



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

**REGULAR MEETING AGENDA**

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

---

1. Call to Order
2. Celebrating Education: The New ADST Curriculum – P. Kaatz
3. Public Question Period (10 minutes in total)
4. Adoption of the Agenda
5. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings
  - a. Regular Meeting – February 14, 2018 ..... Pg. 3-9
  - b. Record of Closed Meeting – February 14, 2018 ..... Pg. 10
6. Reports
  - a. Executive Reports
    - i. Superintendent’s Report ..... Pg. 11-13
      1. Strategic Plan Reports:
        - a. Goal 1.c. – Math ..... Pg. 14
        - b. Goal 2.f. – Leaders ..... Pg. 15
        - c. Goal 2.h. – Safe / Health Schools (Operational) ..... Pg. 16-17
      2. Administrative Regulations:
        - a. Circulating Prior to Being Repealed (*until April 2, 2018*):
          - i. Regulation 1020 – AIDS / HIV Cases ..... Pg. 18-19
          - ii. Regulation 3920 – Specialty Areas in Schools ..... Pg. 20
          - iii. Regulation 4800 – Vehicle Expenses ..... Pg. 21-22
        - b. Revised and Circulating until April 30, 2018:
          - i. Regulation 3300 – Damage to Personal Property ..... Pg. 23
          - ii. Regulation 6450 – General Hygiene / Potential Infection ..... Pg. 24
        - c. To be Received:
          - i. Regulation 1800 – School Attendance Areas ..... Pg. 26-31
          - ii. Regulation 4450 – Purchasing ..... Pg. 32-35
          - iii. Regulation 6500 – Inclement Weather ..... Pg. 36-38
      3. 2018-19 School Calendar (*motion*) ..... Pg. 39-40  
**MOTION:** “THAT the board adopt the 2018-19 School Calendar.”
    - ii. Secretary-Treasurer’s Report ..... Pg. 41
      1. Expenditures by Object – February 2018 ..... Pg. 42
      2. Larger Cheques Written in the Month of February 2018 ..... Pg. 43
  - b. Board/Committee Reports
    - i. Board Report ..... Pg. 44-45
      1. BCSTA Report ..... Pg. 46-68
      2. BCPSEA Report
      3. Student Trustee Report
    - ii. Operations Committee Notes – February 22, 2018 ..... Pg. 69-73
    - iii. Education Committee Notes – February 28, 2018 ..... Pg. 74-75

**MOTION:** "TO receive the reports."

7. Correspondence

a. SCTA – District Budget Submission 2018.....Pg. 76-78

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

9. Next Meeting

The next public board meeting will be held on April 11<sup>th</sup>, 2018.

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

10. Adjournment

<b>COMMITTEE MEETINGS</b> 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	22 from 12:30 – 2 pm	-	-
March	16 from 9 – 10:30 am	16 from 11 – 12:30 pm	-	-
April	25 from 2:30 – 4 pm	18 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	31 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 – No meeting in March 2018

Policy Committee – No meeting in March 2018

Education Committee – Friday, March 16<sup>th</sup> from 9:00 – 10:30 am at the SBO

1. Goal 1.e. – Mental and Physical Health
2. Goal 3.g. – Capilano University and Post-Secondary
3. Regulation 1740 – Responding to Suicidal Behaviour
4. Curriculum (standing item)
5. Parent Engagement (standing item)

Operations Committee – Friday, March 16<sup>th</sup> from 11:00 – 12:30 pm at the SBO

1. Staffing Timelines
2. Preliminary Budget Funding Announcement Review
3. Regulation 3400 – Moving of Classrooms
4. Regulation 3800 – Transportation of Students
5. Local Government OCP / Zoning Referrals (standing item)
6. Transportation Review (standing item)



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

Held on Wednesday, February 14<sup>th</sup>, 2018  
At the School Board Office, Gibsons, B.C.

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

#44. Call to Order

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

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

#45. Celebrating Education: Circle of Security – Supporting Parents and Teens

District Principal Deasey shared information on the *Circle of Security* program being offered through the Sechelt and Gibsons Early Years Centres. The eight week program stresses the importance of developing and reinforcing a child's sense of security and belonging to create a baseline for success. Parents are afforded an opportunity to meet, discuss how best to meet their children's needs and reflect on their own progress.

#46. Public Question Period

- There were no questions.

#47. Adoption of the Agenda

**MOTION:** Ruth/Mewhort

"THAT the agenda of February 14, 2018 be adopted."

Carried.

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

- a. Regular Meeting – January 10, 2018
- b. Record of Closed Meeting – January 10, 2018

**MOTION:** Mewhort/Ruth

“THAT the minutes of Regular Meeting of January 10, 2018 and the Record of the Closed Meeting of January 10, 2018 be adopted.”

Carried.

#49. Reports

## a. Executive Reports

## i. Superintendent's Report

Superintendent Bocking highlighted the following:

- Kindergarten registration week runs from February 19<sup>th</sup> to the 23<sup>rd</sup>.
- Girls Leadership Day being planned for September 2018 for students in grades 6, 7, and 8.
- *Joseph and the Amazing Technicolor Dreamcoat* being presented at Chatelech Secondary on February 23<sup>rd</sup>, 24<sup>th</sup> and March 2<sup>nd</sup>, 3<sup>rd</sup>.
- Train in Trades Culinary Arts students have completed the program.
- District Professional Day took place on February 9<sup>th</sup>.
- SD46 is participating in the SFU Public Discourse in Education Symposia
- Leadership pool shortlisting taking place.
- Special education audit was successful.
- United Way grant to support community school after-school programming
- Increase in aboriginal success rate (79% success rate for aboriginal students, 81% success rate for non-aboriginal students).
- Children's charter committee.

## 1. Strategic Plan Reports:

## a. Goal 1.a. – Early Learning

The report was provided as written.

## b. Goal 1.d. – Social Emotional Learning

The report was submitted as written.

## c. Goal 2.a. – Professional Development

Superintendent Bocking spoke to his written report.

## d. Goal 3.b. – Collaborations

Superintendent Bocking highlighted the Joint Use Agreement with the SCRD, the partnership with the United Way of the Lower Mainland, and the partnership with Vancouver Island University for Train in Trades programs.

## 2. Administrative Regulations to be Repealed:

## a. Regulation 1320 – Conduct on School Buses

Secretary-Treasurer Weswick indicated that the regulation has completed the 30 day circulation prior to being repealed. Information relating to student conduct on school buses will be imbedded in the new Student Transportation regulation.

ii. Secretary-Treasurer's Report

Secretary-Treasurer Weswick spoke to his written report and noted that Halfmoon Bay Elementary has been closed to cross-boundary enrolment as a preventative measure. The closure will not result in a disruption to current students or to siblings of existing student who plan to attend the school.

1. Expenditures by Object – January 2018

The report was provided as written.

2. Larger Cheques Written in the Month of January 2018

The report was provided as written.

b. Board/Committee Reports

i. Board Report

Chair Pratt highlighted the trustee visits to schools that took place in January, as well as the Train in Trades Culinary completion celebration.

1. Goal 3.d. – Local Governments

Chair Pratt provided a verbal report and highlighted the following:

- Multi-government partnership and advocacy to achieve the School Road, North Road and Gibsons Way intersection upgrade.
- Successful partnership with District of Sechelt, Habitat for Humanity and SD46 Train in Trades program.
- Renewed Joint Use Agreement with the SCRD is due to be implemented soon.
- Quarterly meetings taking place with SCRD chair and vice chair to discuss a variety of topics.
- Intergovernmental meetings take place twice a year and include representation by our MLA and MP . The meetings provide an opportunity to share strategic plans, information, and question potential items of concern.
- Meeting took place in August 2017 with the newly elected *shíshálh* council.
- Public consultations often include consultation with local governments.
- A meeting has been scheduled for February for the SD46 chair/vice-chair to meet with the mayor/deputy mayor of the Town of Gibsons. A meeting with the District of Sechelt mayor and deputy mayor will occur within the next couple of months. Trustees are encouraged to contact the chair with any items for discussion.
- Chair Pratt and Student Trustee Deasey have been asked to deliver a Pecha Kucha presentation on March 23 at the Columbia Institute for Civic Governance's *High Ground* conference.

Chair Pratt indicated that she sits on the Association of Vancouver Island and Coastal Communities (AVICC) Committee on Social Procurement and is involved in the Women's Campaign School being scheduled for March 3<sup>rd</sup> at the Sunshine Coast Botanical Gardens.

2. BCSTA Report

Vice-Chair Ruth requested feedback on the motions being presented to Provincial Council. Trustees noted concerns regarding motion 9.2 (Specific Focus for Funding Model Review) and motion 9.3 (Rural Education Enhancement Funding and Reporting and Criteria Changes).

3. BCPSEA Report

Trustee Mewhort reported that a summary of consultations relating to teacher bargaining had been included in the agenda package. At the recent BCPSEA AGM, the membership voted in favour of a trustee elected board. Chair Pratt reported back regarding on a motion from the January meeting, to request an amendment to the groupings to move SD46 from the VISTA area to the Metro area. Upon consultation with BCPSEA staff, it was suggested that the request for an amendment take place at the 2019 AGM in order to meet the necessary timelines. In the meantime, it was made clear that SD46 may attend BCPSEA Metro meetings.

4. Student Trustee Report

Student Trustee Deasey reported the following:

- Recent DSLT meeting took place at Pender Harbour Secondary School. Students enjoyed the opportunity to visit the school and see the solar panel project first hand.
- DSLT members composed questions to bring back to schools in order to solicit feedback and provide guidance to the team.
- Chatelech Winter Formal was a success and the Elphinstone Winter Formal is taking place in coming weeks.
- Student Trustee Deasey and Superintendent Bocking took part in a web conference with the Nisga'a School District, as they prepare to move forward with appointing a student trustee.

Chair Pratt shared the board's appreciation for Student Trustee Deasey's advocacy in promoting the role of student trustees across the province.

ii. Operations Committee Notes – January 18, 2018

The notes were submitted as written.

**MOTION:** Ruth/Baxter

"THAT the board accept the *Bus Route Optimization Project Current State Assessment for School District No. 46* report."

Carried.

**MOTION:** Mewhort/Ruth

“That the board approve the 2017/18 amended budget”

Carried.

**MOTION:** Ruth/Mewhort

“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2017/2018 in the amount of \$46,789,451, be read for a first time.”

Carried.

**MOTION:** Mewhort/Ruth

“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2017/2018 in the amount of \$46,789,451, be read for a second time.”

Carried.

Trustees agreed unanimously to proceed to a third reading of the bylaw.

**MOTION:** Ruth/Mewhort

“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2017/2018 in the amount of \$46,789,451, be read for a third time, passed and adopted.”

Carried.

iii. Committee of the Whole Notes – January 23, 2018

Director Bishop reported that a Non-Instructional Day (NID) had been added to the draft 2018-19 school calendar under ministry direction. As in past years, the NID date has been added to the end of the winter break. The province recently announced that the BC Family Day would take place on the third Monday of the month effective 2019. The school district is consulting with the SCTA Professional Development Committee to determine if a change to the February professional day is their preference. The district will share the draft calendar with PACs and DPAC once the February professional day date has been confirmed. The draft calendar will circulate until the March regular meeting.

**MOTION:** Ruth/Mewhort

“THAT the board approve the 2018-19 school calendar at the March Regular Meeting, allowing for a 30 day circulation period. ”

**AMENDED MOTION:** Baxter/Ruth

“THAT the board receive the 2018-19 school calendar for circulation and be brought back to the March regular meeting for consideration.”

Carried as amended.

**MOTION:** Baxter/Ruth

“THAT the Board of Education of School District No. 46 (Sunshine Coast) support all three motions to take forward to BCSTA AGM.”

Carried.

iv. Education Committee Notes – January 24, 2018

The notes were submitted as written.

**MOTION:** Ruth/Baxter

“THAT the following BAA courses be approved:

- Applications for Learning 10;
- Foundations of Inquiry 10;
- Peer Tutoring 10, 11, 12;
- Leadership 10, 11, 12;
- Sport Performance 10, 11; and
- Yearbook 10, 11, 12.”

Carried.

**MOTION:** Ruth/Baxter

“THAT the board approve the report form for use by NEST staff at Davis Bay Elementary School.”

Carried.

**MOTION:** Mewhort/Ruth

“TO receive the reports.”

Carried.

#50. Correspondence

- a. D. Duerksen – Trustee Electoral Area Changes and Ministerial Order

**MOTION:** Mewhort/Ruth

“TO receive the correspondence.”

Carried.

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

- A member of the public shared her thoughts that adding professional days to extended holidays may be difficult for vulnerable students.
- A member of the public noted that the BCPSEA Bargaining document included in the agenda package focused solely on teacher bargaining.

#52. Next Meeting

The next public board meeting will be held on March 7<sup>th</sup>, 2018.

**MOTION:** Mewhort/Ruth

“TO approve the committee agendas.”

Carried.

#53. Adjournment



**MOTION:** Mewhort/Ruth

The meeting adjourned at 8:34 p.m.

Carried.

\_\_\_\_\_  
Chair

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

DRAFT



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

**RECORD OF CLOSED MEETING**

Held on Wednesday, February 14<sup>th</sup>, 2018  
At the School Board Office – Gibsons, B.C.

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

The meeting was chaired by Vice-Chair Ruth.

**Call to Order**

The meeting was called to order at 6:00 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**
  - Principal Pool Update

**Adjournment**

The meeting adjourned at 6:37 p.m.

\_\_\_\_\_  
Chair

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

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

**Superintendent's Report**

Submitted by Superintendent Patrick Bocking

March 7, 2018

---

**1. Students**

- a. The musical theatre production of Joseph and the Amazing Technicolor Dreamcoat took place at Chatelech Secondary on February 24<sup>th</sup> and March 2<sup>nd</sup> and 3<sup>rd</sup>. The performances were superb and won thunderous applause each show! (1f)
- b. The District Technology Committee is launching an in depth effort to fully understand how and where technology is improving education in schools. One of the key questions is, "How do we know?" (1i)
- c. We are proud to acknowledge our students attending the Skills Canada Competition from our Train in Trades programs this year. Our students swept the regional Canada competition. Our top two students will continue on to the Provincial Competition at Abbotsford in April. (1k)
- d. SPARK! 10 is nearly completed for all schools. SPARK! 10 provides an insight for grade 10 students on developmental stages of very young stages and how to support them in their growth. The program includes a classroom component and an experiential component in our StrongStart Centres. (1k)
- e. Aboriginal students are visiting post-secondary campuses to ensure they are aware of the opportunities available to them in their future plans. (1k)
- f. This year's MDI school reports have just been released. Principals have been given access to this valuable data and we are making plans to work with the DSLT to visit schools and delve in deeper with our results. For our District report, please see <http://earlylearning.ubc.ca/mdi/>

**2. Staff**

- a. Schools are forming plans to further develop their curriculum implementation utilizing "mini-grants". The funds can be used for resources and professional development. (2 a and f)
- b. Heart Mind Conference: Several staff members braved the snowy weather on Friday, Feb 23rd to attend the Heart-Mind conference hosted by the Dalai Lama Centre. The theme of this year's conference was "Self-Care" and highlighted the new research and neuroscience around the health and wellness of educators and the impact on their classroom. Staff learned more about the stress response in children and adults, and the subsequent impact on the body and brain. Daniel Siegel was the keynote speaker on the Saturday and all attendees received a copy of his new book, "The Yes

Brain". It was a fascinating and informative day! For more information and a chance to see archived information, please visit <https://www.dalailamacenter.org/conference/heart-mind-2018-take-care-yourself>. (2e)

- c. Spring Break training for staff: District Support Services will be offering two training opportunities for EA's over the Spring Break. Monday, March 19th will be a focus on Speech and Language skills and strategies, and Tuesday, March 20th will be a conversation around Fine motor skills and Self-regulation strategies. A huge thank you to our staff, Janet Stevens (SLP) and Melissa Berryman (OT) for the preparation and delivery of these two courses. (2e)
- d. District counsellors have put together an evening on April 25th at Roberts Creek Library for any interested staff to view the documentary, "Paper Tigers", based on a school that chose to employ trauma-informed practices in order to meet the needs of their challenging population. The film has great reviews and will be an opportunity for any interested staff to discuss this approach. For a preview, please visit <https://vimeo.com/110821029>. (2e)

### **3. Community**

- a. The Environmental Education Committee is proud to invite SD46 staff and the Sunshine Coast Community to a Skype presentation of Richard Louv, internationally noted author who promotes children and families spending more time outdoors. The event takes place on Tuesday, March 13<sup>th</sup> at 4:30 p.m. and includes a visit to the spectacular Nicholas Sonntag Marine Education Centre in the Gibsons Public Market. (3b)

# SPRING BREAK COURSES FOR EA'S

**Monday, March 19**

**SKILLS & STRATEGIES FOR SPEECH AND LANGUAGE SUPPORT**

**FACILITATOR - JANET STEVENS, SPEECH-LANGUAGE PATHOLOGIST**

**Tuesday, March 20**

**A CONVERSATION AROUND FINE MOTOR SKILLS &  
SELF-REGULATION STRATEGIES**

**FACILITATOR - MELISSA BERRYMAN, OCCUPATIONAL THERAPIST**

- **Where: District Support Services Room 203 @  
Kinnikinnick Elem.**
- **Time: 9:00am - 3:00pm**
  - Coffee & Muffins will be ready at 8:45am
  - Bring your own bag lunch

**EA's will be paid for 5.5 hours with a ½ hour lunch**

**TO REGISTER:**

**Contact Tara Doyle at District Support Services  
[tdoyle@sd46.bc.ca](mailto:tdoyle@sd46.bc.ca) or call 604-885-6782 by Friday, March 9  
Space is Limited**

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

**Strategic Plan Report: Math**

Submitted by Superintendent Patrick Bocking  
March 7, 2018

---

*"The book of nature is written in the language of Mathematics."*

- Galileo

---

*Goal 1.a.: Our students will achieve the mathematical skills required for academic and life success.*

**Background:**

Mathematics is one of the key skills sets that young people need when they graduate from our high schools. Therefore, the district created a math committee to develop teachers and student confidence and competence in mathematics. The committee surveyed all teachers to determine their priorities to effectively support their students' learning in mathematics. It was determined that the largest difference could be made by focusing on a strong primary math program with support also provided at the intermediate level and senior math being supported as for all curricular areas during the implementation of the "new" curriculum.

**Discussion:**

Primary teachers identified a strong need for additional support in the areas of teaching skills, resources and materials. To address these needs, Collaborating About Math in Primary (CAMP) was developed as an opportunity for primary teachers, support services and aboriginal support teachers to share values, mindsets and strategies. Further, the committee has arranged for highly successful sessions with provincial math experts. Teachers also enjoyed a resource sharing opportunity where teachers were provided with different materials for use in their classes. The district math committee will address supports for intermediate math teachers in 2018-19 using a similar model. Finally, the district's Engage! site has a mathematics supports section in which resources, presentations and other materials are shared with all staff.

**Next Steps:**

- Continuing the CAMP model
- Integrating the learning of mathematics in nature: counting, patterns
- Increasing math instructional supports at the intermediate level
- Supporting math instructions one of the curricular areas in grade 10, 11, and 12

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

**Strategic Plan Report: Leaders**  
Submitted by Director Paul Bishop  
March 7, 2018

---

*Goal 2.f.: Our staff will be leaders in their field.*

**Background:**

Leadership takes place both inside and outside the classroom to ensure that students have exceptional educational experiences in safe, well-managed schools.

**Discussion:**

All staff in the have opportunities to participate in activities to forward their ability to accomplish not only their work, but to further the work of their colleagues in a positive way.

**Highlights:**

- Two courses are being offered for Educational Assistants over Spring Break: Speech and Language Skills and Strategies, and Fine Motor Skills and Self Regulation. Both workshops are being led by our district staff.
- Robotics and Computational Thinking workshops continue to be offered for secondary and elementary teachers. The focus is learning about how to use Spheros, Micro Bits and Raspberry Pi in the classroom.
- Our District Professional Development Day featured a keynote by Steve Mulligan, SOGI 123 Coordinator and workshops by a number of local teachers on topics from PE games to Mindfulness. Outside presenters included Iris Griffith Outdoor School, Janice Novakowski on math skills and Bruce Beairsto on Powerful Conversations.
- School Principals are involved in a number of activities, including: a book study, "Linking Leadership to Student Learning" with Superintendent Bocking, "Culture of Learning" series with the BC Principals and Vice Principal's Association, and with their own Professional Development committee.

**Next Steps:**

- Our district team is investigating running a "Sphero Olympics" as an opportunity for students and teachers to get together and share their skills in a fun, competitive setting. More kits are being purchased for school use.
- Succession planning is happening through the creation of a "Principal Pool" from which will be drawn administrative replacements for school vacancies. Interviews are scheduled for Monday, March 12.
- Shelley Moore has been booked for the February 2019 District Pro-D day.

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

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

Submitted by Director Paul Bishop  
March 7, 2018

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

**Background:**

The day to day running of schools is supported by a variety of health and safety training that protects and supports everyone in the district while recognizing that all employees in the district affect student learning.

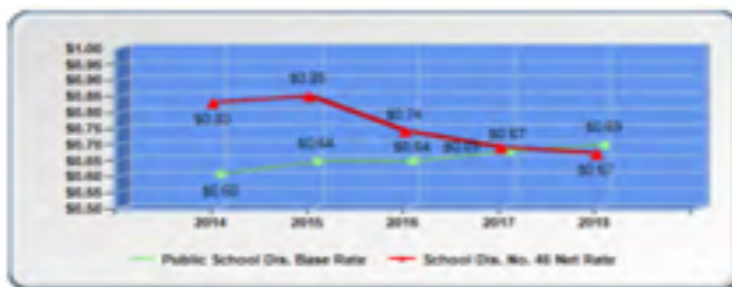
**Discussion:**

All staff in the have opportunities to participate in activities to forward their ability to accomplish not only their work, but to further the work of their colleagues in a positive way.

**Highlights:**

- All District administrators have had their first aid certification renewed this past July. This certification is good for 3 years.
- All District administrators received AED training this past August while school AEDs were brought in from all sites for servicing.
- Glucagon training happens yearly for all staff involved with students with diabetes.
- All School District regulations are being updated with a view towards making language current with practice and current norms. For Example, Regulation 1020-AIDS/HIV Cases.
- We received an update from Dave Cavessa, our Worksafe contact with District 23, regarding trends with our Work Safe Rate Assessment:

*“Attached is your organization’s 2018 WSBC Rate Assessment. Your organization’s net 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 (765008) rose from \$0.67 in 2017 to \$0.69 in 2018. So, although it appears your net rate has decreased by 2 cents, it has essentially decreased by 4 cents when you factor in the base rate increase. Well done.”*



	2014	2015	2016	2017	2018
Public School District Base Rate	\$0.60	\$0.64	\$0.64	\$0.67	\$0.69
Your School District Net Rate	\$0.83	\$0.85	\$0.74	\$0.69	\$0.67



**Next Steps:**

- In light of increased concerns around harassment in the workplace and the #metoo movement, we have resent our District regulation, Harassment pamphlet and expectations about workplace behaviour to administrators asking them to refresh everyone's understanding.
- In addition, we are re-writing the Harassment Pamphlet to create a more user-friendly document for all schools.

**School District No. 46 (Sunshine Coast)**

# Administrative Regulations

## ADMINISTRATION

**1020**

### A.I.D.S./H.I.V. CASES

#### A. Employees

1. Employees with an H.I.V. infection/A.I.D.S. shall be treated as would any other employee with a medical problem. The employee's personal physician shall be responsible for evaluating the employee's health.
2. Where it is not known that an employee has H.I.V. infection but the symptoms become sufficient to make attendance at work difficult, the normal procedures for dealing with employee sickness shall be used.
3. When a school or district official becomes aware that an employee has H.I.V. infection, information shall be kept confidential.
4. An employee infected with H.I.V./A.I.D.S. shall not be restricted from working solely on the basis of the diagnosis and shall not be removed from employment unless the attending physician and Medical Health Officer advise otherwise.
5. An employee who has been excluded from the workplace on the advice of the personal physician and the Medical Health Officer shall not re-enter it without the permission of the School Medical Officer, in consultation with the personal physician and the Superintendent and/or designate.

#### B. Students

1. A student with an H.I.V. infection/A.I.D.S., insofar as it is possible and prudent, shall be treated as would any other student with a medical problem.
2. Personnel involved in the care and education of H.I.V. infected students shall respect the student's right to privacy, including maintaining confidential records.
3. The number of personnel who are made aware of the student's condition shall be kept at the minimum needed to assure proper care of the child.

Page 1 of 2

**Date adopted:** January, 1996

**Revised:** Aug 15/08

**Reference:**

**Supt. Signature:**

**School District No. 46 (Sunshine Coast)**

# Administrative Regulations

## ADMINISTRATION

**1020**

### **A.I.D.S./H.I.V. CASES continued**

#### **B. Students (continued)**

4. The school principal shall consult regularly with the Superintendent and/or designate and the Medical Health Officer regarding the placement of known H.I.V. infected students.
5. Decisions regarding the type of educational setting for H.I.V. infected students shall be based on the behaviour, neurologic development and physical condition of the student and the expected type of interaction with others in that setting. In each case, risks and benefits to both the infected student and to others in the setting shall be weighed.
6. All decisions shall be made in consultation with the student's physician, Public Health personnel, the parent(s) or guardian(s), school and school district personnel.
7. For very young children and for some neurologically handicapped students who lack control of their bodily secretions or who display behaviour such as biting, and for those who have uncoverable oozing lesions, a more restricted educational environment shall be considered.
8. If there is any significant change in the student's condition or behaviour which seems to pose a threat to the student or to others, the principal shall isolate him/her until the parent/guardian is able to take the child home. The principal shall notify the School Medical Officer, who shall consult with the student's physician.
9. The appropriate procedures outlined in Administrative Regulations on General Hygiene shall be followed in the supervision and care of any student where there is a possibility of blood/body fluid contact with anyone else.
10. Because of the deficiencies in the immune system of persons with A.I.D.S., they are at greater risk from infection. Where a student with A.I.D.S. has been exposed to infection at school, the parent shall be informed immediately.

Page 2 of 2

**Date adopted:** January, 1996  
**Revised:** Aug 15/08

**Reference:**

**Supt. Signature:**



School District No. 46 (Sunshine Coast)

## Administrative Regulations

### FACILITIES

3920

#### USE OF SPECIALTY AREAS IN SCHOOLS

1. "Specialty Areas" shall include: computer room, gymnasiums, shops, libraries, laboratories, and art rooms.
2. Only persons authorized by the principal shall use specialty areas in schools.
3. This regulation includes after-school, weekend and holiday times.

TO BE REPEALED

**Date adopted:** July 15, 2002  
**Revised:**

**Reference:** Board Policies 4.2.1, 4.4, 4.6

**Supt. Signature:**



**School District No. 46 (Sunshine Coast)**  
**Administrative Regulations**

**FINANCE**

**4800**

**VEHICLE EXPENSES**

**A. General Provision**

1. Trustees and employees shall be reimbursed or otherwise provided for vehicle costs incurred in the performance of their duties according to one of the following alternatives. Regardless of the alternative, the reimbursement shall be based on the prevailing rate paid to provincial government employees.

**B. Allowance for Distance**

1. The employee shall be reimbursed for distance actually travelled and claimed.
2. Except for travel to Board meetings, allowance will not be paid for travelling between home and the designated office, school or maintenance depot. Allowances will, however, be paid for travel necessitated by changes of location called for by the job.
3. Where an employee serves more than one location in a day, one shall be selected as the base of operation. An allowance will be paid only from and back to that location.
4. Allowances will be claimed on the official form and submitted within one month of the end of the month in which the expenses were incurred.

**C. Monthly Allowance**

1. The monthly allowance will be paid at an established rate based upon estimated costs of distance to be covered within the district.
2. An employee may claim, in addition, for the distance travelled out of the district as provided in B.

**D. Monthly Allowance and Credit Card**

1. The monthly allowance shall be deemed to cover all travel expenses incurred in the performance of duties both within and without the district.

Page 1 of 2

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

**Reference:**

**Supt. Signature:**



School District No. 46 (Sunshine Coast)

## Administrative Regulations

**FINANCE**

**4800**

### VEHICLE EXPENSES (continued)

#### E. Provision of Vehicle

1. When a vehicle is to be provided to an employee, a specific agreement shall be signed.
2. The agreement shall state whether the vehicle will be owned or leased by the district, the maximum amount the district is willing to pay, the length of the lease periods, and the amount to be reimbursed to the district for personal use.
3. The employee may negotiate with the lessor for the subsequent purchase of the vehicle at the end of the lease period.
4. Should the employee opt for a vehicle which is more expensive than the one offered by the district, the employee shall assume any additional costs.

Page 2 of 2

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

**Reference:**

**Supt. Signature:**

Title: **Damage to Personal Property**

Category: **Facilities**

Number: **3300**

**Circulating until April 30, 2018**

**I. Rationale:**

Items essential to the performance of an employee's duties shall be provided by the School District from public funds except where tradition is to the contrary.

Where an employee feels it necessary or desirable to use personal property, the school district will indemnify for loss or damages.

**II. Procedure:**

Reimbursement will take place under the following provisions:

- A. The use of personal owned professional materials must have been approved in advance by the principal or appropriate district administrator.
- B. The district shall reimburse an employee to a maximum of \$150 for loss, damage, or personal insurance deductible to personally owned professional material used for instructional purposes, provided that:
  - 1. The loss or damage is not the result of negligence on the part of the employee claiming compensation,
  - 2. The claim for loss or damage exceeds ten dollars;
  - 3. If applicable, a copy of the claim approval from their insurance carrier shall be provided to the employer.
- C. If an employee's property becomes damaged or lost, the principal or district administrator shall be informed immediately the damage or loss is detected.
- D. Employees may make a claim in writing to the Secretary-Treasurer, indicating the value of the item(s). Copies of any documents supporting the claim should be included. A copy of the written claim must also be provided to the principal or district administrator.
- E. The use of personal professional materials with a value in excess of \$150 must have prior approval by the Secretary-Treasurer.
- F. Employee vehicles are not covered by this regulation, except as provided by School Protections Program coverage or as defined by a collective agreement.

**Received:**

**References:**



Title: **General Hygiene, Communicable Diseases and Medical Concerns**

Category: **Emergencies**

Number: **6450**

**Circulating until April 30, 2018**

**I. Employees with Medical Concerns**

A. The employee's personal physician shall be responsible for evaluating the employee's health.

B. When the symptoms of illness become sufficient to make attendance or performance at work unsafe for others, the normal procedures for dealing with employee sickness shall be used.

C. When a school or district official becomes aware that an employee has any health concern, information shall be kept confidential.

D. An employee infected with a medical concern shall not be restricted from working solely on the basis of the diagnosis and shall not be removed from employment unless the attending physician and Medical Health Officer advise otherwise.

E. An employee who has been excluded from the workplace on the advice of the personal physician and the Medical Health Officer shall not re-enter it without the permission of the Medical Health Officer, in consultation with the personal physician and the Superintendent and/or designate.

**II. Students with Medical Concerns**

A. Personnel involved in the care and education of students with a medical concern shall respect the student's right to privacy, including maintaining confidential records.

B. The number of personnel who are made aware of the student's condition shall be kept at the minimum needed to assure proper care of the child.

C. All decisions shall be made in consultation with the student's health care team, the parent(s) or guardian(s), school and school district personnel. Public Health personnel may be consulted as part of this process for best practice.

**III. Disease Prevention**

A. School District personnel will follow the universal precautions as outlined in Vancouver Coastal Health's document "Sneezes and Diseases" (attached) to prevent the spread of communicable diseases.

**IV. Disinfection of Soiled Objects and Surface**

A. Please refer to "Sneezes and Diseases" for best practice.

**V. Contact with Blood and/or Bodily Fluids**

A. Please refer to "Sneezes and Diseases" for best practice.



Title: **General Hygiene, Communicable Diseases and Medical Concerns**

Category: **Emergencies**

Number: **6450**

**Circulating until April 30, 2018**

---

**VI. Scientific Use**

- A. Human tissue and body fluids shall not be used for scientific experiments (for example, Science class lab assignments).
- B. Other safe instructional procedures such as commercially prepared slides shall be used.

**VII. First Aid**

- A. In an emergency situation, first aid shall be administered.
- B. First Aid personnel will use best practice as per the level of their training to ensure their own personal safety and that of the injured party.

**Received:**

**References:** *Sneezes and Diseases: A Resource Book for Caregivers and Parents*  
(<http://www.vch.ca/Documents/sneezes-and-diseases.pdf>)



Title: **School Attendance Areas / Cross Boundary Transfers**  
 Category: **Administration**  
 Number: **1800**

---

## I. Rationale:

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

- A. 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;
- B. 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;
- C. 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;
- D. 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.

## II. Practices:

### A. Definitions:

1. "Catchment Area Child" means a person resident in the catchment area 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; or*
  - b) *a child who withdraws or transfers from the school or educational program before the end of the previous school year;*



Title: **School Attendance Areas / Cross Boundary Transfers**  
 Category: **Administration**  
 Number: **1800**

---

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
  - 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.

### III. Determination of Available Space and Facilities

- A. 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.
- B. 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.
- C. 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 III.A and III.C.
- D. Decisions on space and facilities availability will be based on program capacity, including consideration of the following factors:
  1. the operating capacity of the school as defined by the Ministry of Education;

Title: **School Attendance Areas / Cross Boundary Transfers**  
 Category: **Administration**  
 Number: **1800**

---

2. the physical space in which instructional programs operate in the school;
3. the ability of the school to provide appropriate educational programs for the applicant and other students;
4. the needs of other programs located in the school.

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

F. 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.

#### **IV. Enrolment Process**

A. 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:

1. catchment area child;
2. non-catchment area child;
3. non-school district child;

provided application deadlines and other requirements have been met.

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

1. continuing catchment area student;
2. continuing non-catchment area student;
3. continuing non-school district student.

C. Cross boundary transfer applications will be considered for students with special needs attending after school care programs.

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

#### **V. Tie-breaking**



Title: **School Attendance Areas / Cross Boundary Transfers**  
 Category: **Administration**  
 Number: **1800**

---

A. 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.

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

A. 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.

B. Unless otherwise designated, the deadline for cross boundary transfer requests will be at 3:30 PM on the last instructional day in March.

C. 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.

D. 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.

#### **VII. Commitment**

A. 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.

B. 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.

C. 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.

#### **VIII. Program Requirements**

A. 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.



Title: **School Attendance Areas / Cross Boundary Transfers**  
 Category: **Administration**  
 Number: **1800**

---

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

- A. Enrolment applications from non-school district children may be refused if the child:
1. is under suspension from a BC public school or school district, or
  2. 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.
- B. 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 the status of a continuing student in the following year unless approved by the school principal or superintendent's designate.

**X. Sibling Preference**

- A. 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.

**XI. Communication**

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

**XII. Cross Boundary Transfer Requests (Process)**

- A. 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 II.A.2, III.A, III.D, and III.E.
- B. Transfer requests that are filed after March 31<sup>st</sup> will not be considered until all other transfer requests have been addressed.

Title: **School Attendance Areas / Cross Boundary Transfers**  
Category: **Administration**  
Number: **1800**

---

C. If a student changes their residence to another attendance area during the school year, they may complete the year within the school they have 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)

**Received:** March 5, 2018

**References:** Policy 11.8, 16



Title: **Purchasing**

Category: **Finance**

Number: **4450**

---

**I. 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:

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

**II. Principles:**

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

**III. Authority And Process:**

- A. 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).
- B. 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.





Title: **Purchasing**  
 Category: **Finance**  
 Number: **4450**

---

C. 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.

D. Where a supply contract is in place (e.g.: EDCO, BCEM), authorized buyers may purchase from tendered product lists without obtaining alternative pricing.

E. 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.

F. The following are the threshold values for the evaluation of all goods and services purchases except where there is a supply contract in place:

1. Below \$400 – 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.
2. \$400 - \$1,500 – Three verbal quotes required.
3. \$1,500 - \$5,000 – Three verbal quotes required and quotes are to be documented and filed with the purchase order.
4. \$5,001 - \$49,999 – Three written quotes are required with a formal, written evaluation of the quotations.\*\*
5. 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.

G. 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.

H. School District No.46 (Sunshine Coast) will obtain competitive prices for all supplies, equipment and services except in the following situations:



Title: **Purchasing**

Category: **Finance**

Number: **4450**

1. An emergency exists as determined by the Secretary-Treasurer and requirements cannot be satisfied in time by means of a competitive process;
  2. 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;
  3. The required service is confidential; or
  4. It can be proven that only one contractor is qualified to provide the service.
- I. 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.
- J. 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.
- K. 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.
- L. Multi-year contracts can only be authorized by the Secretary-Treasurer.
- M. Contracts containing indemnity clauses can only be authorized by the Secretary-Treasurer.
- N. Individuals who obligate School District No. 46 (Sunshine Coast) without authorization may be held personally responsible for the commitment.
- O. 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.
- P. 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:
1. Must be purchased new;
  2. Must be made from non-absorbable material, i.e. leather, vinyl;
  3. Must be able to be wiped and sanitized (except carpets);
  4. Must meet commercially approved standards.



Title: **Purchasing**

Category: **Finance**

Number: **4450**

---

**IV. Conflict of Interest:**

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

**Received:** March 5, 2018

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



Title: **Inclement Weather**  
 Category: **Emergencies**  
 Number: **6500**

---

## I. **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.

## II. **Hazardous Road Conditions**

### A. School Buses

1. The manager of the contract bus services will determine if a bus route or all buses cannot run due to hazardous road conditions.
2. The managers or contractors will notify the Superintendent or designate by 6:15 AM.
3. The Superintendent or designate will notify the principal(s) of the affected school(s) and they will begin their communication process.
4. The Superintendent or designate will inform media regarding bus route changes or cancellations and the impact to students of school operation.
5. Appropriate information will be posted on the district website, Facebook and Twitter accounts.

B. 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 II.A.4 and II.A.5.

C. 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.

D. A summary of these procedures must be communicated to parents by the second week of October of each school year.

## III. **Deteriorating Weather Conditions**

A. 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.



Title: **Inclement Weather**  
Category: **Emergencies**  
Number: **6500**

---

B. 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 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.

#### **IV. Employee Responsibilities**

A. 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.

B. 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.

C. Employees reporting for work to a different work location will notify their supervisor.

D. 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.

E. 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.

F. 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.

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

A. If all schools are closed to students and staff, everyone will be paid based on their regular rate for that day.



Title: **Inclement Weather**  
Category: **Emergencies**  
Number: **6500**

---

- B. 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 V.A).
- C. 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.
- D. 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.

**Received:** March 5, 2018

**References:** Policy 11.6



# SCHOOL CALENDAR FORM - GENERAL

## 2018/2019 CALENDAR

JULY						
S	M	T	W	T	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

■ Instructional    
 ■ Non-Instructional    
 ■ Vacation Period    
 ■ Statutory Holiday



**SCHOOL DISTRICT NO. 46 (SUNSHINE COAST) CALENDAR 2018/2019**

The following dates have been established for the 2018/2019 school year.

Tuesday, September 4th, 2018 (for purposes of the calendar, this is considered a full day in session)	<i>First day of school (.5)</i>
Friday, September 28th	<i>Professional Development Day (Administrator) (.5) (am) (School) (.5) (pm)</i>
Monday, October 8th	<i>Thanksgiving Day (1.0)</i>
Friday, October 19th	<i>Professional Development Day (Provincial) (1.0)</i>
Monday, November 12th	<i>Remembrance Day (1.0)</i>
Monday, November 26th	<i>Professional Development Day (School) (.5) (am) (Administrator) (.5) (pm)</i>
Wednesday, November 28th and Thursday, November 29th	<i>Early Dismissals</i>
Monday, December 24th, 2018 to Friday, January 4th, 2019 inclusive	<i>Winter Vacation</i>
Monday, January 7th	<i>Non-Instructional Day (1.0)</i>
Tuesday, January 8th	<i>Schools Reopen</i>
Monday, January 21st to Friday, January 25th	<i>Graduation Assessment Exams</i>
Friday, February 15th	<i>Professional Development Day (District) (1.0)</i>
Monday, February 18th	<i>Family Day (1.0)</i>
Wednesday, March 13th and Thursday, March 14th	<i>Early Dismissals</i>
Monday, March 18th to Friday, March 29th inclusive	<i>Spring Vacation</i>
Monday, April 1st	<i>Professional Development Day (School) (1.0)</i>
Tuesday, April 2nd	<i>Schools Reopen</i>
Friday, April 19th	<i>Good Friday (1.0)</i>
Monday, April 22nd	<i>Easter Monday (1.0)</i>
Monday, May 13th	<i>Professional Development Day (School) (1.0)</i>
Monday, May 20th	<i>Victoria Day (1.0)</i>
Friday, June 21st to Thursday, June 27th	<i>Graduation Assessment Exams</i>
Thursday, June 27th	<i>Last Instructional Day of School Year</i>
Friday, June 28th	<i>Administrative Day (1.0)</i>

***Days of Instruction: 180***



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

**Secretary-Treasurer's Report**

Submitted by Secretary-Treasurer Nicholas Weswick

March 7, 2018

---

**Battery Backup at Pender Harbour Elementary-Secondary**

The ongoing capital project to upgrade the mechanical systems of Pender Harbour Elementary-Secondary School included an allowance to install solar panels as well as a battery backup system. The battery backup will allow the water pumps to continue to run in the event of a power outage, as well as provide for corridor lighting. This upgrade will allow for classes to continue for several hours during a power outage.

The project scope allowed for traditional lead acid batteries as well as electrical upgrades, but also requested an quote to provide lithium ion batteries. Lead acid batteries pose several problems to the District, including higher maintenance costs, reduced short lifespan and potential safety concerns for staff and students due to off-gassing. Because the project is proceeding within budget, we are able to use remaining surplus funds from past capital projects to proceed with the upgrade. The net increase in cost will be approximately \$49,000.

Lead acid battery option: \$82,000

4 year warranty

6-8 year expected life

Potential off gassing issues a concern.

Upgrade to Lithium Ion: \$131,000

15 year warranty

25+ year expected life

Sealed batteries. No potential for off gassing.

Expenditures By Object  
February 2018

	Feb-18 Actual	Feb-18 Budget	Feb-18 Difference	2017/18 Total Budget	%	KEY
<b>Salaries</b>						
110 Teachers Salaries	8,042,577	8,080,624	38,047	13,467,706	59.72%	60%
105 Principal and Vice Principal	1,351,971	1,381,413	29,442	2,061,810	65.57%	67%
123 Educational Assistant Salaries	1,616,264	1,797,930	181,666	3,154,263	51.24%	57%
120 Support staff	1,049,097	1,092,910	43,813	1,884,327	55.67%	58%
120 Support staff-Mtce/Cust	1,114,387	1,124,780	10,393	1,757,468	63.41%	64%
130 Other Professional	884,044	911,830	27,786	1,424,734	62.05%	64%
140 Substitutes	427,448	673,424	245,976	1,122,374	38.08%	60%
143 Short and Long Term Sick	700,396	723,951	23,555	1,206,585	58.05%	60%
<b>Total Salaries</b>	15,186,184	15,786,861	600,677	26,079,267	58.23%	60.5%
200 Employee Benefits	3,515,423	4,022,454	507,031	6,487,829	54.18%	62%
<b>Total Salaries and Benefits</b>	18,701,607	19,809,315	1,107,708	32,567,096	57.42%	60.8%
310 Professional Services	369,210	354,259	(14,951)	590,432	62.53%	60%
330 Transportation	701,975	813,881	111,906	1,356,469	51.75%	60%
340 Training and Travel	83,754	81,753	(2,001)	136,255	61.47%	60%
360 Rentals	25,118	24,120	(998)	40,200	62.48%	60%
370 Dues and Fees	49,723	56,500	6,777	56,500	88.01%	100%
390 Insurance	68,747	78,413	9,666	87,125	78.91%	90%
510 Supplies	1,146,183	1,861,432	715,249	3,102,387	36.95%	60%
540 Utilities	340,017	422,692	82,675	704,486	48.26%	60%
580 Furniture and Equipment Repl	528,173	488,255	(39,918)	610,319	86.54%	80%
590 Computer Equipment Replace	152,219	166,170	13,951	207,713	73.28%	80%
<b>Total Services and Supplies</b>	3,465,119	4,347,476	882,357	6,891,886	50.28%	63.1%
<b>Total Expenditures</b>	<b>22,166,726</b>	<b>24,156,790</b>	<b>1,990,064</b>	<b>39,458,982</b>	<b>56.18%</b>	<b>61.2%</b>

DATE 01-Mar-2018 09:14 AM

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

PAGE 1

START DATE: 01-Feb-2018 TO END DATE: 28-Feb-2018

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
-----						
ON-LINE CHEQUES : ISSUED BETWEEN 01-Feb-2018 AND 28-Feb-2018						
00LCET3405	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Feb-18	16,257.51
00LCET3407	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Feb-18	78,443.44
00LCET3411	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	15-Feb-18	13,612.50
00LCET3412	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	15-Feb-18	14,062.50
00LCET3421	0001	*****	28095	RECEIVER GENERAL FOR CANADA	05-Feb-18	18,115.05
00LCET3422	0001	*****	28093	RECEIVER GENERAL FOR CANADA	05-Feb-18	345,493.47
00LCET3423	0001	*****	30209	TEACHERS' PENSION PLAN	09-Feb-18	471,433.69
00LCET3427	0001	*****	23290	MUNICIPAL PENSION PLAN	13-Feb-18	55,566.95
00LCET3429	0001	*****	28094	RECEIVER GENERAL FOR CANADA	19-Feb-18	15,646.60
00LCET3430	0001	*****	28094	RECEIVER GENERAL FOR CANADA	19-Feb-18	96,810.29
00LCET3433	0001	*****	30209	TEACHERS' PENSION PLAN	23-Feb-18	13,681.52
00LCET3434	0001	*****	28093	RECEIVER GENERAL FOR CANADA	26-Feb-18	150,000.00
00LCET3435	0001	*****	28095	RECEIVER GENERAL FOR CANADA	26-Feb-18	20,724.91
00LCET3436	0001	*****	23290	MUNICIPAL PENSION PLAN	23-Feb-18	54,597.08

TOTALS FOR BANK - 0001 1,364,445.51

TOTAL NUMBER OF CHEQUES 14

TOTAL NUMBER OF CHEQUES WITH MICR 0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Feb-2018 AND 28-Feb-2018

2022000003	0001	0000051002	12012	BC HYDRO & POWER AUTHORITY	07-Feb-18	52,976.81
2022000010	0001	0000051009	30211	FORTIS BC-NATURAL GAS	07-Feb-18	18,219.13
2022ET0003	0001	*****	12021	BC TEACHERS FEDERATION	07-Feb-18	29,306.06
2022ET0004	0001	*****	12111	BC TEACHERS FEDERATION	07-Feb-18	29,595.37
2022ET0050	0001	*****	26207	PACIFIC BLUE CROSS/MSA	07-Feb-18	66,726.15
2022ET0067	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	07-Feb-18	10,831.74
2023000004	0001	0000051038	12288	CAERUS CONSTRUCTION LTD	14-Feb-18	36,776.22
2023ET0001	0001	*****	11050	APPLE CANADA INC. C3120	14-Feb-18	11,533.82
2023ET0066	0001	*****	30172	THIRDWAVE BUS SERVICES	14-Feb-18	96,408.51
2023ET0068	0001	*****	15945	UNIVERSAL SHEET METAL LTD.	14-Feb-18	46,305.00
2025ET0027	0001	*****	13387	CUSTOM FLOORING CENTRES LTD-WAREHOUSE	28-Feb-18	14,011.40
2025ET0032	0001	*****	11909	DR. DEBORAH AMARAL	28-Feb-18	12,100.00

TOTALS FOR BANK - 0001 424,790.21

TOTAL NUMBER OF CHEQUES 12

TOTAL NUMBER OF CHEQUES WITH MICR 3

GRAND TOTAL 1,789,235.72

CANCELLED TOTAL 0.00

NET GRAND TOTAL 1,789,235.72

GRAND TOTAL NUMBER OF CHEQUES 26

GRAND TOTAL NUMBER OF CHEQUES WITH MICR 3

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**  
Submitted by Chair Pratt  
March 7, 2018



## OUR VALUES

### **Equity**

*Fair doesn't mean giving every child the same thing, it means giving every child what they need. – Rick Lavoie*

As we reflect on the needs of all learners, it quickly becomes apparent that each individual has their own unique identity and requirements to be successful in their learning experience. Equity moves beyond equality, as there is no “one size fits all” in education. We must continually support our staff in learning new techniques and initiatives to augment their practice as we endeavour to remove **all** barriers to learning and ensure future success for all students.

#### **EQUALITY VERSUS EQUITY**



In the first image, it is assumed that everyone will benefit from the same supports. They are being treated equally.

In the second image, individuals are given different supports to make it possible for them to have equal access to the game. They are being treated equitably.

In the third image, all three can see the game without any supports or accommodations because the cause of the inequity was addressed. The systemic barrier has been removed.

(Source: <https://www.icafoodshelf.org/blog/2017/11/15/equity-vs-equality-vs-justice-how-are-they-different>)

**Board Happenings:**

February 20 – Chair Pratt met with MLA Nicholas Simons’s constituency assistant Michelle Morton.

February 20 – Chair Pratt met with Dr. Michael Jackson and Leanne Ennis of the Ruby Lake Lagoon Society in regards to the PODS project in Pender Harbour. Follow-up information will be coming to upcoming board or committee meeting.

February 22 - Chair Pratt and Vice-Chair Ruth met with Town of Gibsons Councillors Stafford Lumley and Silas White. Purpose of the meeting was to discuss items of mutual interest between the municipality and school district.

February 24, March 2, 3 – (Feb 23 cancelled due to weather) Joseph and the Amazing Technicolor Dreamcoat performances were fantastic! Congratulations to all students and staff involved!

February 27 – Chair Pratt and Vice-Chair Ruth met with SCR D Vice-Chair Winn. Purpose of the meeting was to discuss items of mutual interest between the regional district and school district. One interesting change is the addition of Mail-in Ballots for the upcoming Local Elections this fall.

February 27 – Chair Pratt attended the Horseshoe Bay Terminal Development Visioning session hosted by BC Ferries. This is part of a series of sessions regarding the redevelopment of the Horseshoe Bay Ferry Terminal.

March 3 – Several trustees attended and participated in the Women’s Campaign School at the Sunshine Coast Botanical Gardens.

## 8.1 BCSTA DRAFT 2018/2019 BUDGET

**SUBMITTED BY:** *Board of Directors*

### **BE IT RESOLVED:**

That Provincial Council receive the 2018/2019 BCSTA Draft Budget and provide feedback to the Finance & Audit Committee prior to March 19, 2018.

### **BACKGROUND:**

At the October 2017 Provincial Council meeting, the Finance & Audit Committee reviewed several factors expected to impact BCSTA's 2018/2019 operating budget and requested input for development of the budget draft. As shown on page seven of the budget draft, factors that have impacted the development of the budget draft are as follows:

- Fees for SD39 (Vancouver) and SD63 (Saanich) are included
- Increased FTEs as of September 30, 2017 have resulted in an increase in member fees
- A slight improvement in interest rates has resulted in a small increase in projected interest revenue
- Increased meal and material costs for the November 2018 Academy has resulted in an increase to the *Academies* budget line
- An Academy for new trustees is scheduled in January 2019 and is to be jointly hosted with BCPSEA. This event is projected to break-even with BCSTA responsible for revenues and associated expenditures
- The *In-District/Professional Development Services* budget line has been increased
- The Board of Directors receives an annual honouraria increase, based on the most recent five-year average of the Vancouver Consumer Price Index
- Board of Directors meeting costs have increased, consistent with a move from part-day to full-day meetings to accommodate the work of the board and to incorporate meetings with partner groups
- Lease costs have increased
- Audit fees are expected to increase as a result of a new five-year contract commencing in 2018/2019
- Depreciation costs are projected to increase overall, resulting from the 2017/2018 information technology infrastructure update, which will be offset by a reduction in depreciation expense as a result of 2017/2018 computer equipment write offs
- Salary grid increases, based on teacher-negotiated salary grid increases
- Movement on the salary grid
- Staffing changes

## 8.2 2018/2019 BCSTA DRAFT BUDGET

---

- Increased benefit costs
- An increase in the amount available to support contracted services equivalent to the 2018/2019 inflationary member fee increase, to be used to expand BCSTA's capacity to provide services to member boards. As noted on page seven and in Appendix I, the inflationary member fee increase for 2018/2019 will be fully funded from the 2016/2017 member equity surplus, per Board of Director resolution

The Finance Committee, Board of Directors and staff remain committed to the prudent fiscal management of member dollars and continue to look for ways to employ efficiencies and cost-saving measures.

The 2018/2019 BCSTA Draft Budget has been submitted to the February 2018 Provincial Council for receipt only. Councillors are encouraged to provide the Finance & Audit Committee with additional feedback prior to March 19, 2018.

As shown in Appendix I, changes in member fees for 2018/2019 are solely the result of changes in FTE students,.

BCSTA's 2018/2019 Budget will be adopted by the April 2018 Provincial Council.



# **BCSTA 2018/2019 Draft Budget**



# BCSTA Draft 2018/2019 Budget

**Budget Cycle**

Following BCSTA’s budget cycle, illustrated on page 10, the Finance & Audit Committee requested feedback from the October 2017 Provincial Council to assist in preparing BCSTA’s 2018/2019 draft budget. The first budget draft is presented to the February 2018 Provincial Council for review and will ultimately be adopted by the April 2018 Provincial Council.

**Budget Considerations**

At the October 2017 Provincial Council meeting, the Finance & Audit Committee reviewed a number of factors that were expected to impact BCSTA’s 2018/2019 operating budget. The items that have impacted the development of BCSTA’s draft 2018/2019 budget are:

**1. Member Fees**

Although member fees for SD39 (Vancouver) and SD63 (Saanich) were not included in the 2017/2018 budget, both boards of education renewed their membership with the Association during the 2017/2018 fiscal year. Full membership is therefore projected for 2018/2019, resulting in an increase in member fees of approximately \$119,000.

Student Full-Time Equivalent (FTE) enrolment data as of September 30 of each year is used to calculate BCSTA member fees for the following year, based on fee formulas set by the Provincial Council in 1995 and updated in 1999.

Student enrolment declined from 1999 through 2014 and BCSTA member fees were reduced as a result. However, FTE student enrollment increased in 2015 and 2016, which resulted in an increase in member fees in 2016/2017 and 2017/2018. Member fees increases resulting from increased FTE student enrollment partially offset the loss of member fee revenue in 2016/2017 and 2017/2018 resulting from member board withdrawal.

In 2017, student enrollment increased a total of 4,974 FTEs, which results in a member fee increase of approximately \$6,000 for 2018/2019.

Additionally, in accordance with the February 2017 Provincial Council directive “that BCSTA member fees be increased each year by the amount of the most recent five-year average of the Vancouver Price Index as of January 1 of each year,” member fees are increased by 1.20 percent for 2018/2019. This increase totals approximately \$24,000 and will be used to increase BCSTA’s contract support capacity and thereby enhance BCSTA’s ability to be flexible, adaptive and responsive to change, and ultimately, to enable the Association to better meet the needs of its member boards of education.

*Member Fees* is therefore increased a total of \$149,000 in 2018/2019:

Fees for SD39 (Vancouver) and SD63 (Saanich) .....	\$ 119,000
FTE student enrollment.....	6,000
Inflationary member fee increase* .....	24,000
Total member fee increase .....	<u>\$ 149,000</u>

# BCSTA Draft 2018/2019 Budget

---

Note: As the inflationary member fee increase for 2018/2019 will be fully funded from restricted funds, per Board of Director resolution, the only changes in fees for individual boards of education will be solely the result of changes in FTE students, as shown in Appendix I.

## 2. Member Equity

The February 2017 Provincial Council also directed that annual inflationary member fee increases, as shown under item 1 above, be supported by any unbudgeted year-end surplus arising in the fiscal year preceding adoption of BCSTA's annual budget. As BCSTA did not end the 2016/2017 fiscal year with a surplus, funds are not available to support the 2018/2019 member fee increase of 1.20 percent, or approximately \$24,000. However, the Finance & Audit Committee determined that an overall member equity surplus (see note below) existed at the end of 2016/2017. The Board of Directors internally designated this surplus and directed that designated funds be used to fully fund the 2018/2019 member fee increase.

\*Note: The Finance & Audit Committee conducts an annual review of member equity in relation to BCSTA's contractual obligations. Should total member equity exceed the amount required to meet all of BCSTA's contractual obligations, the Board of Directors may elect to use the excess member equity surplus to:

- a. Offset the effects of member Board withdrawal, should the need arise
- b. Offset unbudgeted, emergent expenses, should the need arise
- c. Undertake a specific, unbudgeted project
- d. Reduce member fees
- e. Reduce registration fees for AGM or Academy

## 3. Interest Revenue

As a result of declining interest rates in 2015/2016 with no rate improvement in 2016/2017, the *Interest* budget line was reduced \$3,000 in 2017/2018. However, as there has been a slight improvement in interest rates in 2017/2018, this budget line has been increased \$2,000 in 2018/2019.

## 4. 2017 CSBA Congress

The Canadian School Boards Association (CSBA) Congress and the National Trustee Gathering on Aboriginal Education are annual events hosted by CSBA's provincial members. As BCSTA hosted these events in 2017/2018, they will be hosted by another provincial association in 2018/2019. The revenue and expenditure lines for the CSBA Congress are therefore eliminated in 2018/2019. Net profit earned on these events will not be available to support the 2018/2019 operating budget.

## 5. BCSTA Event Contracts

BCSTA has signed hotel contracts for BCSTA events through to December 2022. This will enable BCSTA to keep the cost of hotel room nights for these events, which include Academies and AGMs, at a minimum. Additionally, these contracts will ensure that rooms are available at conference hotels for registrants attending BCSTA events.

## BCSTA Draft 2018/2019 Budget

---

### 6. Trustee Academies

BCSTA will be hosting a Trustee Academy in November 2018, consistent with previous years; however, as 2018/2019 is an election year, BCSTA will also be co-hosting, with the BC Public School Employers Association (BCPSEA), a separate Academy for new trustees in January 2019. BCSTA will assume responsibility for all costs and associated revenues for both events.

### 7. Provincial Council

As a result of the timing of the 2018 municipal election, which will be held on October 20, 2018, BCSTA has rescheduled the October 2018 Provincial Council meeting. It will now be held in conjunction with the November 2018 Trustee Academy.

No change to this budget line is recommended for 2018/2019.

### 8. Standing Committees

As a means of reducing the cost of holding meetings, committees moved to an online, rather than an in-person, meeting format whenever feasible. Cost savings are also achieved by holding mixed-format meetings.

No changes to the standing committee budget lines are recommended for 2017/2018.

### 9. Advocacy

No change to this budget line is recommended for 2018/2019.

### 10. In-District/Professional Development Services

This budget line has been used historically for providing facilitations to individual member boards on topics such as governance roles, strategic planning, board roles and responsibilities, and to provide support for board self-reviews, superintendent reviews, superintendent searches, etc. Based on feedback from member boards, this has been a priority member-service area.

Although feedback from member boards identified *In-District/Professional Development Services* as a priority member service, member boards also requested that BCSTA host an annual Board Chairs' meeting. Without sufficient funding to support both service priorities, the *In District/Professional Development Services* budget line was reduced a total of \$20,000 in 2017/2018, in order to fund the cost of the Board Chairs' meeting. This budget line was therefore reduced from \$45,000 to \$25,000 in 2017/2018.

With the return of member boards in 2017/2018, this budget line has been increased to \$50,000 in 2018/2019, consistent with member board feedback that this is a priority member service area.

### 11. Board Chairs' Meeting

Based on member feedback the Board Chairs' meeting has become an annual event.

No change to this budget line is projected for 2018/2019.

# BCSTA Draft 2018/2019 Budget

---

## **12. Communications/Publications**

No change to this budget line is recommended for 2018/2019.

## **13. Legal Counsel**

No change to this budget line is recommended for 2018/2019.

## **14. Board of Directors**

In 2011/2012, the Board of Director Honouraria Review Committee recommended that Board of Director honouraria be automatically increased each year by the most recent five-year rolling average of Vancouver's CPI. An increase of \$1,000 to this budget line for Board of Director honouraria is therefore recommended for 2018/2019.

Additionally, in order to accommodate the work of the Board and to enable meetings with partner groups, Board of Director meetings have been extended from part-day to full-day meetings. An additional increase of \$5,000 to this budget line is therefore recommended.

## **15. Equipment Maintenance**

In 2016/2017, BCSTA hired a full-time, on-site Manager of Information Technology. This role was previously filled by a part-time, off-site manager, who worked four days per week (0.8 FTE), and who employed the services of external contractors to support BCSTA's information technology needs.

This 2016/2017 staffing change resulted in an increase in BCSTA's internal information technology services capacity, and the need for external contract services has therefore been greatly reduced. As a result, this budget line has been decreased a total of \$10,000 in 2018/2019. This amount will be used to offset the increased staffing cost resulting from changing the Manager of Information Technology position from part time to full time.

## **16. Building**

Under its current lease agreement with SD39 (Vancouver), BCSTA exercised its final option to renew its lease for a five-year term beginning on September 1, 2014 and ending on August 31, 2019. In keeping with the license contract, BCSTA's lease rate was increased to market rates. This market-rate adjustment resulted in a \$4,000 increase for the first three years of the final five-year term, with an additional increase of \$12,000 to be applied in years four and five. As the fourth year in the final five-year lease term commenced on September 1, 2017, this budget line was increased \$10,000 in 2017/2018, reflecting the increase for the last 10 months of the fiscal year. This budget line will therefore require an additional increase of \$2,000 in 2018/2019.

With the upcoming expiration of BCSTA's current lease on August 31, 2019, the Finance & Audit Committee has been tasked with investigating lease options for the Association. This work is currently underway. As part of its review, the Finance & Audit Committee will be investigating continued lease options with the Vancouver School Board. This discussion is scheduled to take place in February 2018.

# BCSTA Draft 2018/2019 Budget

---

## 17. Financial

BCSTA contracts its audit firms for a five-year term. BCSTA's current audit firm, D&H Group, LLP, was appointed in 2013/2014, making 2017/2018 the fifth year of their five-year term. An audit firm will be appointed for the next five-year term commencing in 2018/2019. The *Financial* budget line, which currently includes \$13,000 for audit fees has therefore been increased \$3,000, based on an estimated increase in audit fees for the five-year term starting in 2018/2019.

## 18. Depreciation

The *Depreciation* budget line is affected by BCSTA's capital asset purchases. These assets are purchased or replaced on an as-needed basis. Whenever possible, BCSTA defers the replacement of equipment until such time as it becomes obsolete or problematic.

This budget line will be affected by the 2017/2018 information technology infrastructure update that included the replacement of four workstations, BCSTA's servers, server backup hardware and software, and BCSTA's database software. Each of the systems replaced had either become problematic, obsolete or had otherwise failed.

Leasehold improvements for construction of an additional enclosed office in 2017/2018 will also affect this budget line in 2018/2019.

The increase to this budget line is limited to \$1,000 for 2018/2019 as:

- No capital asset purchases or leasehold improvements are planned for 2018/2019
- The 2017/2018 write off of problematic, failed and redundant computer equipment eliminated depreciation expense on those items

## 19. Salaries/Benefits

BCSTA's staff salary grid increases have been tied historically to teacher salary negotiations. As a result, the salary grid will be increased as follows in 2018/2019:

- One half of one percent, effective July 1, 2018
- One percent, effective May 1, 2019
- Increase equivalent to the Economic Stability Dividend applied to the teacher salary grid, should there be one, effective May 1, 2019

Additional factors expected to affect the *Salaries/Benefits* budget line in 2018/2019 are:

- Movement on the staff salary grid
- Changes to benefit costs
- 2016/2017 and 2017/2018 staffing changes, which include:
  - Replacement of BCSTA's off-site, part-time Manager of Information Technology with an onsite, full-time Manager of Information Technology
  - Hiring of a new Director of Education Services to replace part-time contract staff hired to provide medical leave coverage for the Education Services Department as an interim measure in 2016/2017
  - Replacement of the Program Assistant, Finance
  - Replacement of the Program Assistant, Legal Services

## BCSTA Draft 2018/2019 Budget

---

Additionally, as shown on page one, the inflationary member fee increase of 1.20 percent, or approximately \$24,000, has been allocated to this budget line in order to increase BCSTA's contract support capacity and enable BCSTA to be more flexible, adaptive, responsive to change, and ultimately, to better able meet the needs of member boards of education.

Based on cost projections for these offsetting factors, this budget line has been increased a total of \$75,000 in 2018/2019. This amount includes the \$10,000 that has been moved from the *Equipment Maintenance* budget line to reflect cost savings in that budget line as a result of 2016/2017 staffing changes, as shown under item 15 on page four.

### **20. Government Grants**

BCSTA has received a number of government grants, the details of which were provided to the October 2017 Provincial Council.

The Finance & Audit Committee is sensitive to the fact that, as government grant funds are being depleted, it is important to make use of these funds to undertake unbudgeted projects that are of import to member boards of education. Grant funds have therefore been used to undertake various projects such as providing support for boards to attend rural education regional meetings, support trustee learning and to develop the *Trustee Learning Guide*. Grant funds will be used in 2018/2019 to update and maintain the *Trustee Learning Guide*, to develop an online version of *the Guide to School Legislation* and to support leadership development.

# BCSTA Draft 2018/2019 Budget

---

## Budget Impact Summary

As shown on pages one through six, BCSTA is facing cost pressures in a number of budget lines in 2018/2019, summarized as follows:

- The Board of Directors honouraria increase, based on Vancouver CPI, will be approximately \$1,000
- As Board of Director meetings have increased from part-day to full-day meetings to enable meetings with partner groups and to accommodate the work of the Board, this budget line is increased an additional \$5,000
- the *Academies* budget line is expected to increase approximately \$30,000 as a result of:
  - increased attendance for the November 2018 Academy as it follows an election
  - a projected increase in meal and conference material costs
- BCSTA will be responsible for all costs associated with jointly hosting, with BCPSEA, a New Trustee Academy in January 2019. Costs for this event are estimated at \$50,000
- The *In-District/Professional Development Services* budget line, which was reduced from \$45,000 to \$25,000 in 2017/2018 due to lack of funding, has been increased to \$50,000
- Lease costs will increase by \$2,000 in 2018/2019
- Audit fees are expected to increase by approximately \$3,000
- The *Depreciation* budget line has been increased \$1,000. This amount takes into consideration the \$4,000 reduction in depreciation expense resulting from the 2017/2018 write off of computer equipment, as shown on page five
- The *Salaries/Benefits* budget line has been increased a total of \$75,000. This amount includes the annual inflationary member fee increase of \$24,000 which will be used to expand BCSTA's capacity to provide services to member boards

The 2018/2019 cost pressures noted above have been offset as follows:

- Student enrollment increased by 4,974 FTE students as of September 30, 2017. Member fees for 2018/2019 are increased approximately \$6,000 as a result
- The inflationary member fee increase for 2018/2019, based on the most recent five-year average of the Vancouver Consumer Price Index of 1.20 percent, totals approximately \$24,000 for 2018/2019. The 2018/2019 increase will be fully funded from internally designated funds, per Board of Director resolution
- As BCSTA has full membership in 2017/2018, fees for all member boards are included in the 2018/2019 budget draft. Additional revenues as a result of full membership total approximately \$119,000
- As higher attendance is projected for the November 2018 Academy, registration fees are expected to increase approximately \$9,000, which will partially offset the increase in projected costs for the event
- The interest revenue budget line has been increased \$2,000 to reflect a slight improvement in interest rates
- Costs associated with changing the Manager of Information Technology position from four days per week to a full-time position has been offset by savings achieved in the *Equipment Maintenance* budget line, as the need for external contract support has been greatly reduced

Budget details are shown on pages 12 through 19 of this budget draft.

# BCSTA Draft 2018/2019 Budget

---

## Impact on Member Fees and Member Services

Member fees are affected each year by changes in FTE students, annual inflationary increases to maintain or improve service levels, use of member equity to offset annual inflationary member fee increases and approved increases or decreases to specific budget lines.

Over the past twenty two years, member fees have been increased a total of 14 percent. As inflation, based on the Vancouver Consumer Price Index (CPI), has increased over 31 percent, member fee increases have not been sufficient to maintain BCSTA staffing or services over this period. Additionally, BCSTA has been impacted by the decrease in member fee revenues resulting from declining FTE student enrollment from 1999 through 2014. Although BCSTA has implemented numerous cost-saving measures, as shown below, budget cuts have impacted BCSTA's ability to deliver services to member boards. The Finance & Audit Committee and Board of Directors have therefore been concerned that the ongoing lack of member fee increases each year would affect the long-term viability of the Association, its ability to provide services to member boards and its ability to be responsive and adaptive to change and to the priorities of its membership. As a result, the February 2017 Provincial Council implemented an annual inflationary member fee increase based on the most recent five-year average of Vancouver's Consumer Price Index, as of January 1 of each year, in order to rebuild the Association's capacity to deliver member services.

Cost-saving measures include:

- Funding for *In-District/Professional Development Services\** was reduced from \$95,000 to \$25,000 between 2006/2007 and 2017/2018
  - \*Note: with additional funds available in 2018/2019, resulting from the return of SD39 (Vancouver) and SD63 (Saanich) in 2017/2018, this budget line has increased from \$25,000 to \$50,000
- Printed agenda packages for governance, committee and annual general meetings are no longer provided
- Food costs at BCSTA events have been reduced
- BCSTA no longer uses an external photographer
- The Board of Director and standing committees meet using an online meeting format, whenever possible or using a mixed-meeting format, whereby some members attend in person and some attend remotely
- Grant funds are used to provide services to member boards of education, including development, maintenance and annual updating of the online *Trustee Learning Guide*; development of an online version of the *Guide to School Legislation*; support for AGM and Academy and support for other projects that meet grant criteria, as they arise
- The Associate Executive Director position was eliminated, reducing BCSTA's staff complement from 13 FTEs to 12
- The Director, Communications position was eliminated, reducing BCSTA's staff complement from 12 FTEs to 11
- The Manager, Administration and Executive Services position was eliminated and replaced with an Administrative Assistant position



## BCSTA Draft 2018/2019 Budget

---

- The Director, Information and Education Technology position was eliminated and replaced with a Manager, Information Technology
- The full-time position of Business Analyst was eliminated and replaced with the part-time position of Program Assistant, Finance

For 2018/2019, the Finance & Audit Committee has prepared a balanced draft budget that includes an **inflationary member fee increase of 1.20 percent\***, in accordance with the February 2017 Provincial Council directive to apply an annual member fee increase equivalent to the most recent five-year rolling average of the Vancouver CPI, as of January 1 of each year.

\*Note: As shown on pages two and seven, the inflationary member fee increase for 2018/2019 will be fully funded from restricted funds, per Board of Director resolution. The only changes in fees for individual boards of education will therefore be solely the result of changes in FTE students, as shown in Appendix I.

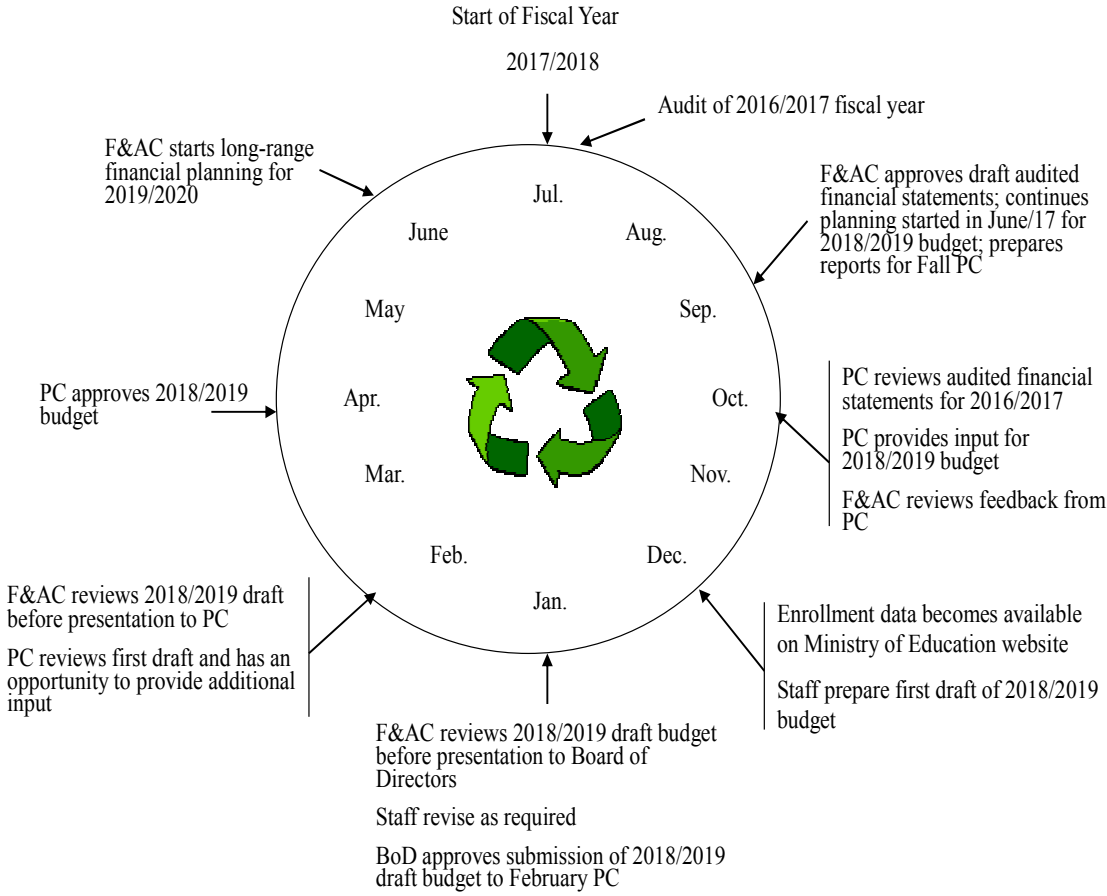
The Finance & Audit Committee, Board of Directors, and BCSTA staff remain committed to using member dollars to their best effect.

# BCSTA Draft 2018/2019 Budget



British Columbia  
School Trustees  
Association

## 2018/2019 Budget Cycle



# BCSTA Draft 2018/2019 Budget

## BCSTA Categories and Fee Formulas

At the February 1995 Provincial Council meeting, a new method for calculating BCSTA member fees was adopted. The purpose of adopting the new schedule was to eliminate distortions under the prior methodology caused by enrollment fluctuations. The new method was based on a set range of FTEs and fees for each of four categories. At the February 2001 Provincial Council, Category 4 was adjusted to address an inequity and a fifth category was added. The categories and corresponding ranges are:

<u>Category</u>	<u>Range of FTEs</u>	<u>Range of Fees</u>
1	0 – 4,000	\$ 4,000 – 28,000
2	4,001 – 10,000	\$28,000 – 38,000
3	10,001 – 30,000	\$38,000 – 65,000
4	30,001 – 75,000	\$65,000 – 80,000
5	75,001 – 125,000	\$80,000 – 95,000

Using these ranges, the following fee formulas were calculated:

Category 1	Fees = $(\$6.1 \times \text{FTEs} + 2,600) \times 0.9955$
Category 2	Fees = $(\$1.45 \times \text{FTEs} + 21,750) \times 0.9955$
Category 3	Fees = $(\$1.33 \times \text{FTEs} + 23,400) \times 0.9955$
Category 4	Fees = $(\$0.3333 \times \text{FTEs} + 55,000)$
Category 5	Fees = $(\$0.30 \times \text{FTEs} + 57,500)$

This method provides for a straight-line relationship between FTEs and fees, with costs per FTE student decreasing as the number of FTE students increase. When fee adjustments are applied, this relationship remains constant for each category and the integrity of the prescribed formulas is maintained.

For instance, in 2004/2005 and 2005/2006, the Provincial Council approved a two-per cent increase to member fees, and in 2006/2007 a one-per cent member fee increase was approved. These increases were consecutively applied to, and consequently changed, the fee formulas to the following:

Category 1	Fees = $(\$6.10 \times \text{FTEs} + 2,600) \times 1.0462$
Category 2	Fees = $(\$1.45 \times \text{FTEs} + 21,750) \times 1.0462$
Category 3	Fees = $(\$1.33 \times \text{FTEs} + 23,400) \times 1.0462$
Category 4	Fees = $(\$0.3333 \times \text{FTEs} + 55,000) \times 1.0508$
Category 5	Fees = $(\$0.30 \times \text{FTEs} + 57,500) \times 1.0508$

Thus, the fee formulas set by the February 1995 and 2001 Provincial Councils remain constant over time. They are increased or decreased, based on member needs, by adjusting the multiplier to the formula for each category.

# BCSTA Draft 2018/2019 Budget

## TOTAL REVENUE AND EXPENDITURE SUMMARY

### TOTAL REVENUE

*(All amounts are in thousands of dollars)*

Item	Budget 2016/17	Budget 2017/18	Budget 2018/19	Dollar Change
Member Fees	1875	1873	2022	+ 149
AGM	221	213	216	+ 3
CSBA Congress	--	298	--	- 298
Interest	81	78	80	+ 2
Academies	--	205	264	+ 59
Grant Admin/ Entrepreneurial	12	12	12	--
<b>Total</b>	<b>2189</b>	<b>2679</b>	<b>2594</b>	<b>- 85</b>

### TOTAL EXPENDITURES

*(All amounts are in thousands of dollars)*

Item	Budget 2016/17	Budget 2017/18	Budget 2018/19	Dollar Change
Core Services	684	1131	975	- 156
Office	276	285	281	- 4
Salaries	1229	1263	1338	+ 75
<b>Total</b>	<b>2189</b>	<b>2679</b>	<b>2594</b>	<b>- 85</b>

# BCSTA Draft 2018/2019 Budget

## CORE BUDGET REVENUE

*(All amounts are in thousands of dollars)*

R – REVENUE					
No.	Item	Budget 2016/17	Budget 2017/18	Budget 2018/19	Dollar Change
R1	Member Fees*	1875	1873	2022	+149
R2	AGM*	221	213	216	+ 3
R3	CSBA Congress*	--	298	--	-298
R4	Interest*	81	78	80	+ 2
R5	Academies*	--	205	264	+ 59
R6	Grant Administration, Entrepreneurial	12	12	12	--
	Total	2189	2679	2594	- 85

- R1. *Member Fees* is **increased \$149,000** in 2018/2019. This reflects an increase of approximately \$6,000 resulting from an increase in student enrollment of 4,974 FTE students; an inflationary member fee increase of \$24,000 for 2018/2019, based on the most recent five-year average of the Vancouver CPI and \$119,000 from the inclusion of fees for SD39 (Vancouver) and SD63 (Saanich).

As the inflationary member fee increase for 2018/2019 will be fully funded from restricted funds, per Board of Director resolution, the only changes in fees for individual boards of education will be solely the result of changes in FTE students, as shown in Appendix I.

- R2. *AGM* is **increased \$3,000** to reflect a slight increase in the number of projected registrants for the AGM and pre-conference.
- R3. BCSTA will not be hosting the CSBA 2018 Congress and National Trustee Gathering on Aboriginal Education. Net profit realized for these events is therefore not available to support BCSTA's 2018/2019 operating budget.
- R4. *Interest* is **increased \$2,000** to reflect a slight increase in interest rates.
- R5. The Academies budget line has **increased \$59,000** as a result of two factors:
- i. As 2018/2019 will be an election year, an increase in attendance at the November 2018 Academy is projected, resulting in an increase of approximately \$9,000
  - ii. As 2018/2019 will be an election year, an additional Academy, to be jointly hosted by BCSTA and BCPSEA, will be held in January 2019. Revenues for this event are estimated at \$50,000

# BCSTA Draft 2018/2019 Budget

## CORE BUDGET EXPENDITURES

*(All amounts are in thousands of dollars)*

### PROGRAM A: CORE SERVICES

<b>A1 – ADVOCACY</b>					
<b>No.</b>	<b>Item</b>	<b>Budget 2016/17</b>	<b>Budget 2017/18</b>	<b>Budget 2018/19</b>	<b>Dollar Change</b>
A1(a)	Advocacy Services	71	71	71	--
A1(b)	CSBA	40	40	40	--
A1(c)	AGM*	177	181	184	+ 3
A1(d)	Provincial Council	96	96	96	--
A1(e)	Board of Directors*	87	88	94	+ 6
A1(f)	Finance & Audit Committee	10	10	10	--
A1(g)	Professional Learning Committee	18	18	18	--
A1(h)	Aboriginal Ed. Committee	26	26	26	--
A1(i)	Legislative Committee	2	2	2	--
A1(j)	Branch Support	17	17	17	--
	<b>Total</b>	544	549	558	+ 9

A1(c). The *AGM* budget line is **increased \$3,000** to reflect a projected increase in speaker costs.

A1(e). The *Board of Directors* budget line is **increased \$6,000** as a result of two factors:

- i. As shown on page four, Board meetings have expanded from part-day to full-day meetings to accommodate the Board's work and meetings with partner groups. This budget line is therefore increased \$5,000 to accommodate the additional cost of holding full-day meetings
- ii. As Board of Director honouraria will be increased by the Vancouver Consumer Price Index (CPI)\* average of 1.20 per cent for 2012 through 2016, this budget line has been increased \$1,000

\*Note: In 2011/2012, the Board of Director Honouraria Review Committee recommended that Board of Director honouraria be reviewed annually, with increases to be based on Vancouver's CPI.

In 2011/2012, the Review Committee recommended that cost-of-living increases, based on the most recent five-year rolling average of Vancouver's CPI, be applied annually to Board honouraria to ensure that:

## BCSTA Draft 2018/2019 Budget

---

- budget issues do not arise in future years resulting from a need to implement large increases required to bring honouraria amounts in line with market levels; and
- trustees with an interest in serving on the Board of Directors will not be excluded from doing so for financial reasons.

Based on the Vancouver Consumer Price Index (CPI) average of 1.20 per cent for 2012 through 2016, this budget line is **increased \$1,000** for 2018/2019.

Recommended Board of Director Honouraria increases are:

President:	\$ 16,591 to \$ 16,790/year = \$199/year
Vice-President:	\$ 8,284 to \$ 8,394/year = \$110/year
Director:	\$ 5,926 to \$ 5,997/year = \$ 71/year

# BCSTA Draft 2018/2019 Budget

## CORE BUDGET EXPENDITURES

*(All amounts are in thousands of dollars)*

<b>A2 - TRUSTEE AND BOARD SERVICES</b>					
<b>No.</b>	<b>Item</b>	<b>Budget 2016/17</b>	<b>Budget 2017/18</b>	<b>Budget 2018/19</b>	<b>Dollar Change</b>
A2(a)	Academies*	--	172	252	+ 80
A2(b)	CSBA Congress*	--	270	--	-270
A2(c)	In-District/Pro-D Services*	45	25	50	+ 25
A2(d)	Board Chairs' Meeting	--	20	20	--
A2(e)	Communications/Publications	30	30	30	--
A2(f)	Legal Counsel	65	65	65	--
	Total	140	582	417	-165

- A2(a). The *Academies* budget line is **increased \$80,000** as a result of the following:
- i. Meal and conference material costs for the November 2018 Academy are projected to increase approximately \$30,000. This amount takes into account a projected increase in attendance at this event
  - ii. As 2018/2019 will be an election year, BCSTA and BCPSEA will jointly host a New Trustee Academy in January 2019. Costs for this event are estimated at \$50,000
- A2(b). BCSTA will not be hosting the CSBA 2018 Congress and National Trustee Gathering on Aboriginal Education. Costs and associated revenues for this event are therefore not included in BCSTA's 2018/2019 operating budget.
- A2(c). In 2017/2018, due to a lack of funding, costs to host the annual Board Chairs' Meeting were allocated from the *In-District/Pro-D Services* budget line. As member boards have indicated that In District/Professional Development Services is a member service priority, this budget line has been **increased \$25,000** in 2018/2019.

<b>TOTAL CORE SERVICES (A1 – A2)</b>	684	1131	975	-156
--	-----	------	-----	------



# BCSTA Draft 2018/2019 Budget

## OFFICE EXPENDITURES

*(All amounts are in thousands of dollars)*

### PROGRAM B: OFFICE SUPPORT

<b>B - OFFICE OPERATIONS</b>					
No.	Item	Budget 2016/17	Budget 2017/18	Budget 2018/19	Dollar Change
B1	Building*	116	126	128	+ 2
B2	Equipment Maintenance*	70	70	60	- 10
B3	Office Administration	20	20	20	--
B4	Financial*	49	51	54	+ 3
B5	Depreciation*	21	18	19	+ 1
	Total	276	285	281	- 4

- B1. BCSTA's lease costs increased to market rates for its last five-year lease term, September 1, 2014 through August 31, 2019. Costs increased \$4,000 for the first three years of the lease term and an additional \$12,000 for the final two years of the term. As a result, BCSTA's lease costs increased \$10,000 in 2017/2018 to reflect 10 months of the fourth year's increase. An additional **\$2,000 increase** will therefore be required in 2018/2019.

As the last option to renew its lease with the Vancouver School Board has been exercised, and at the current lease expires on August 31, 2019, the Finance & Audit Committee is investigating lease location options for the Association.

- B2. This budget line has been **decreased \$10,000** to reflect the decrease in external contract support needed with the 2016/2017 hire of a full-time, in-house Manager of Information Technology. This amount has been reallocated to the *Salaries/Benefits* budget line, as shown on page 18.
- B4. As shown on page five, this budget line has been **increased \$3,000** to reflect the anticipated increase in audit fees for the upcoming five-year term, starting in 2018/2019.
- B5. This budget line has been **increased \$1,000** to reflect the 2017/2018 technology update and the addition of a new closed office space. As shown on page five, the increase in depreciation expense in 2018/2019 is net of the 2017/2018 write off of computer equipment that was either problematic, obsolete or had otherwise failed.

# BCSTA Draft 2018/2019 Budget

## STAFF SALARIES

*(All amounts are in thousands of dollars)*

<b>S – STAFF SALARIES</b>					
<b>No.</b>	<b>Item</b>	<b>Budget 2016/17</b>	<b>Budget 2017/18</b>	<b>Budget 2018/19</b>	<b>Dollar Change</b>
S1	Total Salaries/Benefits*	1229	1263	1338	+ 75
<b>TOTAL POSITIONS (FTEs)</b>		10.6	10.6	10.8	0.2

S1. The *Salaries/Benefits* budget line is **increased \$75,000** in 2018/2019 to address a number of factors:

- Consistent with historical practice, BCSTA’s staff salary grid has been increased in accordance with teacher-negotiated salary increases. Increases that will affect this budget line in 2018/2019 are:
  - 0.5% salary-grid increase effective July 1, 2018
  - 1.00% salary-grid increase effective May 1, 2019
  - Salary-grid increase equivalent to the Economic Stability Dividend applied to the teacher salary grid, should there be one, effective May 1, 2019
- Movement on the staff salary grid
- Changes in benefit costs
- 2016/2017 and 2017/2018 staffing changes, as shown on page five:
- The \$24,000 inflationary member fee increase for 2018/2019 has been allocated to contract services under this budget line to build BCSTA’s capacity to provide services to member boards
- \$10,000 has been transferred to this budget line from the *Equipment Maintenance* budget line, as shown on pages four, six and 17

<b>TOTAL CORE EXPENDITURES (PROGRAMS A, B, and S)</b>	2189	2679	2594	- 85
---	------	------	------	------

# BCSTA Draft 2018/2019 Budget

## GRANT ADMINISTRATION AND ENTREPRENEURIAL ACTIVITY

*(All amounts are in thousands of dollars)*

Item	Budget 2016/17	Budget 2017/18	Budget 2018/19	Dollar Change
<b><u>Revenue</u></b>				
Grants	--	--	--	--
Contracts	12	12	12	--
Total	12	12	12	--
<b><u>Expenditures</u></b>				
Grants	--	--	--	--
Contracts	--	--	--	--
Total	--	--	--	--
Net Contribution	12	12	12	--

**APPENDIX I**  
**2018/2019 BCSTA FEE REVENUE COMPARED TO 2017/2018 FEE REVENUE**  
**(Annual Inflationary Member Fee Increase of 1.20% )**

No.	School District	Total	Total	Difference	Category	2017/2018	2018/2019	1.20%	Total
		FTE Pupils	FTE Pupils			Fees	Fees	Member Fee	2018/2019
		Sep 30/16	Sep 30/17			(1.22% Inc.)	(0% Inc.)	Increase*	Member Fees
5	Southeast Kootenay	5,414.25	5,448.88	34.6	2	33,927.82	33,985.38	407.82	34,393.20
6	Rocky Mountain	3,116.19	3,188.75	72.6	1	24,767.61	25,274.96	303.30	25,578.26
8	Kootenay Lake	4,766.75	4,772.94	6.2	2	32,851.70	32,861.99	394.34	33,256.33
10	Arrow Lakes	442.06	435.34	(6.7)	1	6,070.86	6,023.89	72.29	6,096.18
19	Revelstoke	955.25	969.63	14.4	1	9,658.93	9,759.44	117.11	9,876.55
20	Kootenay-Columbia	3,839.00	3,944.63	105.6	1	29,821.32	30,559.83	366.72	30,926.55
22	Vernon	8,273.81	8,385.34	111.5	2	38,680.33	38,865.70	466.39	39,332.09
23	Central Okanagan	22,064.25	22,083.31	19.1	3	60,456.03	60,485.11	725.82	61,210.93
27	Cariboo-Chilcotin	4,562.88	4,638.38	75.5	2	32,512.87	32,638.36	391.66	33,030.02
28	Quesnel	3,044.00	2,990.00	(54.0)	1	24,262.89	23,885.35	286.62	24,171.97
33	Chilliwack	13,173.60	13,421.54	247.9	3	46,902.89	47,280.87	567.37	47,848.24
34	Abbotsford	19,430.81	19,306.63	(124.2)	3	56,441.55	56,252.25	675.03	56,927.28
35	Langley	19,921.31	20,360.25	438.9	3	57,189.28	57,858.42	694.30	58,552.72
36	Surrey	69,371.56	70,330.88	959.3	4	89,938.88	89,908.22	1,078.90	90,987.12
37	Delta	15,337.84	15,345.19	7.3	3	50,202.12	50,213.33	602.56	50,815.89
38	Richmond	19,402.81	19,338.69	(64.1)	3	56,398.86	56,301.13	675.61	56,976.74
39	Vancouver	49,504.50	49,131.69	(372.8)	4	82,315.53	81,809.63	981.72	82,791.35
40	New Westminster	6,424.56	6,557.69	133.1	2	35,606.93	35,828.19	429.94	36,258.13
41	Burnaby	23,311.19	23,454.13	142.9	3	62,356.89	62,574.81	750.90	63,325.71
42	Maple Ridge-Pitt Meadows	14,252.88	14,389.50	136.6	3	48,548.17	48,756.46	585.08	49,341.54
43	Coquitlam	30,591.44	30,609.19	17.8	4	75,058.25	74,733.60	896.80	75,630.40
44	North Vancouver	15,055.25	15,119.75	64.5	3	49,771.33	49,869.67	598.44	50,468.11
45	West Vancouver	6,811.00	6,898.06	87.1	2	36,249.18	36,393.88	436.73	36,830.61
46	Sunshine Coast	3,139.88	3,156.94	17.1	1	24,933.23	25,052.53	300.63	25,353.16
47	Powell River	1,920.38	2,047.50	127.1	1	16,406.82	17,295.65	207.55	17,503.20
48	Sea to Sky	4,716.69	4,903.69	187.0	2	32,768.50	33,079.30	396.95	33,476.25
49	Central Coast	220.50	235.13	14.6	1	4,521.76	4,624.01	55.49	4,679.50
50	Haida Gwaii	517.38	510.50	(6.9)	1	6,597.42	6,549.36	78.59	6,627.95
51	Boundary	1,285.75	1,284.13	(1.6)	1	11,969.69	11,958.33	143.50	12,101.83
52	Prince Rupert	1,978.88	1,960.50	(18.4)	1	16,815.83	16,687.36	200.25	16,887.61
53	Okanagan-Similkameen	2,312.13	2,312.88	0.8	1	19,145.83	19,151.08	229.81	19,380.89
54	Bulkley Valley	2,002.75	1,969.38	(33.4)	1	16,982.76	16,749.42	200.99	16,950.41
57	Prince George	12,804.81	12,975.22	170.4	3	46,340.70	46,600.49	559.21	47,159.70
58	Nicola-Similkameen	2,092.25	2,040.38	(51.9)	1	17,608.52	17,245.83	206.95	17,452.78
59	Peace River South	3,463.50	3,487.75	24.3	1	27,195.92	27,365.48	328.39	27,693.87
60	Peace River North	5,888.50	6,044.81	156.3	2	34,716.01	34,975.81	419.71	35,395.52
61	Greater Victoria	18,879.10	19,123.10	244.0	3	55,600.50	55,972.48	671.67	56,644.15
62	Sooke	10,087.31	10,459.25	371.9	3	42,198.08	42,765.08	513.18	43,278.26
63	Saanich	6,908.75	7,003.75	95.0	2	36,411.64	36,569.53	438.83	37,008.36
64	Gulf Islands	1,719.00	1,697.13	(21.9)	1	14,998.86	14,845.92	178.15	15,024.07
67	Okanagan Skaha	5,690.63	5,749.44	58.8	2	34,387.15	34,484.91	413.82	34,898.73
68	Nanaimo-Ladysmith	13,416.13	13,720.00	303.9	3	47,272.60	47,735.85	572.83	48,308.68
69	Qualicum	4,011.00	4,040.13	29.1	2	31,595.67	31,644.08	379.73	32,023.81
70	Alberni	3,761.81	3,744.81	(17.0)	1	29,281.64	29,162.79	349.95	29,512.74
71	Comox Valley	7,802.31	8,222.16	419.8	2	37,896.71	38,594.49	463.13	39,057.62
72	Campbell River	5,343.63	5,401.38	57.8	2	33,810.45	33,906.44	406.88	34,313.32
73	Kamloops/Thompson	14,101.22	14,359.25	258.0	3	48,316.98	48,710.34	584.52	49,294.86
74	Gold Trail	1,107.00	1,108.81	1.8	1	10,719.92	10,732.60	128.79	10,861.39
75	Mission	5,930.38	6,057.75	127.4	2	34,785.61	34,997.31	419.97	35,417.28
78	Fraser-Cascade	1,684.00	1,661.75	(22.3)	1	14,754.15	14,598.59	175.18	14,773.77
79	Cowichan Valley	7,583.13	7,789.63	206.5	2	37,532.42	37,875.63	454.51	38,330.14
81	Fort Nelson	727.56	720.81	(6.8)	1	8,067.00	8,019.81	96.24	8,116.05
82	Coast Mountains	4,129.13	4,108.88	(20.3)	2	31,791.99	31,758.34	381.10	32,139.44
83	N. Okanagan-Shuswap	6,057.50	6,167.03	109.5	2	34,996.89	35,178.94	422.15	35,601.09
84	Vancouver Island West	413.88	416.50	2.6	1	5,873.78	5,892.14	70.71	5,962.85
85	Van. Island North	1,359.88	1,354.25	(5.6)	1	12,487.95	12,448.63	149.38	12,598.01
87	Stikine	180.25	188.63	8.4	1	4,240.34	4,298.90	51.59	4,350.49
91	Nechako Lakes	3,720.31	3,585.50	(134.8)	1	28,991.49	28,048.92	336.59	28,385.51
92	Nisga'a	383.56	386.81	3.3	1	5,661.84	5,684.57	68.21	5,752.78
93	Francophone Ed. Auth.	5,704.63	5,970.31	265.7	2	34,410.42	34,851.99	418.22	35,270.21
	<b>TOTALS</b>	<b>532,112.64</b>	<b>537,086.17</b>	<b>4,973.53</b>		<b>1,992,077.29</b>	<b>1,998,233.40</b>	<b>23,978.80</b>	<b>2,022,212.20</b>

\*Note: As the inflationary member fee increase of 1.20 percent will be fully funded from by internally designated funds set aside by BCSTA'S Board of Directors on September 15, 2017 meeting, changes in fees for individual Boards of Education will be solely the result of changes in FTE students.

Table 2B: Enrollment-Based Funding  
(includes Regular and Continuing Education, Distributed Learning, and Alternate Schools)

5% of 2017/2018 total fees: 101,110.61  
0.02% of total fees 4,044.42



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

**OPERATIONS COMMITTEE NOTES**

Held on February 22<sup>nd</sup>, 2018 from 12:30-2:00 pm  
At the School Board Office, Gibsons, B.C.

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

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; Janice Budgell, CUPE 801; Louise Herle, SCTA; Erica Reimer, Executive Assistant (Recording Secretary)

The meeting was called to order at 12:33 p.m.

1) 2018/19 Enrolment Projections

Secretary-Treasurer Weswick reported on mid-year enrolment estimates. The district estimates an increase of 20 students for the 2018/19 school year with further small increases expected until 2020. The majority of new registrations are expected at the elementary level with secondary enrolment remaining relatively static for the next 3-5 years.

2) Preliminary Budget Considerations

A copy of the full presentation is attached to these notes for reference. Secretary-Treasurer Weswick shared considerations for the 2018-19 preliminary budget, including:

- Creating a district capacity building fund for training and inservice opportunities to support inclusive classrooms,
- Additional staffing to support Health and Safety programs,
- Adding filtered water fountains to kindergarten classrooms to improve student health and safety,
- Training for EAs over the spring break,
- Creating a budget line for international education to provide for district operating costs, recruitment and operating, etc. as surplus funds have been exhausted.

The committee discussed international education costs, noting that costs are generally funded through international student enrolment fees, and trustee election costs, which may be funded through surplus funds as they are not an ongoing expenses.

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

Director Bishop reported that harassment practices and procedures are being reviewed. The district's harassment pamphlet is being updated and will be available at all sites in

the near future. Principals have been asked to discuss harassment procedures with staff as a refresher.

A request was made that the location of district AEDs be shared with local emergency services.

4) Regulation 3300 – Damage to Personal Property

Secretary-Treasurer Weswick indicated that the regulation had been updated to reflect practices. A grammatical error in section six was noted for correction.

5) Regulation 4800 - Vehicle Expenses (to be repealed)

The regulation is being repealed as vehicle expenses are covered under Regulation 4600 – Travel Expenses.

6) District of Sechelt - OCP Referral

The committee reviewed a District of Sechelt referral for a development in the Kinnikinnick catchment area. As there is sufficient space in that catchment, the committee did not express any concerns with the referral.

7) Transportation Review (standing item)

Secretary-Treasurer Weswick reported that the district was moving forward with phase two of the ministry funded transportation review, which includes optimization of services.

The meeting adjourned at 2:03 pm.

**NEXT MEETING:** March 16<sup>th</sup> from 11:00-12:30 pm at the School Board Office

# PRELIMINARY BUDGET CONSIDERATIONS

FEBRUARY 22, 2018



REVENUE		
Enrolment-Based Adjustments	March 15 Announcement	
Funding for Contractual Increases	March 15 Announcement	
Other Provincial Funding Changes	March 15 Announcement	
CSF Enrolment Change	Reviewed Annually	
Facility Rental Revenue	Reviewed Annually	
International Student Enrolment (Net)	Expected increase due to recruitment	25,000
Salary Differential Normalization		(200,000)

## OTHER CONSIDERATIONS - REVENUE



# 2016/17 UNRESTRICTED SURPLUS - \$750,000

Priorities for use of unrestricted surplus:

- Ensure the District's operating budget is balanced
- Provisions for unforeseen/extraordinary events
- Supplemental allocations to school and departmental budgets
- Support for one time programs and purchases



## STRATEGIC PLAN CONSIDERATIONS

STRATEGIC PLAN INITIATIVES		Estimate	Strategic Plan linkages
<b>District Specialist Staff</b>	Additional specialized staff to support inclusion, technology, behaviour, etc.	\$ 250,000	<b>1d, 1e, 2a, 2f</b>
<b>District Capacity Building Fund</b>	Project to foster innovative capacity-building - co-constructed with district educators. 3 Year lifespan <b>using surplus funds.</b>	150,000	<b>1h, 2a, 2e, 2f</b>
<b>Special Needs Supports / Social Emotional Supports</b>	Additional specialized training for staff. Retain inclusive classrooms. In-service training to classroom teachers to better support students.	50,000	<b>1d, 1e, 2a, 2e</b>
<b>Staff Health &amp; Safety</b>	Additional staffing to address new requirements for occupational health & safety	13,000	<b>2e, 2h</b>
<b>Student Health &amp; Safety</b>	Implementing further drinking water improvements	10,000	<b>1e, 2h</b>
<b>Professional Services</b>	Cost increases due to investigations, mediations, appraisals, etc.	25,000	<b>2j</b>
<b>Spring Break EA Training</b>	Up to two paid training days for CUPE staff	10,000	<b>1d, 1e, 2a, 2e</b>
<b>International Education Program</b>	Annual cost to maintain current program efforts. Surplus allocation from 2012 has been exhausted	25,000	<b>3c</b>
<b>Energy Matters - Continuation</b>	Maintaining ongoing support for Energy Matters after expending surplus allocation	10,000	<b>1g, 2j</b>
<b>Communications</b>	Upcoming Strategic Plan process	5,000	<b>3a, 3b, 3d</b>





CONTRACTUAL / OTHER	Notes	Estimate
Contractual Wage Increases - Teachers	+1.4% May 1, 2018 +0.5% July 1 2018 +1.0% (+ESD) May 1 2019	296,170
Contractual Wage Increases - CUPE	+1.4% May 1, 2018 +0.5% July 1 2018 +1.0% (+ESD) May 1 2019	152,648
Teacher Pro-D Increases	10% of October Payroll, reviewed annually	5,000
Teacher Pension - Employer Contribution Rate	Reviewed Annually	
Municipal Pension - Employer Contribution Rate	Reviewed Annually	
CPP/EI Maximum Increases	Reviewed Annually	
MSP Premium Decrease	50% premium reduction as of Jan 1, 2018	(290,000)
Incoming Payroll Tax	Recent announcement to cover loss of MSP premiums - amount unknown	290,000
Other Benefits Costs	Reviewed Annually	
Utilities Costs	Expected Utilities Costs Savings due to Solar	
NGN Operating Cost	Potential for cost reduction	(10,000)

## CONTRACTUAL / OTHER CONSIDERATIONS



CONTRACTUAL / OTHER (Cont'd)	Notes	Estimate
Transportation Contract Increases	Approx 2% per year	18,000
Transportation - Number of school days	Reduced by one school day from 17/18	(5,700)
Transportation - Custom - Student Support	Varies depending on student needs	
Legal Expense	Reviewed Annually	
Trustee Elections	Estimate will vary based on local government cost-sharing agreements	60,000
Custodial Requirements	Existing budgets allow for some additional hiring	
Bus Route Changes	Transportation review this Spring - could impact school transportation allocations	
Carbon Offsets	Should see reduction due to solar. Potential for federally- mandated rate increases.	
Maintenance Operating Cost Increases	Cost increases due to inflation, service contracts, etc	10,000
Tech Vehicle Replacement	Potential use of <b>surplus</b> funds	25,000
Professional Dues & Fees		

## CONTRACTUAL / OTHER CONSIDERATIONS





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

**EDUCATION COMMITTEE NOTES**

Held on February 28<sup>th</sup>, 2018 from 2:30-4:00 p.m.

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

PRESENT: TRUSTEES: Pammila Ruth (Committee Chair), Lori Pratt

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of Instruction; Vanessa White, Director of Instruction; Kirsten Deasey, District Principal, Learning and Innovation; Louise Herle, SCTA, Erica Reimer, Executive Assistant (Recording Secretary),

REGRETS: Lori Dixon, Trustee; Christine Younghusband, Trustee

The meeting was called to order at 2:48 p.m.

1. Goal 1.c. - Math

*Our students will achieve the mathematical skills required for academic and life success.*

District Principal Deasey reported that the district math committee had surveyed teachers to determine needs. Primary teachers identified a strong need for additional support in the areas of workshop and speakers, as well as resources and materials. To address these needs, Collaborating About Math in Primary (CAMP) was developed as an opportunity for primary teachers, support services and aboriginal support teachers to share values, mindsets and strategies. The committee has arranged for sessions with several provincial math experts and has also held a resource sharing opportunity where teachers were provided with different materials for use in the class. The district's Engage! site has a Numeracy Supports section where resources, presentations and other materials are shared with all staff. The district math committee will address supports for intermediate math teachers in 2018-19 using a similar model.

At the secondary level, preparations are taking place for the new math curriculum using a collaborative model.

A copy of District Principal Deasey's presentation is available in the meeting package at: [http://www.sd46.bc.ca/files/17-18\\_BoardMeetings/cmtes/20180228-EdCmte\\_Agenda.pdf](http://www.sd46.bc.ca/files/17-18_BoardMeetings/cmtes/20180228-EdCmte_Agenda.pdf)

2. Goal 2.f. – Leaders

*Our staff will be leaders in their work.*

Director Bishop shared information on upcoming courses being offered to EAs during the spring break to support students with speech and fine motor development. Teachers are taking part in train-the-trainer workshops on robotics and computational thinking.

Interviews for the district leadership pool have been scheduled for March 12 to assist in succession planning for principal and vice-principal positions.

3. Regulation 1020 - AIDS / HIV Cases

The regulation is being repealed and information on transmissible diseases is being included in the updated version of regulation 6450.

4. Regulation 2220 - Board Authorized Courses

The regulation was not brought forward for revisions. The intent is for this regulation to be brought forward during the 2018/2019 school year.

5. Regulation 6450 - General Hygiene / Potential Infection

The newly updated regulation includes language on medical conditions and communicable diseases, staff and student confidentiality, general hygiene and first aid. The regulation was shared with local VCH staff and has been discussed at the Healthy Schools Committee. The regulation will be renumbered and re-categorized this summer.

6. Curriculum (standing item)

The district is supporting collaborative learning structures to support the new secondary 10-12 curriculum.

7. Parent Engagement (standing item)

Stephanie Murawsky, Chair of the Parent Engagement Committee, joined the meeting and shared the committees short, mid and long term goals for ensuring that families are an integral part of the learning of our students.

The meeting adjourned at 3:33 p.m.

**NEXT MEETING:** Friday, March 16<sup>th</sup> from 9:00-10:30 am at the School Board Office

#301-5710 Teredo Street, Sechelt. BC VoN 3A0

February 21, 2018

School Board Trustees  
School District No. 46

Dear School Board Chair Lori Pratt and School Board Trustees:

Re: Sunshine Coast Teachers' Association District Budget Submission 2018

Thank you for reviewing SCTA Budget Input as per Article D. 34: Local Association Involvement in Board Budget Process. Pursuant to the November 10, 2016 Supreme Court of Canada Ruling, the SCTA first and foremost expects that you will fully implement restored contract language and bring all classes, teacher specialist ratios, caseload and processes into compliance with the Collective Agreement. As you are aware, the SCTA has referred five outstanding grievances to the BCTF for arbitration and filed three Freedom of Information requests on this matter. Teachers still do not understand why the Board applied a million short of the \$4.1 notional funding.

Here are recommendations that we trust will be duly considered:

**Address Class Size and Composition issues and hire more teachers** - despite continuous growth in student population (please see attached chart) and increased management positions, teacher FTE has not significantly changed.

Subsequent to the March 9, 2017 Memorandum Of Agreement District local contract violations have triggered numerous teacher remedies: Cedar Grove - 1 class over composition limits, West Sechelt - 3 classes over composition limits, Roberts Creek - 1 class over composition limits, Madeira Park - 1 class over composition limits, Gibsons - 5 over class size limits and 1 class over composition limits (that's 6/14 divisions in violation), Sunshine Coast Alternative School - 1 class over composition limits, Pender - 2 classes, Elphinstone - 38 classes and Chatelech has 64 classes in violation. Teachers feel the remedy time offered does not support student learning and would like to see classes organized with room for the projected student population growth. As of November 2017 only 4/13 schools are free from contract class size and composition violations! All elementary schools except Roberts Creek are now considered full and closed. School-aged population is projected to continue to increase (BC Stats, May 2017).

Recognize the need for more support of Level 3 Special Needs students with Intense Behaviour Intervention and Severe Mental Illness. Although not specified in our restored contract language, these are the students that impact learning environments the most.

Consider Teacher Teaching On Call contract positions to increase stability and consistency for students and school programs. And, reimburse school budgets to compensate for the many TTOC shortages we have had already this year.

---

TEACHERS' WORKING CONDITIONS ARE CHILDRENS' LEARNING CONDITIONS

E.g. two TIOC shortages/day = \$750./day. Many programs have already been impacted by these shortages. 77

**Support Teacher Mentorship and Early Career Teachers** – thank you for supporting this worthy program! We appreciate your recent allocation of an additional \$5,000 to the Mentorship Program in the amended 2017/18 budget. With the SCTA matching this funding, there is now an additional \$10,000 total to support new teachers in the second semester.

In past school years the school district has allocated \$15,000 towards the Mentorship Program and the SCTA matched this amount. The SCTA requests that \$15,000 be the ongoing minimum amount for both parties.

**Provide Funding for Teacher Training and Resources** - for the implementation of the revised curriculum and new technology. Thank you for allocating \$157,000 from the \$207,000 Board surplus to allow for curriculum support and learning resources! Research toward achieving good outcomes proves that for every \$10 spent on a technology \$9 should be spent training people to use it. We would like to move toward full capacity usage and request **Teacher Technology Positions** to assist teachers with day-to-day technology matters and help address challenges related to class size and composition by providing on site service.

**Review Management and School Board Office Staff Positions** – it is the position of the SCTA that school budgets must be prioritized. We recognize that each employee has a valuable role to play however there is an imbalance of growth and decline of positions in the District. Money is urgently needed at the school level for services to students. We once again, request that there be a moratorium on creating new management positions, increasing the SBO staff positions and the hiring of retired principals to perform management work. The SCTA again encourages the Board to seriously consider different ways of distributing school and district principal / vice-principal assignments to more than one worksite and removal of administrator teaching responsibilities. This would achieve a cost saving by having fewer administrators, while maintaining the same FTE of school-based “administration work”. Employing Teachers-in-Charge or Head Teachers in small schools could achieve a cost savings and help build capacity for the future.

Please contact me for any further clarification you may require. Thank you for your consideration of these recommendations. Our collective efforts do make a difference!

Sincerely,



Louise Herle

Sunshine Coast Teachers' Association President

Cc: Patrick Bocking, Superintendent

Nicholas Weswick, Secretary-Treasurer

Paul Bishop, Vanessa White, Directors of Instruction

SCTA Executive Committee and Bargaining Team

Janice Buggell, President CUPE 801

---

TEACHERS' WORKING CONDITIONS ARE CHILDRENS' LEARNING CONDITIONS

Box 951 Sechelt BC V0N 3A0 • 604.885.7944 • f: 604.885.9837 • [scta@dccenet.com](mailto:scta@dccenet.com)

# Student Enrolment



Teachers feel the remedy time offered does not support student learning and would like to see classes organized with room for the projected student population growth. All elementary schools except Roberts Creek are now considered full and closed. School-aged population is projected to continue to increase. (BC Stats, May 2017)