



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

**REGULAR MEETING AGENDA**

Wednesday, April 11<sup>th</sup>, 2018 at 7:00 p.m.  
At the School Board Office, Gibsons, B.C.

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1. Call to Order
2. Celebrating Education: ME to WE Ecuador Trip – E. Haines
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 – March 7, 2018 ..... Pg. 3-7
6. Reports
  - a. Executive Reports
    - i. Superintendent's Report.....Pg. 8
      1. Strategic Plan Reports:
        - a. Goal 1.e. – Mental and Physical Health.....Pg. 9-10
        - b. Goal 3.g. – Capilano University and Post Secondary Institutions.....Pg. 11
      2. Administrative Regulations:
        - a. Revised and Circulating until June 1, 2018:
          - i. Regulation 1740 – Responding to Suicidal Behaviour.....Pg. 12-15
          - ii. Regulation 3400 – Moving Classrooms.....Pg. 16-17
          - iii. Regulation 3800 – Transportation of Students.....Pg. 18-22
        - b. To be Repealed:
          - i. Regulation 1020 – AIDS / HIV Cases .....Pg. 23-24
          - ii. Regulation 3920 – Specialty Areas in Schools .....Pg. 25-26
          - iii. Regulation 4800 – Vehicle Expenses.....Pg. 27
      - ii. Secretary-Treasurer's Report (Bylaw – Pg. 30 | Motion – Pg. 31).....Pg. 28-29
        1. School Allocation Rates.....Pg. 28-29
        2. Expenditures by Object – March 2018.....Pg. 32
        3. Larger Cheques Written in the Month of March 2018.....Pg. 33-34
    - b. Board/Committee Reports
      - i. Board Report .....Pg. 35-36
        1. BCSTA Report – AGM Motions (View online at <http://goo.gl/j8ZuNV>).....Pg. 37-38
        2. BCPSEA Report
        3. Student Trustee Report
      - ii. Education Committee Notes – March 16, 2018.....Pg. 39-40
      - iii. Operations Committee Notes – March 16, 2018 .....Pg. 41-46

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

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

The next public board meeting will be held on May 9<sup>th</sup>, 2018.

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

9. 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

**Agendas for Upcoming Meetings:**

Committee of the Whole – Tuesday, April 24<sup>th</sup> from 9:30 – 11:30 a.m. at the SBO

1. Goal 3.c. – International Education
2. Memorandum of Agreement Review
3. Trustee Evaluation Process / New Trustee Orientation Process
4. Communication Plan (standing item)

Policy Committee – Tuesday, April 24<sup>th</sup> from 11:30 – 1:00 p.m. at the SBO

1. Surplus Policy
2. Trustee Election Bylaw
3. Procedural Bylaws:
  - a. Inaugural Meetings
  - b. Presiding Officers
4. Trustee Orientation and Professional Development Policy Review

Education Committee – Wednesday, April 25<sup>th</sup> from 2:30 – 4:00 p.m. at the SBO

1. Goal 1.f. – Music
2. Goal 1.k. – Graduation
3. Curriculum (standing item)
4. Parent Engagement (standing item)

Operations Committee – Wednesday, April 18<sup>th</sup> from 12:30 – 2:30 p.m. at the SBO

1. Goal 2.i. – Facilities
2. Budget Summary
3. Annual Facilities Grant (AFG) Plan
4. Transportation Review (standing item)
5. Local Government OCP / Zoning Referrals (standing item)



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

Held on Wednesday, March 7<sup>th</sup>, 2018  
At the School Board Office, Gibsons, B.C.

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

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; P. Deasey, Student 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: The New ADST Curriculum – P. Kaatz

Pamela Kaatz, teacher at West Sechelt Elementary, shared ways in which district teachers are teaching the new Applied Design, Skills and Technologies (ADST) curriculum to students. West Sechelt Elementary students, Ty Cousins and Annalisa Anchee, provided a short lesson in the Swift Playground and delighted trustees with an opportunity to program their own code. The ADST curriculum focuses on computational thinking in an approach to problem solving that emphasizes pattern recognition, decomposition, abstraction and algorithms.

#46. Public Question Period

- There were no questions.

#47. Adoption of the Agenda

**MOTION:** Ruth/Mewhort

“THAT the agenda of March 7, 2018 be adopted.”

Carried.

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

- a. Regular Meeting – February 14, 2018
- b. Record of Closed Meeting – February 14, 2018

**MOTION:** Mewhort/Ruth

“THAT the minutes of Regular Meeting of February 14, 2018 and the Record of the Closed Meeting of February 14, 2018 be adopted.”

Carried.

#49. Reports

## a. Executive Reports

## i. Superintendent’s Report

Superintendent Bocking spoke to his written report and highlighted the following items:

- The musical theatre production of *Joseph and the Technicolor Dreamcoat* was wonderful, well performed and well choreographed. Next year’s performance will be *Fiddler on the Roof*.
- The District Technology Committee is working to understand the role of technology in learning.
- Congratulations to the Carpentry Train in Trades students for their success at the Skills Canada Competition.
- The SPARK!10 program is nearing completion for the year.
- Aboriginal students have travelled to different post-secondary institutions.
- The district’s MDI results are now available and will be reviewed at an upcoming committee meeting.
- The district is offering mini-grants to schools to support curriculum development.
- Training for Educational Assistants is being offered over the spring break.
- District counsellors and other staff are invited to a screening *Paper Tigers* at the Roberts Creek Library on April 25<sup>th</sup>.
- The district’s Environmental Education Committee has partnered with the Nicholas Sonntag Marine Education Centre (NSMEC) to invite staff and community to a Skype presentation of Richard Louv and a tour of the NSMEC.

## 1. Strategic Plan Reports:

## a. Goal 1.c. – Math

The report was provided as written.

## b. Goal 2.f. – Leaders

The report was submitted as written.

## c. Goal 2.h. – Safe / Health Schools (Operational)

The report was submitted as written.

## 2. Administrative Regulations:

a. Circulating Prior to Being Repealed (*until April 2, 2018*):

## i. Regulation 1020 – AIDS / HIV Cases

Director White indicated that information from the regulation is now included in the revised Regulation 6450 – General Hygiene, Communicable Diseases and Medical Concerns.

ii. Regulation 3920 – Specialty Areas in Schools

The regulation was deemed redundant due to overlap with Regulation 3550 – Rental of School Facilities.

iii. Regulation 4800 – Vehicle Expenses

The regulation was deemed redundant due to overlap with Regulation 4600 – Travel Expenses.

b. Revised and Circulating until April 30, 2018:

i. Regulation 3300 – Damage to Personal Property

The regulation has been updated to include limits for liability and to reflect collective agreement language available to teachers, thereby extending the practice to all employees. The revised regulation will circulate for feedback until April 30, 2018.

ii. Regulation 6450 – General Hygiene, Communicable Diseases and Medical Concerns

The regulation has been updated to include information on communicable diseases and medical concerns. The regulation refers to Vancouver Coastal Health's publication "Sneezes and Diseases". Information on first aid delivery has been updated to meet best practices. The revised regulation will circulate for feedback until April 30, 2018.

c. To be Received:

i. Regulation 1800 – School Attendance Areas

The regulation has completed the circulation phase. Language was added in section IV.C. to indicate that cross boundary transfer application would be considered to accommodate students with special needs attending afterschool care programs.

ii. Regulation 4450 – Purchasing

The regulation has completed the circulation phase. As a result of feedback from employees, the threshold whereby staff must seek three verbal quotes was raised to \$400.

iii. Regulation 6500 – Inclement Weather

The regulation has completed the circulation phase and no additional changes were made.

3. 2018-19 School Calendar

**MOTION:** Russell/Baxter

“THAT the board adopt the 2018-19 School Calendar.”

Carried.

ii. Secretary-Treasurer’s Report

Secretary-Treasurer Weswick spoke to his written report.

1. Expenditures by Object – February 2018

As the report was produced sooner to month end than typical, it was noted that some expenses may not have been included, in particular utility costs.

2. Larger Cheques Written in the Month of February 2018

The report was provided as written. Clarification was sought on two line items.

b. Board/Committee Reports

i. Board Report

Chair Pratt shared additional items:

- BCSTA has confirmed receipt of the board’s four motions to the AGM.
- The district has issued a press release regarding Joint Use implementation.
- International Women’s day is March 8
- Women’s campaign school was a success.

1. BCSTA Report

Vice-Chair provided a report on the recent Provincial Council. Trustees discussed the recent announcement regarding the appointment of an independent review panel for the Ministry of Education’s Funding Model Review. District staff and the board chair will be attending the regional working session on April 9<sup>th</sup>.

2. BCPSEA Report

There were no items to report.

3. Student Trustee Report

Superintendent Bocking reported that the DSLT Student Forum had been scheduled from 11:00 am -1:00 pm on April 19<sup>th</sup> at the Seaside Centre.

ii. Operations Committee Notes – February 22, 2018

The notes were submitted as written.

iii. Education Committee Notes – February 28, 2018

The notes were submitted as written.

**MOTION:** Russell/Baxter

“TO receive the reports.”

Carried.

#50. Correspondence

a. SCTA – District Budget Submission 2018

**MOTION:** Baxter/Younghusband

“TO receive the correspondence.”

Carried.

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

- No questions.

#52. Next Meeting

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

**MOTION:** Russell/Ruth

“TO approve the committee agendas.”

Carried.

#53. Adjournment

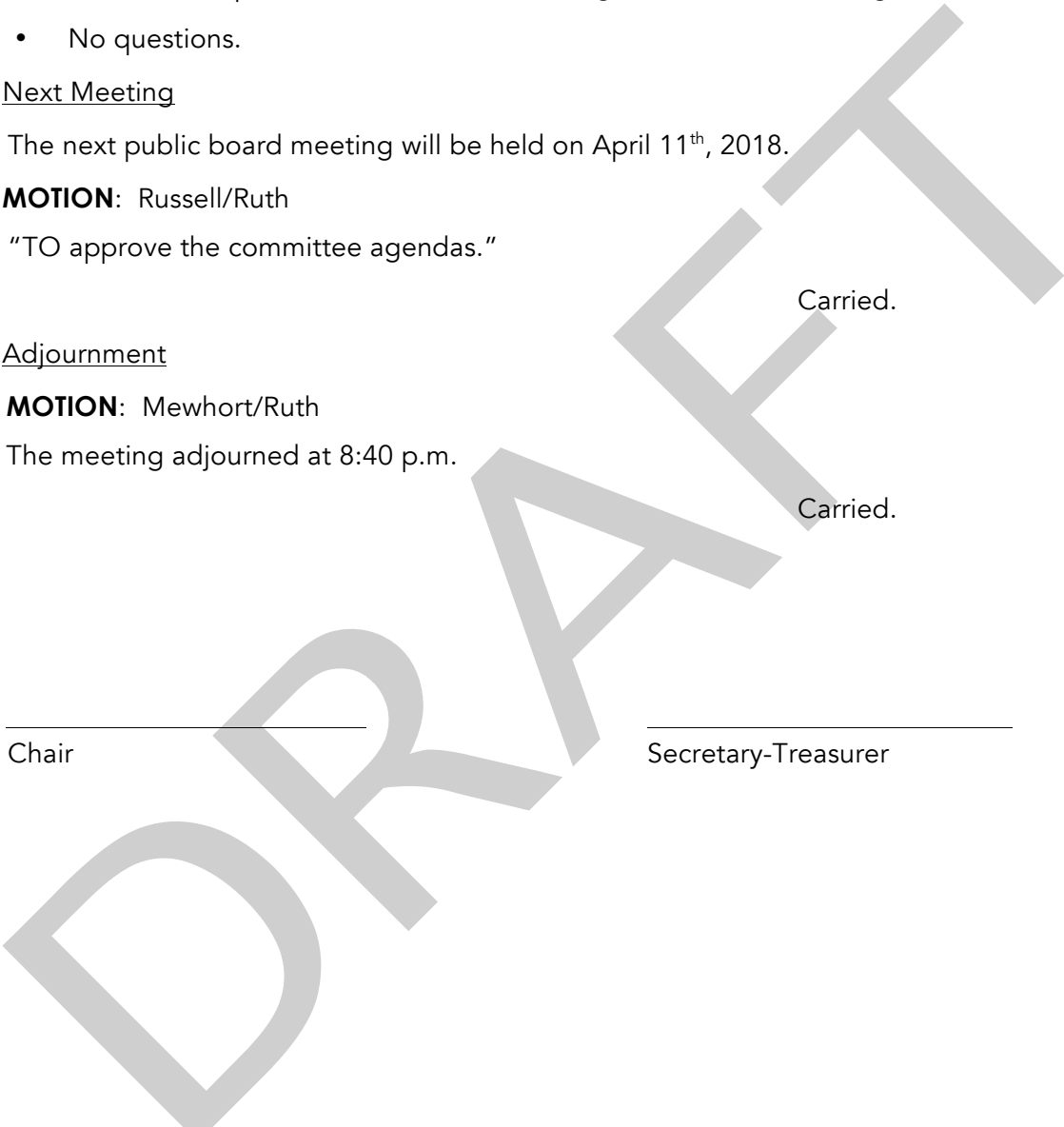
**MOTION:** Mewhort/Ruth

The meeting adjourned at 8:40 p.m.

Carried.

\_\_\_\_\_  
Chair

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



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

**Superintendent's Report**

Submitted by Superintendent Patrick Bocking

April 11<sup>th</sup>, 2018

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**1. Students**

- a. The Annual Early Years Fair was a resounding success again! This year's theme was based on the book, "You Hold Me Up and My Heart Fills With Happiness" by noted children's author Monique Gray Smith. Quilt Making, Petting Zoo, Pony Rides, Farmers Market and Lunch made for a wonderful introduction to learning in SD46 for our future students! (1a)
- b. On Thursday, April 19<sup>th</sup> our students and even some staff will share their skills at the second annual SD46's Got Talent at 6:30(1f)
- c. The Elphinstone Secondary School Travel Club travelled to northern Italy, Slovenia, and Croatia. The students learned about the general history of the areas and explored caves at Postojna, Slovenia, and hiked through beautiful waterfalls at Plitvice National Park, Croatia. The Grade 10-12 students learned first hand about the effects of war and the slow process of rebuilding by listening to survivors of the Croatian/Slovenian/Serbian conflict of the 1990's and witnessing devastating effects to homes and buildings.
- d. On May 1<sup>st</sup> at Elphinstone Secondary there will be a presentation called, "The White Hatter: Internet Safety & Digital Literacy for Parents and Caregivers." (1i)

**2. Staff**

- a. There was a packed room of SD46 staff and coast community for the Richard Louv Webinar and Marine Education Centre Tour at the Gibsons Public Market on March 16<sup>th</sup>. Louv spoke about the world-wide interest in finding ways to help our younger generation connect with nature ("no child left indoors movement"). Nature can be both preventative and therapeutic for all ages and the inspiring message got the room buzzing with ideas on how to integrate opportunities to get outdoors. (2a)

**3. Community**

- a. We are very pleased to acknowledge a successful startup for the Joint Use Agreement between our district and the Sunshine Coast Regional District. (3b)



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

**Strategic Plan Report: Mental and Physical Health**

Submitted by Director Vanessa White

April 11, 2018

"Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity."

*- World Health Organization*

*Goal 1.e.: Our students will be supported in learning skills and awareness to manage their mental and physical health.*

**Background:**

Research shows that 1 in 5 Canadians will experience a mental health concern in any given year and an estimated 15 percent of children and youth will be affected at any given time. We know that intervention is most effective early in the progression of a mental health concern and we know that many mental health problems develop during adolescence and/or early adulthood, so adolescence is a key time in life to be taught self-care skills and promotion of strong mental health.

**Discussion:**

The district continues to focus on offering training in mental health including Zones of Regulation, Trauma Informed Practice, Mental Health First Aid, and Violent Threat Risk Assessments. All counsellors have received training in Behaviour Assessment Scales for Children (BASC), an assessment previously performed by the school psychologist. Counsellors will now be able to administer, score and interpret BASCs, which frees up time for our school psychologist to provide psychological educational assessments for other students.

An area of focus this year has been on self-care for staff. We are learning more about the importance of the stress response in our bodies and minds, how that can impact the work that we do with students, and we are learning to understand better the importance of taking care of our selves. Several staff attended the Heart and Mind conference, which focused on self care. In addition, the Stress Management and Resiliency Techniques for Teachers (SMART) course has been offered several times throughout the year.

The implementation of the Joint-Use Agreement with the SCRCD has made access for classes to visit recreational centres easier and more economical. The agreement has opened doors for many classes across the district. Vancouver Coastal Health has provided resources on vaping and tobacco reduction and information is being shared through the Healthy Schools Committee. The Child and Youth Mental Health and Substance Use (CYMHSU) collaborative continues to plan and meet as a volunteer

organization. The district will take over the organization of the panels around substance use and mental health as our contribution to the collaborative.

The winter Olympics prompted Olympic fever in several of our school. Many schools held mini-Olympic events, complete with medal ceremonies with a focus on celebrating kindness, collaboration and cooperation. Some schools tied the events to learning about the various cultures of the countries competing.

**Upcoming Events/Next Steps:**

- *Balancing our Minds Summit* at the Sechelt Arena on May 7<sup>th</sup> for students in grades 11-12.
- *Girls Day* at the Gibsons Recreation Center on September 14<sup>th</sup> for girls in grades 6-8. Focus on fitness, health/wellness and leadership.
- *Next Mental Health First Aid* course taking place April 11<sup>th</sup>/May 9<sup>th</sup>

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

**Strategic Plan Report: Capilano University and  
Post Secondary Institutions**

Submitted by Director Paul Bishop

April 11<sup>th</sup>, 2018

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*Goal 3.g.:* Our district will deepen our partnership with Capilano University and further our connections with other post-secondary institutions.

**Background:**

Partnership with post-secondary institutions foster greater opportunities for student programs, success in transitioning from secondary to post-secondary studies and provide an opportunity for staff development and training.

**Discussion:**

Dual Credit options are a route for student success, providing an opportunity for students to experience post-secondary level course work and to have a supported transition to higher learning. These post-secondary partners also provide professional development for our staff and unique opportunities for SD46 representation.

**Highlights:**

- Capilano University English 100 at Elphinstone Secondary: This semester, 19 students are participating in a class offered by Capilano University within the timetable. We anticipate seeing 27 students in the course next year. Students in this year's course visited the North Vancouver Capilano University campus in January and received a presentation about the campus, their library services, citing standards and registration services.
- Vancouver Island University: We are currently working on expanding our connection to the University through the creation of a "Mid-Island Partnership" along with Central Coast and Powell River school districts. This would formally recognize our long connection to the University career programs in addition to opening the possibility of additional dual credit academic offerings similar to Capilano University.

**Next Steps:**

- Director Bishop will meet with staff at the Vancouver Island University Faculty of Education to review their program and build closer ties for student teachers and as a destination for their teacher graduates.
- Principal John Brisebois continues to review expanding the course offerings at Elphinstone Secondary School in following years.
- Continue to discuss opportunities for programming with Capilano University, particularly around the area of Early Childhood Education.

Title: **Responding to Suicidal Behaviour and/or Self-Harm**

Category: **Administration**

Number: **1740**

**Circulating until June 1, 2018**

## I. Rationale

This protocol is designed to guide school personnel in responding effectively to suicidal behaviour in troubled students, in those who threaten or attempt suicide, and in others potentially at risk in the aftermath of a death by suicide. Protocols clarify for school personnel their role in suicide prevention and crisis intervention and lessen the burden on individual school employees.

## II. Response to Suicidal Behaviour

### A. Prevention

1. Principals and teachers shall strive to ensure that all students receive instruction that promotes suicide prevention education, through the teaching of responsible decision-making, positive self-esteem, overall good emotional health, well-being and interpersonal connectedness.
2. Principals and teachers shall remain aware of current scientific knowledge and instructional techniques related to child and youth suicide prevention education. Principals will ensure teachers are given information on recognizing the warning signs of suicidal behaviour through an annual in-service with school counsellors.
3. Principals and teachers shall remain aware of the Child and Youth Suicide Prevention guide.
4. Students and parents shall be made aware of available counseling services and other support services outside of the school, as identified by the Child and Youth Suicide Prevention guide.
5. Encouragement and support shall be offered to those student organizations and activities that, in the opinion of the administrator, help to develop a positive peer influence in the area of child and youth suicide prevention.
6. The District Support Services will facilitate annual training of district protocols and procedures to respond to suicidal behaviour.
7. To be qualified to administer a suicide risk assessment, examiners will participate in bi-annual training of protocols and procedures to respond to suicidal behaviour.

### B. Intervention

1. When there is a concern regarding suicide, the procedure (see attached or see section: Suicidal Behaviour Intervention Procedure) for a Suicide Risk Assessment will be initiated by qualified and trained personnel.



Title: **Responding to Suicidal Behaviour and/or Self-Harm**

Category: **Administration**

Number: **1740**

**Circulating until June 1, 2018**

2. In making decisions about suicide intervention procedures, the administrator shall be guided by the concept of “in loco parentis” and shall consider what is best for the individual student as well as the health, safety and well being of other students and staff members.

3. If a youth’s life is in danger, the usual rules of confidentiality must be broken and the legal guardian must be informed. However, if informing the legal guardian is perceived to increase the level of risk to the youth, the Ministry of Children and Family Development must be notified immediately.

4. School staff involved with the student will connect the student and his/her parents to available counseling services and other supports outside of the school, as identified by the Child and Youth Suicide Prevention guide.

#### **C. Postvention**

1. Postvention is a term used to describe support interventions following a death by suicide.

2. In the case of a death by suicide, the principal will initiate the District’s Critical Incident Response Team.

3. Refer to the District document “Response to Loss of Life”.

#### **D. Suicidal Behaviour Intervention Procedure**

1. If a concern arises regarding the suicide risk of a child or youth the principal will be informed as soon as possible. Time shall be of the essence and priority given to expedite interventions and assistance.

2. The principal will facilitate the initiation of a suicide risk assessment by a person qualified to conduct a Suicide Risk Assessment as soon as possible.

3. The qualified examiner will conduct the Suicide Risk Assessment (See **ASK** the Questions in the Child and Youth Suicide Prevention guide).

4. The qualified examiner in consultation with the school principal and another qualified examiner, if available, will **ASSESS** the level of risk as defined in the Child & Youth Suicide Prevention Guide.

5. The qualified examiner in consultation with the school principal and another qualified examiner, if available, will **ACT** on information and observations by following the action identified in the Child & Youth Suicide Prevention Guide.

6. If the risk is assessed as **HIGH**, provide one-to-one supervision of the child or youth at all times, until qualified suicide prevention supports and a plan are clearly in place including safe transport to the hospital emergency

Title: **Responding to Suicidal Behaviour and/or Self-Harm**

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department.

7. If the risk is assessed as **MEDIUM**, provide one-to-one supervision for the child or youth at all times, until the parents have been informed, have a safety plan in place, and in person, take responsibility for the physical care of the child.

8. The qualified examiner will file a report of the incident with the Board Office.

### III. **RESPONSE TO SELF-HARM**

Definition: Self-harm is the act of purposefully causing harm to oneself, typically without the intent of suicide.

#### A. **Prevention and Intervention**

While self-harm behaviours typically do not involve suicidal intent, there is an increased risk of suicide and/or serious bodily harm to students who engage in this behaviour; therefore it is important for school personnel to understand and recognize the signs of a student at risk and to follow the same Prevention and Intervention steps as listed in Part 1 of this regulation to determine risk level.

#### B. **Self-harm Intervention Procedure**

It is important that a student engaging in self-harm behaviour be referred to personnel trained in how to deal with this situation.

1. If a concern arises regarding the suicide risk of a child or youth the principal will be informed as soon as possible. Time shall be of the essence and priority given to expedite interventions and assistance.

2. The principal will facilitate the initiation of a suicide risk assessment by a person qualified to conduct a Suicide Risk Assessment as soon as possible.

3. The qualified personnel will conduct a Suicide Risk Assessment and follow steps II.D. 3-8 as necessary.

4. If the student is not deemed to be at medium or high risk for suicide, the qualified personnel will engage in a therapeutic manner to develop a plan for the student based on best practice and current training. This may include a referral to Child and Youth Mental Health, a physician or other external counsellor.

5. While only qualified personnel should be involved in the intervention procedure, it is important that all staff have a general knowledge and understanding of the signs of suicide and/or self-harm and how to interact with

Title: **Responding to Suicidal Behaviour and/or Self-Harm**  
Category: **Administration**  
Number: **1740** **Circulating until June 1, 2018**

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the student until qualified personnel can be engaged. It is recommended that school staff receive a short in-service each year for an overview of the risk factors, signs, and best practices in responding to students engaging in self-harm. This in-service should be completed by the school counsellor at a staff meeting.

**FORM (attached):**

Suicide Behaviour Assessment Report

**Received:**

**References:**



Title: **Moving of Classrooms and Offices**

Category: **Facilities**

Number: **3400**

**Circulating until June 1, 2018**

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**I. Rationale:**

Efficient deployment of resources occasionally requires changes in building use. This regulation is intended to provide structure to the moving process.

**II. Procedures:**

**A.** To accommodate a move of a classroom or office within a school or worksite, the following guidelines apply:

1. School Principals will determine the location of classes and programs within their schools, in consultation with the Superintendent (or designate) and the Facilities Department.
2. Staff affected by a change in building use will be given a written notice of at least five (5) working days prior to commencement.
3. All drawers, desktops and bookshelves that are being moved must be emptied and boxed.
4. Staff must identify and box personal effects and may request maintenance to move them.
5. Maintenance staff will move all furniture, including the teacher desks, filing cabinets and any other materials that have been labeled for moving (including professional materials).

**B.** To accommodate a move to a new worksite, the following guidelines apply:

1. Maintenance department staff will move a staff members belongings to a different worksite if that person is being displaced or moved for operational purposes only. Staff who choose to move locations will not be provided with moving services.
2. Furniture, including furniture or equipment purchased for medical accommodation, is the property of the facility and will not be moved to another location unless the site Administrator gives prior approval.
3. Classes will not be disrupted for moving purposes, except in an emergency situation or with consent from the building Principal.
4. To accommodate a move to another location, all personal materials to



Title: **Moving of Classrooms and Offices**

Category: **Facilities**

Number: **3400**

**Circulating until June 1, 2018**

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be moved must be boxed, labeled and ready to move by July 1<sup>st</sup>. (school name, full teacher name and destination room number). The receiving school must make maintenance requests for building changes, related to the move, with reasonable notice.

**5.** Materials moved during summer will be delivered to the new school at least one week before the start of school year.

**C.** Miscellaneous

**1.** When a maintenance/capital project requires the displacement of a classroom or program, materials will be returned to the general area from which they came.

Adopted: October 2009

Revised:

References:



Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Circulating until June 1, 2018**

## I. **Rationale**

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

## II. **Entitlement/Eligibility**

### A. **Walk to School Limits:**

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

1. Elementary Grades K-7: 2.0 km
2. Secondary Grades 8-12: 3.2 km

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

### B. **Registration for Ridership:**

Registration must occur prior to June 15 of each year through an online request form on the districts website, in order to be considered during the bus routing process. A paper registration form will be made available upon request. Bus routes will be established based on registered riders, prior to August 15 of each year, at which point registration will be re-opened.

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

### C. **Bus Routes:**

Bus routes will be established based on eligible registrations received prior to the June 15 deadline.

An extension of an established bus route will be considered if four or more students reside beyond the walk limits to the nearest stop on that route. Road conditions and the impact on the existing run shall be considered in such a situation.

New bus routes may be considered if ten or more students reside beyond walk limits to an existing stop and road conditions are sufficient for safe operation of a school bus.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Circulating until June 1, 2018**

D. Walk to Stop Limits:

School bus stop locations shall generally be no further than a 1.0 km walk from an elementary student's residence and no further than a 1.6 km walk from a secondary student's residence. Special accommodations will be considered for hazards such as fast moving traffic, roads without a shoulder or poor visibility.

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

E. Empty Seat/Courtesy Riders:

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

Assignments of these ineligible students to available seats will be finalized at the discretion of the school district office in conjunction with the school bus operator. Existing bus routes shall not be altered in order to accommodate courtesy riders.

F. Cross Boundary Transportation:

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

G. Priority:

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

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

During the school year, courtesy and cross boundary transportation may be withdrawn at any time to accommodate an eligible student. Removal of courtesy and cross boundary riders will be made using reverse order of the list above.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Circulating until June 1, 2018**

H. Transportation Assistance:

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

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

I. Special Transportation:

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

J. Summer School:

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

**III. Curricular and Extracurricular**

A. Principals shall allocate funds in the annual operating budget of their schools for curricular and extracurricular activities.

B. Principals shall oversee transportation arrangements for curricular and extracurricular transportation.

C. For curricular and extracurricular trips, the preferred modes of transportation are: first, school buses, including multi-function activity buses; second, buses operated by transit companies; third, vehicles rented from a commercial operator; fourth, privately owned vehicles.

D. Drivers of privately owned vehicles must provide assurance to the principal that vehicles meet highway safety requirements.

E. In vehicles other than school buses which are not equipped with seat belts, only as many passengers as there are available seat belts shall be transported, and seat belts shall be worn at all times when the vehicle is operated.

F. Children under the age of thirteen should not be transported in the front passenger seat of a vehicle equipped with an air bag.

G. Booster seats must be used when applicable in accordance with the *Motor Vehicle Safety Act*.

H. Smoking in vehicles transporting students is not permitted, this includes e-cigarettes and vapour products.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Circulating until June 1, 2018**

I. The principal shall determine that each driver has a valid driver's license by obtaining a drivers abstract. The abstract will be reviewed for proper class and restrictions and scrutinized to determine if any violation is indicative of poor driving habits or if other critical violations exist (e.g. prohibition, suspension, etc.).

J. The principal shall determine that each vehicle is insured for a minimum third party liability of \$1,000,000.

K. If the vehicle is to be used for school activities in excess of 1,600 kms, the insurer shall be notified. If required by the insurer, the vehicle shall be rated and insured for business use.

L. Schools shall not borrow a vehicle to be driven by anyone else but the owner.

M. Drivers of school district owned vehicles must review and adhere to the stipulations of the *Fleet Safety and Maintenance Plan*.

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

A. Students shall obey the driver promptly at all times and follow rules set out by the bus company and School Board.

B. Students shall remain properly seated while the bus is in motion and remain seated until the bus has come to a full stop.

C. Students are expected to be at their bus stop five (5) minutes prior to the pickup time.

D. Student belongings such as backpacks, books, purses, etc., shall be held securely on the student's lap. Any item that presents any hazard to other passengers or has the potential to damage the vehicle may not be carried on the bus (e.g. unguarded skates, hockey sticks, sharp objects, firearms).

E. At no time shall a student extend any part of his/her body out of a window. Nothing shall be thrown out of a bus window.

F. Students will assist in keeping buses clean and free from litter.

G. When required, students shall share seats to a maximum of three (3) per seat.

H. The same standard of behaviour that applies in a classroom shall apply on a bus.

I. Food or beverages shall not be consumed on buses during regular, scheduled runs. On extracurricular trips, at the driver's discretion, this regulation may be waived, but the bus must be parked at the time.

J. When crossing a highway, before or after travel on buses, students shall cross only in front of the bus.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Circulating until June 1, 2018**

K. Students may board only the bus to which they have been assigned.

L. If a bus becomes disabled because of inclement weather, accident or mechanical failure, all students shall remain at the scene until alternate transportation has been provided. Senior students may be requested to assist the driver and/or other students.

**V. Inappropriate Behaviour on School Buses**

A. The driver shall warn the student that the behaviour is unacceptable.

B. If there is no improvement, the bus company will report at the earliest possible time the problem and the action taken to the student's principal.

C. The school principal will work with the bus company, the student and the student's family as appropriate to address the behavior.

D. The school principal will be responsible for disciplinary or corrective action, which may include the suspension of transportation privileges.

E. Student behaviour that puts the safety of students, staff or the public at risk may result in immediate suspension from travel on school buses until a safety plan has been implemented.

F. Appeals to disciplinary action may be made in accordance with the district's communication protocol.

Adopted: January 1996

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

References: Policy 12.7

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

# Administrative Regulations

## ADMINISTRATION

**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.

TO be repealed

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

**Reference:**

**Supt. Signature:**

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

**Secretary-Treasurer's Report**

Submitted by Secretary-Treasurer Nicholas Weswick

April 11, 2018

**Capital Plan Response**

The district received notification that the following upgrades have been approved under the 2018-19 five-year capital plan. The projects will be tendered once the designs are complete.

<b>School Name</b>	<b>Amount</b>	<b>Program &amp; Project Type</b>
Roberts Creek Elementary	\$750,000	School Enhancement – Boiler Upgrades
Cedar Grove Elementary	\$800,000	School Enhancement – AHU and Boiler Replacement
West Sechelt Elementary	To be confirmed by Ministry	School Expansion – Deliver final project report for future funding decision.

The ministry requires that a capital bylaw be passed in order to access funding for these projects. The bylaw and accompanying motion can be found following this report.

**School Allocation Rates and Surplus Allocations**

The updated school allocation rates include funding for labour settlement cost increases. Base funding rates have not been changed. Updated per-pupil rates are shown below:

	<b>Grades</b>						<b>Special Needs</b>		
	K	1-3	4-7	8-10	11-12	SCAS	Level 1	Level 2	Level 3
Proposed Per Pupil Amounts	6,135	5,146	4,501	4,727	5,170	4,933	41,000	15,500	9,800
Prior Year Amounts	5,957	5,026	4,417	4,587	5,001	4,807	40,500	15,000	8,800
Net Change	178	119	84	140	168	126	500	500	1,000
Percent Change	3.0%	2.4%	1.9%	3.0%	3.4%	2.6%	1.2%	3.3%	11.4%

Unrestricted Surplus from last year has been allocated at \$15,000 per school plus \$100 per student FTE. See the table on the following page for per-school totals.

<b>2018/19 Surplus Allocation</b>	
Cedar Grove	40,000
Davis Bay	32,900
Gibsons	48,200
Halfmoon Bay	36,000
Kinnikinnick	38,400
Langdale	25,400
Madeira Park	23,400
Roberts Creek	40,000
West Sechelt	39,800
Pender Harbour	23,963
Chatelech Sec.	59,556
Elphinstone Sec.	69,825



**CAPITAL BYLAW NO. 18/19-CPSD46-01  
CAPITAL PLAN 2018/19**

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

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

NOW THEREFORE the Board agrees to the following:

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

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of March 26, 2018 from the 2018/19 Capital Plan is hereby adopted.
2. This Bylaw may be cited as School District No. 46 (Sunshine Coast) Capital Bylaw No. 18/19-CPSD46-01.

READ A FIRST TIME THE 11<sup>th</sup> DAY OF APRIL, 2018;

READ A SECOND TIME THE 11<sup>th</sup> DAY OF APRIL, 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE 11<sup>th</sup> DAY OF APRIL, 2018;

\_\_\_\_\_  
Lori Pratt, Board Chair

\_\_\_\_\_  
Nicholas Weswick, Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 46 (Sunshine Coast) Capital Bylaw No. 18/19-CP SD46-01 adopted by the Board the 11th day of April, 2018.

\_\_\_\_\_  
Nicholas Weswick, Secretary-Treasurer

**School District No. 46 (Sunshine Coast)**  
**2018-19 CAPITAL PLAN BYLAW**  
BYLAW NO. 18/19-CPSD46-01

- 1) MOTION:  
"THAT School District No. 46 (Sunshine Coast) Capital Bylaw No. 18/19-CPSD46-01 be read for a first time."
  
- 2) MOTION:  
"THAT School District No. 46 (Sunshine Coast) Capital Bylaw No. 18/19-CPSD46-01 be read for a second time."

*Requires unanimous approval before third reading.*

- 3) MOTION:  
"THAT School District No. 46 (Sunshine Coast) Capital Bylaw No. 18/19-CPSD46-01 be read for a third time, passed and adopted."

Expenditures By Object  
March 2018

	Mar-18 Actual	Mar-18 Budget	Mar-18 Difference	2017/18 Total Budget	%	KEY
<b>Salaries</b>						
110 Teachers Salaries	9,397,787	9,469,795	72,008	13,528,279	69.47%	70%
105 Principal and Vice Principal	1,528,498	1,546,358	17,860	2,061,810	74.13%	75%
123 Educational Assistant Salaries	1,984,868	2,219,265	234,397	3,170,379	62.61%	70%
120 Support staff	1,271,340	1,337,872	66,532	1,884,327	67.47%	71%
120 Support staff-Mtce/Cust	1,306,864	1,318,101	11,237	1,757,468	74.36%	75%
130 Other Professional	1,035,333	1,068,551	33,218	1,424,734	72.67%	75%
140 Substitutes	661,288	798,725	137,437	1,141,035	57.96%	70%
143 Short and Long Term Sick	845,628	846,136	508	1,208,766	69.96%	70%
<b>Total Salaries</b>	<b>18,031,606</b>	<b>18,604,802</b>	<b>573,196</b>	<b>26,176,798</b>	<b>68.88%</b>	<b>71.1%</b>
200 Employee Benefits	4,255,003	4,685,381	430,378	6,507,474	65.39%	72%
<b>Total Salaries and Benefits</b>	<b>22,286,609</b>	<b>23,290,184</b>	<b>1,003,575</b>	<b>32,684,272</b>	<b>68.19%</b>	<b>71.3%</b>
310 Professional Services	394,996	417,502	22,506	596,432	66.23%	70%
330 Transportation	842,652	908,834	66,182	1,356,469	62.12%	67%
340 Training and Travel	98,530	95,379	(3,152)	136,255	72.31%	70%
360 Rentals	28,251	28,140	(111)	40,200	70.28%	70%
370 Dues and Fees	52,668	56,500	3,832	56,500	93.22%	100%
390 Insurance	68,747	78,413	9,666	87,125	78.91%	90%
510 Supplies	1,412,046	2,102,108	690,062	3,003,011	47.02%	70%
540 Utilities	480,728	528,365	47,637	704,486	68.24%	75%
580 Furniture and Equipment Replacement	530,953	427,223	(103,730)	610,319	87.00%	70%
590 Computer Equipment Replacement	157,665	145,399	(12,266)	207,713	75.91%	70%
<b>Total Services and Supplies</b>	<b>4,067,236</b>	<b>4,787,862</b>	<b>720,626</b>	<b>6,798,510</b>	<b>59.83%</b>	<b>70.4%</b>
<b>Total Expenditures</b>	<b>26,353,845</b>	<b>28,078,046</b>	<b>1,724,201</b>	<b>39,482,782</b>	<b>66.75%</b>	<b>71.1%</b>



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

DATE 03-Apr-2018 11:41 AM

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

PAGE 1

START DATE: 01-Mar-2018 TO END DATE: 31-Mar-2018

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
-----						
ON-LINE CHEQUES : ISSUED BETWEEN 01-Mar-2018 AND 31-Mar-2018						
00LCET3438	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Mar-18	77,140.52
00LCET3439	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Mar-18	16,257.53
00LCET3449	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	15-Mar-18	11,400.00
00LCET3450	0001	*****	28094	RECEIVER GENERAL FOR CANADA	16-Mar-18	15,646.60
00LCET3451	0001	*****	28094	RECEIVER GENERAL FOR CANADA	16-Mar-18	83,608.07
00LCET3453	0001	*****	28093	RECEIVER GENERAL FOR CANADA	05-Mar-18	352,029.76
00LCET3454	0001	*****	28095	RECEIVER GENERAL FOR CANADA	05-Mar-18	11,942.03
00LCET3456	0001	*****	23290	MUNICIPAL PENSION PLAN	13-Mar-18	55,679.20
00LCET3457	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	15-Mar-18	14,775.00
00LCET3458	0001	*****	30209	TEACHERS' PENSION PLAN	12-Mar-18	472,030.69
00LCET3461	0001	*****	30209	TEACHERS' PENSION PLAN	27-Mar-18	10,630.24
00LCET3462	0001	*****	28095	RECEIVER GENERAL FOR CANADA	26-Mar-18	16,930.92
00LCET3463	0001	*****	28093	RECEIVER GENERAL FOR CANADA	26-Mar-18	150,000.00
00LCET3464	0001	*****	23290	MUNICIPAL PENSION PLAN	22-Mar-18	55,278.09

TOTALS FOR BANK - 0001 1,343,348.65

TOTAL NUMBER OF CHEQUES 14

TOTAL NUMBER OF CHEQUES WITH MICR 0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Mar-2018 AND 31-Mar-2018

2026000001	0001	0000051107	12012	BC HYDRO & POWER AUTHORITY	09-Mar-18	38,410.93
2026ET0005	0001	*****	12108	BARAGAR ENTERPRISES LTD.	09-Mar-18	15,225.00
2026ET0007	0001	*****	12021	BC TEACHERS FEDERATION	09-Mar-18	29,687.19
2026ET0008	0001	*****	12111	BC TEACHERS FEDERATION	09-Mar-18	30,828.52
2026ET0047	0001	*****	26207	PACIFIC BLUE CROSS/MSA	09-Mar-18	69,211.21
2026ET0048	0001	*****	26243	PEBT IN TRUST	09-Mar-18	50,138.69
2026ET0052	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	09-Mar-18	11,340.84
2028000001	0001	0000051135	15848	ALTERNATIVE POWER SYSTEMS (APS)	14-Mar-18	144,037.59
2028ET0055	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	14-Mar-18	32,385.40
2029ET0057	0001	*****	26002	PEARSON CANADA INC. T46254	21-Mar-18	12,290.71

TOTALS FOR BANK - 0001 433,556.08

TOTAL NUMBER OF CHEQUES 10

TOTAL NUMBER OF CHEQUES WITH MICR 2

ON-LINE CHEQUES : ISSUED BETWEEN 01-Mar-2018 AND 31-Mar-2018

00LCET3469	0005	*****	12144	BANK OF MONTREAL	09-Mar-18	63,908.55
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TOTALS FOR BANK - 0005 63,908.55

TOTAL NUMBER OF CHEQUES 1

TOTAL NUMBER OF CHEQUES WITH MICR 0

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

DATE 03-Apr-2018 11:42 AM

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

PAGE 2

START DATE: 01-Mar-2018 TO END DATE: 31-Mar-2018

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
-----						
GRAND TOTAL						1,840,813.28
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,840,813.28
GRAND TOTAL NUMBER OF CHEQUES						25
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						2

WARNING: NUMBER OF CHEQUES DOES NOT MATCH NUMBER OF CHEQUES WITH MICR

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

**Board Report**

Submitted by Chair Lori Pratt

April 11<sup>th</sup>, 2018



**Respect and Responsibility**

Through clear communication and mutual respect, we believe that issues of environmental sustainability, social and fiscal responsibility can be addressed to support aware citizens and a healthy future for our local and global community.

“Respect begins with this attitude: I acknowledge that you are a creature of extreme worth.”

- Gary Chapman

We may not always agree with each other, but in respecting our different perspectives and listening to those points of view, we can work to find common ground for solutions and initiatives to achieve our collective goals. Respect begins with an open mind and listening ears. With a base of respect, we build strong relationships and can responsibly work together.

**Board Happenings:**

March 15, 2018: Trustee Youngusband attended the Davis Bay Elementary NEST WonderWalks at Mission Point in the morning with primary students. It was a beautiful spring day and the outdoor learning event was well attended. Students were engaged and very excited to demonstrate their learning with their family and friends. - CY

March 23/24, 2018: Chair Pratt, Vice Chair Ruth and Student Trustee Deasey attended the Columbia Institute for Civic Governance in Vancouver. This conference is focused on bringing locally elected officials together to learn about progressive policy in the areas such as the environment, climate change and public engagement. Student Trustee Deasey and Chair Pratt presented a Pecha Kucha on Student Voice and Chair Pratt presented a workshop on the use of Solar Panels in SD46. - LP

April 7, 2018: Trustee Baxter presented a Solar Panel presentation at the Sunshine Coast Community Solar Association community meeting. - *LP*

## 2018 ANNUAL GENERAL MEETING MOTIONS

### EXTRAORDINARY MOTIONS

- E1. Housekeeping Bylaw Amendments
- E2. Delegates and Voting Power at General Meetings
- E3. Life Membership
- E4. Removal of Minister of Education as Automatic Honorary President in Bylaws
- E5. Adding Student Voice to Foundational Statements
- E6. Committee Name Change

### SUBSTANTIVE MOTIONS

- 7. Location of AGM and Trustee Academy Sessions
- 8. Voting Age for School Trustee Elections
- 9. Duty to Consult
- 10. Framework and Support for Student Voice
- 11. Student Trustees and Advisory Councils in *School Act*
- 12. Aboriginal Enrolment Audit – Aboriginal Education Programs
- 13. Support for Mental Health
- 14. Mental Health Strategy for BC Schools
- 15. Rural School Participation in BC School Sports
- 16. Support for Aboriginal Students
- 17. Support for Vulnerable Students
- 18. Gender-Based Violence Strategy for Youth
- 19. Funding for Assessment and Intervention
- 20. Endorse the Coalition for Healthy School Food
- 21. Fund Student Technology in Schools
- 22. Education about Consent
- 23. Curriculum related to the Use of Smartphones

## 2018 ANNUAL GENERAL MEETING MOTIONS

### SUBSTANTIVE MOTIONS (continued)

24. Indigenous Language Development
25. Social Media Curriculum
26. Rural Education Enhancement Funding
27. Education of Students regarding Cannabis Use
28. Development of Standards of Practice for Education Assistants by BC Ministry of Education
29. Letters of Permission for Indigenous Language Instructors
30. Local Teacher Education Programs
31. Conflict of Interest Policy
32. Equity in Indigenous Funding
33. Newly Created Employer Health Tax
34. Jordan's Principle
35. Funding for Portable Classrooms
36. Multi-Year Capital Plan Approval
37. Aging Infrastructure in British Columbia
38. Formation of Emergency Preparedness Working Group
39. Internet Connectivity
40. Renewable or Alternative Energy Strategies for Capital Projects
41. Childcare and Capital Projects
42. Elimination of Requirement for District Contribution to Capital Projects
43. Increase Area Standards for Capital Projects to Reflect Inclusive Learning Environments
44. Wired Glass in Schools



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

**EDUCATION COMMITTEE NOTES**

Held on March 16<sup>th</sup>, 2018 from 9:00-10:30 a.m.

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

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

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

REGRETS: Lori Dixon, Trustee; Vanessa White, Director of Instruction

The meeting was called to order at 9:08 a.m.

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

*Our students will be supported in learning skills and awareness to manage their mental and physical health.*

Director White submitted a recorded presentation that highlighted the following:

- Focus on training for staff in 2017-2018 school year, including Zones of Regulation, Trauma Informed Practice, Mental Health First Aid and Violent Health Risk Assessment
- School counsellors can now administer, score and interpret Behaviour Assessment Scales for Children.
- Several staff members attended Heart and Mind conference.
- Mindfulness-Based Stress Reduction course offered at district professional day.
- Principals and vice-principals participate in monthly wellness sessions.
- McCreary Survey will be completed in April, in partnership with Vancouver Coastal Health.
- Middle Year Development Index (MDI) results are in for 2017 and touch-back sessions are being planned with students at West Sechelt Elementary.
- Implementation of the Joint-Use Agreement is allowing for easier access to local recreation facilities.
- Student focused “Balancing our Minds” summit will be taking place at Sechelt Arena on May 7<sup>th</sup>.
- “Girls Day” being planned by Elementary Sports Committee with a focus on fitness, health/wellness and leadership.
- Several schools held celebrations and mini-Olympic events during the winter games.
- Suicide regulation is being updated to include self-harm. General disease prevention has been included in regulation 6450.

A copy of Director White’s presentation is available in the meeting package at:

[http://www.sd46.bc.ca/files/17-18\\_BoardMeetings/cmtes/20180316-EdCmte\\_Agenda.pdf](http://www.sd46.bc.ca/files/17-18_BoardMeetings/cmtes/20180316-EdCmte_Agenda.pdf)

2. Goal 3.g. – Capilano University / Post-Secondary Institutions

*Our district will deepen our partnership with Capilano University and further our connections with other post-secondary institutions.*

Director Bishop reported that the dual credit ENG 100 course was being offered in partnership with Capilano University for the second year at Elphinstone Secondary with 19 students enrolled in the course. Students had an opportunity to visit the Capilano University campus and hear a presentation on citing standards in preparation for post-secondary course work.

The district continues to partner with Vancouver Island University for Train in Trades opportunities and will be working on more formalized agreements. Habitat for Humanity has recently announced that a sign acknowledging the contributions from School District. 46 and Vancouver Island University will be erected at the Sunshine Coast Village in the spring.

The district continues to investigate other dual credit opportunities, including MATH 100 and PSYC 100.

The committee discussed potential trades programs, improved service skills for students and other university credit courses outside of the trades.

3. Regulation 1740 – Responding to Suicidal Behaviour

The regulation has been updated to include a process to support students engaging in self-harm activities.

4. Curriculum (standing item)

Superintendent Bocking reported that mini-grants to support curriculum are being offered to schools.

5. Parent Engagement (standing item)

Superintendent Bocking shared that the NEST program held their nature walk with parents.

The meeting adjourned at 10:19 a.m.

**NEXT MEETING:** Wednesday, April 25<sup>th</sup> from 2:30 to 4:00 pm at the School Board Office





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

**OPERATIONS COMMITTEE NOTES**

Held on March 16<sup>th</sup>, 2018 from 12:30-2:00 pm  
At the School Board Office, Gibsons, B.C.

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

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

REGRETS: Betty Baxter, Trustee

The meeting was called to order at 11:01 a.m.

1) Staffing Timelines

Human Resources Manager Tara Sweet shared upcoming staffing timelines – details can be found in the agenda package at [http://www.sd46.bc.ca/files/17-18\\_BoardMeetings/cmtes/20180316-Ops\\_Agenda.pdf](http://www.sd46.bc.ca/files/17-18_BoardMeetings/cmtes/20180316-Ops_Agenda.pdf).

2) Preliminary Budget – Funding Announcement Review

A copy of the full presentation is attached to these notes for reference.

Secretary-Treasurer Weswick provided an update on the March 15<sup>th</sup> ministry funding announcement for the 2018/19 school year. He reported that labour settlement funding, to address negotiated wage increases for support staff and teachers, has been included in the per-pupil grant amounts. There were no changes to the Salary Differential grant and the district will have a better idea in the fall how the districts' average teacher costs compare to the rest of the province.

The process has changed for Classroom Enhancement Funding (CEF) and a guaranteed baseline is being included from the start, with recalculations taking place in the spring and fall based on staffing and enrollment. The baseline amount is approximately \$890,000 less than what was received through CEF in the 2017/18 school year.

The district will be receiving approximately \$49,000 less through the Unique Geographic Features grant. Secretary-Treasurer Weswick will follow up with the ministry to understand the rationale behind the grant's reduction.

Secretary-Treasurer Weswick provided for information a breakdown of the impact of the MSP premium reduction and the implementation of the Employer Health Tax. While the tax on staffing costs may result in a lower overall cost than what would have been paid for MSP based on staffing headcounts, Secretary-Treasurer Weswick suggested that it

would be prudent to set aside some surplus to cover any increases relating to the timing of health tax implementation.

3) Regulation 3400 – Moving of Classrooms

The revised regulation differentiates between moves at the same worksite and moves to a different worksite. Employee's who choose to move to a different worksite are responsible to move their own particular items. The regulation clarifies that furnishings often belong to schools and, unless otherwise, are not transported to another worksite. The revised regulations stipulates that classes will not be disrupted for the purpose of moving sites and adds flexibility in timing.

4) Regulation 3800 – Transportation of Students

Secretary-Treasurer Weswick indicated that substantial changes had been included in the regulation, including those processes suggested in the Bus Route Optimization Current State Assessment Report, discussed at the January Operations Committee meeting. In addition, the district has included a walk to stop limit that defines the distance that eligible students must travel in order to reach a bus stop.

5) Local Government OCP / Zoning Referrals (standing item)

The committee reviewed the following:

- SCRD Notice of Public Hearing re: Roberts Creek Official Community Plan Amendment
- District of Sechelt Subdivision Referral re: subdivision application for lots in the West Sechelt area.
- District of Sechelt OCP and Zoning Referral re: application for supportive housing development in the downtown Sechelt area.

The committee discussed the impact of additional housing in the West Sechelt Elementary catchment and the potential impact of construction on transportation services in the downtown Sechelt area. The committee determined that the district's interests would be largely unaffected by the referrals.

6) Transportation Review (standing item)

Secretary-Treasurer Weswick reported that a consultant had visited the district to initiate a bell time and route optimization process. The consultant will also be considering the length of time students spend on buses as well as the overall impact on the length of the students day.

The meeting adjourned at 11:52 am.

**NEXT MEETING:** Wednesday, April 18<sup>th</sup> from 12:30-2:00 pm at the School Board Office

# Budget 2018/19

Funding Announcement Review

Operations Committee

March 16, 2018

## Funding Breakdown

- <https://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/k-12-funding-and-allocation/operating-grants/k12funding-18-19>

or

- <http://bit.ly/2HDPwR3>

	2017/18 Amended Budget			2018/19 Preliminary Budget			Change
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
School Age	2,974.4375	7,301	21,716,368	3,000.0000	7,423	22,269,000	552,632
Alternative	121.0000	7,301	883,421	115.0000	7,423	853,645	(29,776)
DL	61.5000	6,100	375,150	60.0000	6,100	366,000	(9,150)
Home School	2.0000	250	500	2.0000	250	500	-
Course Challenges	-	228	-	-	228	-	-
Level 1 Spec Needs	7	38,140	266,980	6	38,800	232,800	(34,180)
Level 2 Spec Needs	197	19,070	3,756,790	187	19,400	3,627,800	(128,990)
Level 3 Spec Needs	192	9,610	1,845,120	190	9,800	1,862,000	16,880
English Language Learning	140	1,395	195,300	135	1,420	191,700	(3,600)
Aboriginal Ed	590	1,210	713,900	590	1,230	725,700	11,800
Adult Education	2.125	4,618	9,813	0	4,696	-	(9,813)
Salary Differential			512,109			514,692	2,583
Unique Features			5,450,523			5,401,495	(49,028)
Enrolment Decline			-	(18.06)	31.57	-	-
Transportation							-
Feb Recount			76,055			73,684	(2,371)
May Recount			79,668			77,879	(1,789)
Education Plan			62,798			63,139	341
Administrative Savings			(182,072)				182,072
Funding Protection							-
<b>MOE Operating Grants</b>			<b>35,762,423</b>			<b>36,260,034</b>	<b>497,611</b>

<b>MOE Operating Grants</b>		<b>35,762,423</b>		<b>36,260,034</b>	<b>497,611</b>		
MOE-Pay Equity		510,381		510,381	-		
MOE-Transportation Supp		380,465		380,465	-		
Admin Savings Subsidy		182,072			(182,072)		
MOE-Misc.		8,696		8,696	-		
MOE-Grad Adult	1.75	4,618	8,082	1.75	4,696	8,218	137
MOE-ITA		35,000		35,000	-		
Carbon Tax Rebate		20,000		20,000	-		
Offshore Tuition		78,408		78,408	-		
SD#93-CSF		575,000		575,000	-		
Miscellaneous Revenue		205,700		205,700	-		
Rentals and Leases		30,000		30,000	-		
Investment Income		80,000		80,000	-		
<b>Total Operating Funding</b>		<b>37,876,227</b>		<b>38,191,902</b>	<b>315,675</b>		

Special Purpose Grants Included in Operating Departments				
Strong Start		192,000	192,000	-
Ready Set Learn			22,050	22,050
Community LINK (Part)		249,000	249,000	-
Priority Interim Measures		-	-	-
Education Fund (Tch LIF)				-
Classroom Enhancement Fund		3,128,667	2,238,459	(890,208)
AFG - Staffing Costs		158,040	161,022	2,982
<b>Special Purpose - Included</b>		<b>3,727,707</b>	<b>2,862,531</b>	<b>(865,176)</b>

## Funding Summary

Labour Settlement Funding (Per Pupil Rates)	\$ 500,000
Net Enrolment Change	(135,000)
Unique Geographic Features	(49,000)
Admin Savings (Block)	182,000
Admin Savings (Supplement)	(182,000)
2017/18 CEF	(3,128,667)
2018/18 CEF (Stage 1)	2,238,459
<b>Total - Significant Funding Adjustments</b>	<b>(574,208)</b>

## Classroom Enhancement Fund (CEF) Instructions (Excerpts)

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- Enter the number of requested non-enrolling teacher FTE. If this is different from 2017/18 you must complete the non-enrolling teacher tab.
- Additional non-enrolling teachers will be funded only if your ratios have changed since 2017/18.
- School Staffing 'Tabs' - Must be completed using 2017/18 student enrollment for the school.
- Justification must explain why additional teacher FTEs are required to implement the MoA at this school.
- The Ministry will not fund staffing increases due to increased student enrollment (through the CEF).