minister confirmation of the Chair, and the election of Trustee Directors, will occur pursuant to Part 7 of the Bylaws.

3.2 A trustee Director will be elected from each of the following seven regional groupings:

<b>Employer Regional Groupings</b>	
<b>Kootenay Boundary</b> <u>SD 5 (Southeast Kootenay)</u> <u>SD 6 (Rocky Mountain)</u> <u>SD 8 (Kootenay Lake)</u> <u>SD 10 (Arrow Lakes)</u> <u>SD 20 (Kootenay-Columbia)</u> <u>SD 51 (Boundary)</u>	<b>Northwest</b> <u>SD 50 (Haida Gwaii)</u> <u>SD 52 (Prince Rupert)</u> <u>SD 54 (Bulkley Valley)</u> <u>SD 82 (Coast Mountains)</u> <u>SD 87 (Stikine)</u> <u>SD 92 (Nisga'a)</u>
<b>Northern Interior</b> <u>SD 27 (Cariboo-Chilcotin)</u> <u>SD 28 (Quesnel)</u> <u>SD 49 (Central Coast)</u> <u>SD 57 (Prince George)</u> <u>SD 59 (Peace River South)</u> <u>SD 60 (Peace River North)</u> <u>SD 81 (Fort Nelson)</u> <u>SD 91 (Nechako Lakes)</u>	<b>Thompson Okanagan</b> <u>SD 19 (Revelstoke)</u> <u>SD 22 (Vernon)</u> <u>SD 23 (Central Okanagan)</u> <u>SD 53 (Okanagan Similkameen)</u> <u>SD 58 (Nicola-Similkameen)</u> <u>SD 67 (Okanagan Skaha)</u> <u>SD 73 (Kamloops/Thompson)</u> <u>SD 74 (Gold Trail)</u> <u>SD 83 (North Okanagan-Shuswap)</u>
<b>Metro</b> <u>SD 36 (Surrey)</u> <u>SD 37 (Delta)</u> <u>SD 38 (Richmond)</u> <u>SD 39 (Vancouver)</u> <u>SD 40 (New Westminster)</u> <u>SD 41 (Burnaby)</u> <u>SD 43 (Coquitlam)</u> <u>SD 44 (North Vancouver)</u> <u>SD 45 (West Vancouver)</u> <u>SD 48 (Sea to Sky)</u> <u>SD 93 (Conseil scolaire francophone)</u>	<b>Vancouver Island/Coastal</b> <u>SD 46 (Sunshine Coast)</u> <u>SD 47 (Powell River)</u> <u>SD 61 (Greater Victoria)</u> <u>SD 62 (Sooke)</u> <u>SD 63 (Saanich)</u> <u>SD 64 (Gulf Islands)</u> <u>SD 68 (Nanaimo-Ladysmith)</u> <u>SD 69 (Qualicum)</u> <u>SD 70 (Alberni)</u> <u>SD 71 (Comox Valley)</u> <u>SD 72 (Campbell River)</u> <u>SD 79 (Cowichan Valley)</u> <u>SD 84 (Vancouver Island West)</u> <u>SD 85 (Vancouver Island North)</u>
<b>Fraser Valley</b> <u>SD 33 (Chilliwack)</u> <u>SD 34 (Abbotsford)</u> <u>SD 35 (Langley)</u> <u>SD 42 (Maple Ridge-Pitt Meadows)</u> <u>SD 75 (Mission)</u> <u>SD 78 (Fraser-Cascade)</u>	

3.3 To support Board continuity and Director development, the three year terms for trustee Directors and the Chair shall be staggered and scheduled such that approximately one-third of the terms expire at the conclusion of each annual general meeting.

3.4 At the general meeting where this schedule is adopted, an election will be held for all trustee Director positions and their terms will expire according to the following cycle:

<b>Staggered, Three-Year Term Expiry Cycle</b>	
Year 1	Kootenay Boundary, Thompson Okanagan, Northwest
Year 2	Northern Interior, Metro Vancouver
Year 3	Vancouver Island/Coastal, Fraser Valley, Board Chair

3.5 Starting at the first annual general meeting following the adoption of this schedule, the terms for the positions identified under Year 1 will expire at the conclusion of that annual general meeting. The terms for the Year 2 and Year 3 positions will expire at the conclusion of the second and third annual general meetings following the adoption of this schedule, respectively. This three year cycle will repeat in subsequent years.

3.6 If a trustee Director is unable to complete their term, an election may be held pursuant to Bylaw 7.19, or pursuant to Bylaw 7.14 at the next annual general meeting. Any individual elected to fill a mid-term vacancy will serve for the balance of the term as established in term expiry cycle pursuant to 3.4 of this Schedule.



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

**OPERATIONS COMMITTEE NOTES**

Held on December 21<sup>st</sup>, 2017 from 12:30-2:00 pm  
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Lori Pratt (Committee Chair), Greg Russell

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; Louise Herle, SCTA

REGRETS: Betty Baxter, Trustee; Dave Mewhort; Trustee

The meeting was called to order at 12:32 p.m.

1) Wired Glass Motion Discussion

The recommendation from the November 15<sup>th</sup> Operations committee was referred back to committee at the December public board meeting. The committee refined the recommendation as follows:

**RECOMMENDATION:**

“THAT Boards recognize the risk of wired glass in schools and advocate to the Ministry of Education for funding to mitigate that risk.”

Secretary-Treasurer Weswick reported on progress in the district’s own assessment of risk related to wired glass in schools. At Elphinstone Secondary, approximately 130 panes of wired glass were identified. The manager of facilities will assess and prioritize funds to put towards replacement of high risk panes / locations.

2) December 18<sup>th</sup> Funding Announcement Review

Secretary-Treasurer Weswick reported on the recent ministry funding announcement and highlighted:

- Staffing in place for non-enrolling ratios is fully funded, including an increase for ELL staffing.
- Increase in funding for Level 1, Level 2, ELL and Aboriginal Education
- Salary differential costs have resulted in an increase in funding due to a relative measure to the provincial average teacher cost.

- Remedy funding is fixed and not variable as previously thought. Total costs for remedies approximately \$90,000.
- Discussions to take place with principals, unions and DPAC regarding priorities for use of additional funding.
- Further discussion to take place at January Operations Committee on amended budget.

### 3) Regulation 3800 - Transportation of Students

The regulation has returned to committee with additional proposed changes. The district continues to look for feedback from the community. Secretary-Treasurer Weswick reviewed the recent changes, including updates to the registration process, establishment of bus routes, and prioritization for cross-boundary and courtesy riders. He also noted that stipulations relating to student conduct on school buses has been incorporated into the regulation.

The committee discussed the notion of walk to stop limits. It was noted that that terrain should also be taken into consideration (e.g., narrow roads, accessibility issues) as well as time of year and operational requirements of the buses. Secretary-Treasurer Weswick indicated that suggested language regarding walk to stop limits would be presented to the committee after discussion with the districts transportation provider.

### 4) Regulation 1320 - Conduct on School Buses

The regulation is being repealed as new language has been included in Regulation 3800 – Transportation of Students.

### 5) Regulation 1800 - School Attendance Areas

Secretary-Treasurer Weswick reviewed changes to the regulation, including:

- Daycares can no longer be used to determine place of residence.
- Deleted transportation information as it is included in Regulation 3800 – Transportation of Students.
- Removed redundant language.

### 6) Regulation 4450 – Purchasing

Secretary-Treasurer Weswick indicated that a threshold for the requirement of quotes had been added as a result of feedback from schools. Additional changes include:

- Clarification on emergency situations
- Multi-year contracts must be approved by the secretary-treasurer
- Contracts containing indemnity clauses must be reviewed by the secretary-treasurer.



7) Regulation 6500 - Inclement Weather

The regulation has been updated to reflect current practice. The committee discussed employee responsibilities during inclement weather and suggested minor changes to language in the regulation.

The meeting adjourned at 1:56 pm.

**NEXT MEETING:** January 18<sup>th</sup> 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 December 19<sup>th</sup>, 2017 from 9:30-11:30 a.m.

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

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

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

**REGRETS:** Lori Dixon, Trustee; Betty Baxter, Trustee

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

1. Partners in Learning Review

The committee discussed the Partners in Learning celebration that took place on November 15, 2017 and shared their reflections on the event, as well as feedback received from the community:

- Format of the event was well received, particularly having the presentations take place in the theatre at Chatelech and the passport/door prize.
- School PACs should be invited to the event.
- Consider a shorter format for presentations, with clear timelines and guidelines, eg. PechaKucha.
- Consider moving the event to a different time of year as November is typically busy for senior administration.
- Consider hosting next year's event prior to the trustee election in October 2018.

The committee agreed to a staff recommendation on timing for future Partners in Learning events.

2. School Growth Plans

Superintendent Bocking shared school growth plans in anticipation of the trustee school visits scheduled to take place in January 2018.

The committee reviewed school growth plans for Chatelech Secondary, Roberts Creek Elementary, Kinnikinnick Elementary, Langdale Elementary, Madeira Park Elementary, Sunshine Coast Alternative School, and Halfmoon Bay Elementary.

### 3. Communication Plan (standing item)

The committee reviewed the plan and made the following suggestions:

- *School Growth Plans Debrief* be added to January Committed of the Whole
- January Policy Committee items be moved to February
- *Principal Appointment Process* be added to March Closed
- *BCSTA AGM Motions* be added to January Committee of the Whole

The meeting adjourned at 11:27 a.m.

**NEXT MEETING:** January 23<sup>rd</sup> from 9:30-11:30 am at the School Board Office