



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

REGULAR MEETING AGENDA

Wednesday, May 9th, 2018 at 7:00 p.m.
At the School Board Office, Gibsons, B.C.

1. Call to Order
2. Celebrating Education: International Education – D. Hunt and Students
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 – April 11, 2018 Pg. 3-7
 - b. Record of Closed Meeting – April 11, 2018 Pg. 8
6. Reports
 - a. Executive Reports
 - i. Superintendent’s Report Pg. 9-10
 1. Strategic Plan Reports:
 - a. Goal 1.f. – Music Pg. 11-12
 - b. Goal 1.k. – Graduation Pg. 13-14
 - c. Goal 2.i. – Facilities Pg. 15-16
 - d. Goal 3.c. – International Education Pg. 17-18
 2. Administrative Regulations to be Received:
 - a. Regulation 3300 – Damage to Personal Property Pg. 19
 - b. Regulation 6450 – General Hygiene, Communicable Diseases and Medical Concerns Pg. 20-21
 - ii. Secretary-Treasurer’s Report Pg. 22
 1. Expenditures by Object – April 2018 Pg. 23
 2. Larger Cheques Written in the Month of April 2018 Pg. 24
 - b. Board/Committee Reports
 - i. Board Report Pg. 25-26
 1. BCSTA Report – Disposition of Motions Pg. 27-34
 2. BCPSEA Report
 3. Student Trustee Report
 - ii. Operations Committee Notes – April 18, 2018 Pg. 35-37
 1. 2018/19 Budget (*motion – pg. 53 / bylaw – pg. 40*) Pg. 38-52
 - iii. Committee of the Whole – April 24, 2018 (*motion*) Pg. 54-56
 - iv. Policy Committee – April 24, 2018 (*motions – pg. 60, 64, 66, 68*) Pg. 57-71
 - v. Education Committee Notes – April 25, 2018 Pg. 72-73

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 June 13th, 2018.

MOTION: "TO approve the committee agendas."

9. Adjournment

COMMITTEE MEETINGS 2017 – 2018				
MONTH	EDUCATION COMMITTEE	OPERATIONS COMMITTEE	POLICY COMMITTEE	COMMITTEE OF THE WHOLE
September	27 from 2:30 – 4 pm	21 from 12:30 – 2 pm	26 from 11:30 – 1 pm	26 from 9:30 – 11:30 am
October	18 from 2:30 – 4 pm	19 from 12:30 – 2 pm	23 from 11:30 – 1 pm	23 from 9:30 – 11:30 am
November	29 from 2:30 – 4 pm	15 from 12 – 1:30 pm	28 from 11:30 – 1 pm	28 from 9:30 – 11:30 am
December	-	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 9:30 – 11:30 am
June	19 from 1 – 2:30 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, May 22nd from 9:30 – 11:30 a.m. at the SBO

1. District Report to the Ministry
2. Goal 2.g. – Celebrations
3. Appointment of Chief Elections Officer and Deputy Chief Elections Officer
4. Regulation 1040 – Admission of Non-Resident Students
5. Regulation 1480 – Examinations and Reports by School Medical Officer
6. Regulation 1650 – Partnerships and/or Corporate Sponsorships
7. Regulation 2900 – Student Suspensions
8. Communication Plan (standing item)

Policy Committee – No meeting in May, 2018

Education Committee – Wednesday, May 23rd from 2:30 – 4:00 p.m. at the SBO

1. Goal 3.f. – Sechelt Indian Band/Squamish Nation
2. Goal 1.j. – Indigenous Learning
3. Goal 1.h. – Experiential Learning
4. Regulation 2800 – Special Education
5. Regulation 2200 – Assessment and Evaluation
6. Regulation 2920 – Students over School Age
7. Regulation 2150 – Alternative Programs (to be repealed)
8. Curriculum (standing item)
9. Parent Engagement (standing item)

Operations Committee – Thursday, May 31st from 12:30 – 2:30 p.m. at the SBO

1. Proposed Catchment Changes
2. Risk Management
3. Five-Year Capital Plan
4. Regulation 3700 – School Keys
5. Transportation Review (standing item)
6. 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, April 11th, 2018
At the School Board Office, Gibsons, B.C.

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

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

REGRETS: L. Dixon, Trustee

#54. Call to Order

The meeting was called to order at 7:05 p.m.

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

#55. Celebrating Education: Elizabeth Haines – ME to WE Ecuador Trip

Elizabeth Haines, a teacher at Pender Harbour Secondary, and a group of students shared their experiences on a recent ME to WE / Education First Tours trip. The trip involved twelve students from Pender Harbour Secondary, Ms. Haines and a parent, travelling to Ecuador for ten days to take part in a service learning experience in a remote village in the Amazon jungle. Students fundraised \$5,000 to participate in the trip. Ms. Haines and students shared their highlights from the trip.

#56. Public Question Period

- There were no questions.

#57. Adoption of the Agenda

MOTION: Russell/Ruth

“THAT the agenda of April 11, 2018 be adopted.”

Carried.

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

- a. Regular Meeting – March 7, 2018

MOTION: Mewhort/Russell

“THAT the minutes of Regular Meeting of March 7, 2018 be adopted.”

Carried.

#59. Reports

a. Executive Reports

i. Superintendent's Report

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

- The Early Years on Saturday, April 7th was a great success.
- The district looks forward to the second annual SD46's Has Got Talent event on Thursday, April 19th at Chatelech Secondary.
- Elphinstone Secondary's Travel Club enjoyed their trip to Northern Italy, Slovenia and Croatia.
- An internet safety presentation, the White Hatter Program, is taking place at Elphinstone Secondary on May 1st, 2018.
- The skype presentation by Richard Louv at the Gibsons Public Market was well attended and well received.
- The Joint-Use Agreement with the SCRD has been fully implemented.
- The district hosted representatives from the Industry Training Authority Youth Programs division.
- Principals and vice-principals attended the BCSSA Spring Forum.
- Dilon Williams provided a provocative and engaging presentation on evidence based practice for assessments.
- Seventeen staff members will be attending the BC CASE conference for special education.

1. Strategic Plan Reports:

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

The report was provided as written. Director White highlighted several upcoming events, including the Balancing our Mind Summit on May 7th and the Parent and Family Expo on May 25th and 26th. Trustees are welcome to attend both events.

b. Goal 3.g. – Capilano University and Post Secondary Institutions

The report was submitted as written. Director Bishop reported on a recent trip to Vancouver Island University.

2. Administrative Regulations:

a. Revised and Circulating until June 1, 2018:

- i. Regulation 1740 – Responding to Suicidal Behaviour
- ii. Regulation 3400 – Moving Classrooms
- iii. Regulation 3800 – Transportation of Students

Superintendent Bocking reported that all revisions had been discussed at board committee meetings taking place in March 2018. Additional information can be found in the meeting notes at

<http://www.sd46.bc.ca/index.php/2017-18-board-meeting-schedule>.

- b. To be Repealed:
 - i. Regulation 1020 – AIDS / HIV Cases
 - ii. Regulation 3920 – Specialty Areas in Schools
 - iii. Regulation 4800 – Vehicle Expenses

- ii. Secretary-Treasurer’s Report

Secretary-Treasurer Weswick spoke to his written report, highlighting the capital plan approvals for 2018/19. The district will proceed with a project definition report for an expansion project at West Sechelt Elementary. The district will be submitting an application for the Ground Enhancement grant to improve playgrounds in the district. The first round of applications are due April 16th, 2018.

MOTION: Russell/Ruth

“THAT School District No. 46 (Sunshine Coast) Capital Bylaw No. 18/19-CPSD46-01 be read for a first time.”

Carried.

MOTION: Russell/Baxter

“THAT School District No. 46 (Sunshine Coast) Capital Bylaw No. 18/19-CPSD46-01 be read for a second time.”

Carried.

Trustees agreed unanimously to proceed to a third reading.

MOTION: Russell/Ruth

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

Carried.

- 1. School Allocation Rates

Secretary-Treasurer Weswick reported on school allocation rates and noted a significant increase to level 3 supports. The unrestricted surplus allocation to schools includes a base amount plus \$100 per student FTE for a total of \$477,500.

- 2. Expenditure by Object – March 2018

Secretary-Treasurer Weswick reported that the district will not likely see any unrestricted surplus arising from Line 143 Short and Long Term Sick. Expenditures for most dues and fees, under Line 370 Dues and Fees, have been paid for the year.

- 3. Larger Cheques Written in the Month of March 2018

- b. Board/Committee Reports

- i. Board Report

The report was submitted as written. Trustee Younghusband shared her experiences attending the NEST program WonderWalk. Trustee Baxter reported on a recent

presentation on Solar Power in SD46. Vice-Chair Pratt reported on a sustainability tour in the Squamish area. Chair Pratt reported on the Funding Model Review Workshop that took place on April 9.

1. BCSTA Report – AGM Motions

Vice-Chair Pratt reported that all four of the board's motions would be going forward at the upcoming BCSTA AGM. Trustee Younghusband is running for BCSTA President.

2. BCPSEA Report

There was no report.

3. Student Trustee Report

Student Trustee Deasey reported the following:

- Elphinstone Secondary participated in Spirit Week before the spring break.
- Chatelech Secondary is moving forward with scholarship applications.
- The Sunshine Coast Alternative School is working towards finishing a medicine wheel project and a community garden.
- The DSLT is hosting a Student Forum on April 19 at the Seaside Centre, as well as the SD46's Got Talent event that same evening at Chatelech Secondary.

Student Trustee Deasey reported that she has connected with the Vancouver School Board's student trustee, who shares enthusiasm for the motions going forward to BCSTA AGM supporting the student voice.

ii. Education Committee Notes – March 16, 2018

The notes were submitted as written.

iii. Operations Committee Notes – March 16, 2018

The notes were submitted as written.

MOTION: Russell/Ruth

"TO receive the reports."

Carried.

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

- No questions.

#61. Next Meeting

The next public board meeting will be held on May 9th, 2018.

A request was made to try to maintain consistent scheduling for Operations Committee meetings.

A request was made that Policy Committee items be sent to committee members with sufficient time for review.

MOTION: Younghusband/Ruth

“TO approve the committee agendas with the addition of “Funding Model Review Feedback” to Committee of the Whole.”

Carried.

#62. Adjournment

MOTION: Mewhort/Ruth

The meeting adjourned at 8:35 p.m.

Carried.

Chair

Secretary-Treasurer



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

RECORD OF CLOSED MEETING

Held on Wednesday, April 11th, 2018

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

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

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

REGRETS: L. Dixon, Trustee

The meeting was chaired by Vice-Chair 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
 - Superintendent Evaluation Committee Notes – March 7, 2018
 - Principal / Vice-Principal Contract Review
 - 2018/19 Principal / Vice-Principal Appointments
 - Exempt Compensation
 - Property
 - Internal Property Line Deletion
 - Capital Funding Letter
 - Legal/Liability
 - BCHRT Update
- **Items for Disclosure**
 - There were no items to disclose

Adjournment

The meeting adjourned at 6:51 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

May 9th, 2018

1. Students

- a. The DSLT organized SD 46's Got Talent! Students and staff gathered from across the district at Chatelech Secondary School to share their talents and raise funds for charities. (1f)
- b. The Aboriginal Advisory Circle met recently to discuss programs that support students in culture, language and academics, strategies to listen to students to fully understand their perspectives, and coordinating efforts with local communities. (1j)
- c. Secondary students from all four high schools met with trustees at the annual Student Forum. Topics included curriculum issues, safety, and technology. (1k)
- d. Students attended the Skills Canada competition recently to gain greater knowledge about the variety of career opportunities that exist for students. One student competed in the Carpentry competition, placing 4th in the Province. Female students had the opportunity to participate in a "Women in Trades" seminar with female Red Seal tradespeople. (1k)

2. Staff

- a. A team of teachers, principals and the district staff have been meeting for two years with SFU professors and colleagues from across the metro Vancouver region to delve into positive dialogue issues and strategies. The local team has gone deeper with the discussions in order to enrich dialogue in our district. The series is continuing next year with a new cohort. (2c)
- b. The Parent Engagement Committee is planning for connecting DPAC with PACs in a more intentional way by developing school committees with regular post-DPAC meeting connections. Parents are also receiving, through school bulletins, activities that they can do at home with their children that are connected to the Core Competencies. (2d)
- c. The district and school leadership teams are finalizing plans to welcome colleagues from the Sea to Sky school district. Collaboration amongst professionals is a consistent focus in our district and we look forward to rich professional dialogue. (2e)
- d. The Teacher Placement evening took place on May 2. The focus was on supporting our staff during this important structure to assign teachers to assignments. It can be an emotional time and were pleased that few moves occurred which reduces stress for all concerned. (2c)

- e. Human Resources staff attended a teacher recruitment fair in Toronto supported by Make a Future. (2j)
- f. Staff attended a Risk Management conference sponsored by the BC Government Risk Management Branch. This conference considered comprehensive approaches to Risk Management across Facilities, Business Management and Human Resources. (2i)

3. Community

- a. Habitat for Humanity unveiled a plaque dedicating a children's play area to the memory of Robert Shantz, a longtime supporter of Habitat, and acknowledging the collaboration between themselves, the School District and Vancouver Island University. (3b)
- b. A district committee is conducting an SD 46 Website review and redesign to ensure efficient and clear communication to our community. (3a)
- c. Community Schools' Coordinators met with school and district leadership to ensure that the important work of the community schools is maintained. Two grants are supporting after school programming and have been a particular focus this year and will be into next year. (3e)

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

Strategic Plan Report: Music

Submitted by Superintendent Patrick Bocking
May 9, 2018

"I would teach children music, physics, and philosophy; but most importantly music, for the patterns in music and all the arts are the keys to learning."

- Plato

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

Background:

Many years ago Plato recognized the connecting elements of music in education. Modern research supports his claim. In our district, our consultations prior to developing the strategic plan led us to recognize that the Sunshine Coast community, with its rich tradition in the arts, told the board that our students need to be well versed in music and other arts before they leave our care.

Discussion:

Elementary

Our guideline is that students from kindergarten to grade three should receive two, thirty-minute lessons per week of music instruction. In grades four and five students receive a forty-five minute lesson. In most schools, our students enjoy band classes in grades six and seven. We are very pleased with the intent support for our students at the elementary level in all of our schools.

Secondary

A wide variety of opportunities are available to our students in band and jazz ensembles. Our challenge is the needs for students to choose amongst other electives, but not being able to take everything they might wish to. With our modest population, a more diverse music program is a challenge. Regardless, student demand may emerge in music as our current elementary students move to secondary with their deep level of musical instruction and enjoyment.

Musical Theatre

Students from across the district participate in musical theatre concluding with a colourful and exciting rendition of Joseph and the Amazing Technicolour Dream Coat. Senior students received music credits and younger students participated as a club activity. Big thanks to the generous spirit of Sara Douglas and Tom Kellough for guiding the students on their musical journeys.

Next Steps:

We are pleased with the music program to this point and will enhance the current structure with an additional 1.0 fte teacher to ensure all students at all schools receive the entire program. Next year we will turn our planning to the development of visual arts support. We will consider professional development, resource allocation and other opportunities for students. We will encourage and support working with our local arts community.

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

Strategic Plan Report: Graduation

Submitted by Director Paul Bishop

May 9, 2018

“Our success will not be measured by the amount of investment, legislative changes, the number of programs or the amount of new construction, but rather on how well all students, regardless of their background or where they live in B.C., are succeeding in life.”

B.C. Graduation Program Implementation Guide, February 2018

Goal 1.k.: Our students will graduate with specific life skills and with a clear focus on their personal future direction in their chosen career path.

Background:

The Ministry of Education is taking a multi-year approach to changing curriculum and approaches to learning. Kindergarten to grade 9 teachers have already been working with the revised curriculum and integrating Core Competencies into their classroom programs, now teachers in the Graduation program will begin the same process.

Discussion:

As we continue to work on improving our grade to grade transitions and improve graduation rates for all students and especially our aboriginal students, we need to carefully implement changes to ensure that we hold onto established best practices while implementing new structures and curriculum.

Highlights:

- 1) The Ministry of Education has unveiled a new document to help guide the implementation of the new Graduation program:
<https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-implementation-guide.pdf>
- 2) Grade 10 will be implemented next year with new courses available for students.
- 3) A new Numeracy Assessment has been piloted by our District schools. While no technical issues were encountered during the exam, it was apparent that a high degree of literacy was required for this assessment.
- 4) Teachers with grade 10 assignments for next year have been provided with release time to plan for the new courses.

Next Steps:

- Next year, 2018-19, will be a “trial year” for teachers of grade 11 and 12 courses. They have the opportunity to review and implement aspects of draft curriculum. The traditional Language Arts 12 Provincial exam and the Graduation Transitions course will continue for a final year. In the 2019-2020 school year revised curriculum for grades 11 and 12 along with the new Literacy Assessment will be implemented.

- Director Bishop and District Principal Luporini will continue to review the 2015-16 six year graduation cohort to finalize our understanding of the data behind our graduation rate.

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

Strategic Plan Report: Facilities

Submitted by Secretary-Treasurer Nicholas Weswick

May 9, 2018

Goal 2.i.: Our staff will work and learn with their students in exceptional facilities that are efficient and attractive.

Background:

Research by the 21st Century School Fund (2009) and Schneider (2002) on school facilities provides a substantial body of evidence relating outcomes to the quality of the space. They conclude that the following factors are important facility considerations:

- ➔ *Ventilation and air flow:* Children require more air in proportion to their body weight than adults. Studies indicate that air flow from windows is inadequate in schools to remove or prevent the build-up of carbon dioxide. Poor air flow leads to poor performance of tasks.
- ➔ *Thermal comfort:* There is an optimum temperature for learning, retention, task performance and job satisfaction.
- ➔ *Lighting:* Both natural (day) and artificial lighting have considerable effect on learner performance. Natural light optimizes student achievement and aesthetic perception.
- ➔ *Acoustics:* Good acoustics (quality rather than amount of noise) are fundamental to academic performance.
- ➔ *Building age, quality and aesthetics:* Affect student and teacher perceptions of safety and well-being. Building age is not as important as the quality of building conditions. Students generally perform better in modernized or new environments but it is difficult isolating mediating factors, and therefore inconclusive.
- ➔ *School size:* The trend toward larger schools in some countries has been based on economies of scale. Restructuring for smaller neighbourhood or multi-campus schools and learning communities is having a positive effect on student outcomes and size can be the best predictor of test scores.
- ➔ *Health and safety:* Compliance with health and safety regulations was positively related to academic outcomes

<http://dro.deakin.edu.au/eserv/DU:30036968/blackmore-researchinto-2011.pdf>

Discussion:

Learning is enhanced by the environment in which it takes place. The ongoing maintenance and renovations of our facilities is coordinated by our Manager of Facilities, Rob Collison, who diligently works to ensure our buildings are not only safe and functional, but also reflective of the modern learning that takes place within them. By taking advantage of opportunities to increase the

efficiency of our facilities, savings are directed to those people and learning supports that make a difference for students. Improvements to facilities to ensure efficiency can also present a learning opportunity to students through engaging in sustainable practices and design.

As reported at the April Operations Committee Meeting, the maintenance department has completed, or is near completion of, several major projects including HVAC and solar upgrades at Pender Harbour Secondary and Davis Bay Secondary.

The district is excited to move towards the use of solar power at four sites, including last year's solar project at Langdale Elementary and a previous project at Elphinstone Secondary. By investing capital funding in solar power systems, the district is able to convert capital fund expenditures into operating fund savings.

The ministry has recently announced that capital funding has been approved for boiler upgrades at Roberts Creek Elementary and Cedar Grove Elementary Schools. The projects will proceed to tender with a planned completion for the 2018/19 school year. The district is pleased to have been approved to move towards a project definition report to provide a business case for a school expansion project at West Sechelt Elementary.

Next Steps:

In addition to the recently approved capital projects, the following projects will take place in the 18/19 school year:

- Replacement of flooring in Elphinstone Secondary science labs,
- Roofing replacement projects at various sites,
- Windows and door replacement at various sites,
- Field improvements (increase of \$10,000 from previous years),
- Asbestos abatement at Pender Harbour Secondary,
- Duct cleaning at Elphinstone Secondary,
- Energy efficiency initiatives and supports,
- Gym floors refurbishing at Roberts Creek Elementary and Davis Bay Elementary,
- Exterior renovations to the Sunshine building and the CSF library at the Sechelt Learning Centre,
- Interior renovations at Sechelt Learning Centre,
- Fire alarm improvements,
- Wired glass remediation,

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

Strategic Plan Report: International Education Programs

Submitted by Director Paul Bishop

May 9, 2018

Goal 3.c.: "Our district will actively recruit students from around the world to live and learn with us in a welcoming international student program that showcases the beautiful, natural environment of the Sunshine Coast"

Background:

The program has applied the input of consultant Tom Ristimaki and input from the board to fully implement a program which meets Ministry requirements and demonstrates the quality of service expected by students and agents overseas along with our International partners across British Columbia and national affiliates across Canada.

Discussion:

Our student headcount for this year will be 25 students, representing approximately 13.5 FTE. The International Program will continue to grow slowly as we look to provide the best supports for students, both local and international, to see the benefit from their experiences here and overseas.

Highlights:

1. An International budget has been established to provide a foundation for moving forward. Funds are directed towards schools to pay for each International student seat. The balance of the funds pay for student activities, staff time and miscellaneous costs related to running the program.
2. We have expanded our agent base to eleven different companies representing countries from Europe, including Spain, Germany and Scandinavia, to Brazil and Asia.
3. We now own two web addresses: Learninbc.ca and Learninbc.com to promote our programs through the internet
4. @learninbc is the official Twitter account of the program
5. Marketing materials for parents and agents overseas have been created to promote.
6. We now have full membership with the Canadian Association of Public Schools-international (CAPS-i) which represents Canadian programs around the world.
7. This school year the Director of Instruction participated in a student fair with UP Global in Helsinki, Finland and made a presentation to Student Travel Schools in Gothenburg, Sweden.

Next Steps:

- We will be raising our program fees in the 2019-2020 budget year to offset the increased cost of offering programming to students and recruitment.
- Incorporating more local activities by implementing a Board Authorized course and having staff to deliver the content will help further the goals of the strategic plan. These "Intercultural Competency" and "Global Awareness" courses will provide an opportunity for

local students to gain valuable job-readiness skills while receiving course credit. These courses will be brought to the Board in October for review.

Title: **Damage to Personal Property**

Category: **Facilities**

Number: **3300**

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**

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**

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>)



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

Secretary-Treasurer's Report

Submitted by Secretary-Treasurer Nicholas Weswick

May 9, 2018

Playground Equipment Program

On February 20, 2018 the province announced new capital funding for existing schools for playgrounds, which would eliminate the need for parents and advisory councils to fundraise for school playgrounds. The district has canvassed schools and has applied for funding under the ministry's recent call for projects.

The following request was made:

School Name	Type of Replacement Requested	Rationale for Replacing Equipment
Roberts Creek Elementary	Universally Accessible Playground Equipment	Very limited playground equipment and no accessible facilities.
Davis Bay Elementary	Universally Accessible Playground Equipment	Limited existing playground equipment and no accessible facilities.
Langdale Elementary	Universally Accessible Playground Equipment	Limited existing playground equipment and no accessible facilities.

The district will report back on the status of the application once more information has been made available.

Expenditures By Object
April 2018

	Apr-18 Actual	Apr-18 Budget	Apr-18 Difference	2017/18 Total Budget	%	KEY
Salaries						
110 Teachers Salaries	10,840,634	10,822,623	(18,011)	13,528,279	80.13%	80%
105 Principal and Vice Principal	1,715,256	1,711,302	(3,954)	2,061,810	83.19%	83%
123 Educational Assistant Salaries	2,274,846	2,536,303	261,457	3,170,379	71.75%	80%
120 Support staff	1,411,134	1,526,305	115,171	1,884,327	74.89%	81%
120 Support staff-Mtce/Cust	1,226,302	1,458,698	232,396	1,757,468	69.78%	83%
130 Other Professional	1,144,060	1,182,529	38,469	1,424,734	80.30%	83%
140 Substitutes	767,497	912,828	145,331	1,141,035	67.26%	80%
143 Short and Long Term Sick	957,538	967,013	9,475	1,208,766	79.22%	80%
Total Salaries	20,337,267	21,117,602	780,335	26,176,798	77.69%	80.7%
200 Employee Benefits	4,951,666	5,336,129	384,463	6,507,474	76.09%	82%
Total Salaries and Benefits	25,288,933	26,453,731	1,164,798	32,684,272	77.37%	80.9%
310 Professional Services	423,052	477,146	54,094	596,432	70.93%	80%
330 Transportation	890,712	1,044,481	153,769	1,356,469	65.66%	77%
340 Training and Travel	109,873	110,204	331	137,755	79.76%	80%
360 Rentals	31,419	32,160	741	40,200	78.16%	80%
370 Dues and Fees	56,608	56,500	(108)	56,500	100.19%	100%
390 Insurance	68,747	78,413	9,666	87,125	78.91%	90%
510 Supplies	1,622,208	2,402,409	780,201	3,003,011	54.02%	80%
540 Utilities	512,326	584,723	72,397	704,486	72.72%	83%
580 Furniture and Equipment Replacement	537,635	491,906	(45,729)	614,883	87.44%	80%
590 Computer Equipment Replacement	142,345	166,170	23,825	207,713	68.53%	80%
Total Services and Supplies	4,394,925	5,444,112	1,049,187	6,804,574	64.59%	80.0%
Total Expenditures	29,683,858	31,897,843	2,213,985	39,488,846	75.17%	80.8%

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

DATE 01-May-2018 09:55 AM

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

PAGE 1

START DATE: 01-Apr-2018 TO END DATE: 30-Apr-2018

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Apr-2018 AND 30-Apr-2018						
00LCET3466	0001	*****	28094	RECEIVER GENERAL FOR CANADA	04-Apr-18	77,027.50
00LCET3468	0001	*****	28094	RECEIVER GENERAL FOR CANADA	04-Apr-18	15,646.60
00LCET3478	0001	*****	28093	RECEIVER GENERAL FOR CANADA	04-Apr-18	357,773.63
00LCET3479	0001	*****	30209	TEACHERS' PENSION PLAN	11-Apr-18	478,284.86
00LCET3480	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	13-Apr-18	14,325.00
00LCET3481	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	13-Apr-18	10,500.00
00LCET3482	0001	*****	28094	RECEIVER GENERAL FOR CANADA	11-Apr-18	62,703.29
00LCET3483	0001	*****	28094	RECEIVER GENERAL FOR CANADA	11-Apr-18	16,504.29
00LCET3484	0001	*****	23290	MUNICIPAL PENSION PLAN	06-Apr-18	47,307.33
00LCET3487	0001	*****	33038	WORKERS' COMPENSATION BOARD	20-Apr-18	54,889.02
00LCET3489	0001	*****	28093	RECEIVER GENERAL FOR CANADA	18-Apr-18	150,000.00
00LCET3490	0001	*****	23290	MUNICIPAL PENSION PLAN	23-Apr-18	56,588.93
00LCET3494	0001	*****	28094	RECEIVER GENERAL FOR CANADA	25-Apr-18	75,555.71
00LCET3495	0001	*****	28094	RECEIVER GENERAL FOR CANADA	25-Apr-18	17,743.82

TOTALS FOR BANK - 0001 1,434,849.98

TOTAL NUMBER OF CHEQUES 14

TOTAL NUMBER OF CHEQUES WITH MICR 0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Apr-2018 AND 30-Apr-2018

2031000002	0001	0000051223	30211	FORTIS BC-NATURAL GAS	04-Apr-18	13,716.71
2031ET0003	0001	*****	12021	BC TEACHERS FEDERATION	04-Apr-18	29,685.20
2031ET0004	0001	*****	12111	BC TEACHERS FEDERATION	04-Apr-18	30,587.58
2031ET0016	0001	*****	26207	PACIFIC BLUE CROSS/MSA	04-Apr-18	78,362.77
2031ET0021	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	04-Apr-18	11,231.57
2031ET0023	0001	*****	15945	UNIVERSAL SHEET METAL LTD.	04-Apr-18	57,702.75
2032000028	0001	0000051256	26278	PEAK ENVIRONMENTAL LTD.	12-Apr-18	13,777.83
2032ET0045	0001	*****	26243	PEBT IN TRUST	12-Apr-18	48,611.21
2032ET0059	0001	*****	30172	THIRDWAVE BUS SERVICES	12-Apr-18	196,192.89
2033000001	0001	0000051268	29035	SECHELT INDIAN BAND	12-Apr-18	99,370.00
2034000003	0001	0000051272	12012	BC HYDRO & POWER AUTHORITY	18-Apr-18	45,520.09
2034000019	0001	0000051288	16221	METRIC MODULAR	18-Apr-18	163,816.80

TOTALS FOR BANK - 0001 788,575.40

TOTAL NUMBER OF CHEQUES 12

TOTAL NUMBER OF CHEQUES WITH MICR 5

GRAND TOTAL 2,223,425.38

CANCELLED TOTAL 0.00

NET GRAND TOTAL 2,223,425.38

GRAND TOTAL NUMBER OF CHEQUES 26

GRAND TOTAL NUMBER OF CHEQUES WITH MICR 5

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

May 9th, 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.

"We need to teach our children empathy and care and love and communication and social responsibility in preparation for adulthood."

- Maya Soetoro-Ng

Responsibility –Teaching youth that responsibility is not a burden but part of their citizenry promotes stewardship for the next generation. Responsibility for our actions, behaviours and attitude toward each other and our environment, makes our world a better place for us all to live.

Board Happenings:

April 16, 2018: Service Recognition Awards Long-term service award recipients were celebrated. Staff members attaining milestone years in SD46 were recognized for their dedication.

April 18, 2018: Town of Gibsons DiaLOG – The Future of Water in Gibsons. Chair Pratt attended this interactive conversation with Gibsons Councillors and members of the public. It was an interesting and informative session.

April 19, 2018 was an incredibly celebratory day!:

- DSLT Student Forum Trustees, senior staff, principals sat down with student representatives from each high school to learn about challenges, thoughts and concerns students have.

- Gibsons Welcome Pole Raising - Trustees, students, staff and community attended the celebration and unveiling of the Chekwelhp Story Pole carved by Chixsten – Wes Nahanee
- SD46's Got Talent – Students, staff and even RCMP School Liaison Officer Tessa Cameron performed to an enthusiastic crowd.

April 24, 2018 – Train In Trades Sign Dedication Chair Pratt & Vice-Chair Ruth attended the unveiling and installation of a carved salmon sign celebrating the partnership between VIU, SD46, and the Train in Trades youth and Habitat. There was a traditional welcome from Kwayimin (Andy) Johnson of the Shíshálh Nation and carver Derek Georgeson was on hand as well as members of The Habitat for Humanity Board of Directors and students from Cedar Grove.

April 26-29, 2018: BCSTA AGM. Trustees Baxter, Mewhort, Pratt, Ruth and Youngusband with Superintendent Bocking attended the 114th AGM of BCSTA. Great learning and business sessions.

AGM 2018 Resolutions

EXTRAORDINARY MOTIONS

<p>E1. Housekeeping Bylaw Amendments</p>	<p>That BCSTA amend the Bylaws of the Association as set out in the attached document.</p>	<p>Carried</p>																																																								
<p>E2. Delegates and Voting Power at General Meetings</p>	<p>That BCSTA amend Bylaw 9(a) as follows:</p> <p>Delegates and Voting Powers at General Meetings</p> <p>a. Delegates shall be school trustees duly accredited by the Boards of Education of which they are members. For purposes of ballot voting, Boards of Education having an annual enrollment of pupils (actual pupils, not full-time equivalents) at the most recent date established under the <i>School Act</i> for the reporting of student populations, shall have the following number of votes irrespective of the number of delegates:</p> <table border="1" data-bbox="545 789 1281 1770"> <tr> <td>1</td> <td>to</td> <td>249 pupils</td> <td>1 vote</td> </tr> <tr> <td>250</td> <td>to</td> <td>999 pupils</td> <td>2 votes</td> </tr> <tr> <td>1,000</td> <td>to</td> <td>1,999 pupils</td> <td>3 votes</td> </tr> <tr> <td>2,000</td> <td>to</td> <td>5,999 pupils</td> <td>4 votes</td> </tr> <tr> <td>6,000</td> <td>to</td> <td>11,999 pupils</td> <td>6 votes</td> </tr> <tr> <td>12,000</td> <td>to</td> <td>17,999 pupils</td> <td>8 votes</td> </tr> <tr> <td>18,000</td> <td>to</td> <td>23,999 pupils</td> <td>10 votes</td> </tr> <tr> <td>24,000</td> <td>to</td> <td>29,999 pupils</td> <td>12 votes</td> </tr> <tr> <td>30,000</td> <td>to</td> <td>35,999 pupils</td> <td>14 votes</td> </tr> <tr> <td>36,000</td> <td>to</td> <td>47,999 pupils</td> <td><u>1645</u> votes</td> </tr> <tr> <td>48,000</td> <td>to</td> <td>59,999 pupils</td> <td><u>1846</u> votes</td> </tr> <tr> <td>60,000</td> <td>to</td> <td>71,999 pupils</td> <td><u>2047</u> votes</td> </tr> <tr> <td>72,000</td> <td>to</td> <td>83,999 pupils</td> <td><u>2248</u> votes</td> </tr> <tr> <td>84,000</td> <td>and over pupils</td> <td></td> <td><u>2449</u> votes</td> </tr> </table> <p>These categories are to be reviewed when the enrollment of the largest member Board exceeds 84,000 students.</p>	1	to	249 pupils	1 vote	250	to	999 pupils	2 votes	1,000	to	1,999 pupils	3 votes	2,000	to	5,999 pupils	4 votes	6,000	to	11,999 pupils	6 votes	12,000	to	17,999 pupils	8 votes	18,000	to	23,999 pupils	10 votes	24,000	to	29,999 pupils	12 votes	30,000	to	35,999 pupils	14 votes	36,000	to	47,999 pupils	<u>1645</u> votes	48,000	to	59,999 pupils	<u>1846</u> votes	60,000	to	71,999 pupils	<u>2047</u> votes	72,000	to	83,999 pupils	<u>2248</u> votes	84,000	and over pupils		<u>2449</u> votes	<p>Defeated</p>
1	to	249 pupils	1 vote																																																							
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84,000	and over pupils		<u>2449</u> votes																																																							

<p>E3. Life Membership</p>	<p>That BCSTA amend the Bylaws of the Association by:</p> <p>deleting Bylaws 1(c), 1(d) and 9(b); and, replacing Bylaw 1(b) with the following:</p> <p>1(b) Honorary Life Membership</p> <p>Honorary Life Members are current or former British Columbia school trustees who:</p> <ul style="list-style-type: none"> i have been elected to the office of President of the Association; ii have accumulated 20 years of service as a trustee for a public Board of Education that is a current member in good standing of the Association; or, iii the Association has decided to honor for distinguished service within the Association by conferring on such person honorary life membership in the Association by extraordinary resolution in accordance with the provisions of Bylaw 10. <p>Registration fees for general meetings shall be waived for Honorary Life Members.</p> <p>All who are conferred life memberships prior to the close of the 2018 annual general meeting shall have one (1) vote, but not in addition to his/her vote as a delegate of a member Board, and not in addition to the full quota of votes cast by any Board of which he/she may be a member. All who are conferred life memberships after the close of the 2018 Annual General Meeting will not be entitled to vote unless they are entitled to vote as school trustee delegates of member Boards of Education.</p>	<p>Carried as amended</p>
<p>E4. Removal of Minister of Education as Automatic Honorary President in Bylaws</p>	<p>That BCSTA amend Bylaw 2(a) as follows:</p> <p>2. Officers</p> <p>a. The officers of the Association are:</p> <ul style="list-style-type: none"> i. the Minister of Education who shall be the honorary President of the Association; ii. the President; iii. the Vice-President; iv. the immediate past President, but only for a term of one year following the election of a new President v. the Directors, who shall be four (4) in number for those years the immediate past President is an officer of the Association, and five (5) in number otherwise; vi. the Chief Executive Officer, who shall be the secretary-treasurer. <p>Each officer, other than the honorary President, the Chief Executive Officer and the immediate past President, shall be elected at the Annual General Meeting, shall take office at the conclusion of that Annual General Meeting, and shall hold office until his/her successor takes office at the conclusion of the next</p>	<p>Defeated</p>

	Annual General Meeting thereafter, or until he/she ceases to be a trustee serving on a member Board, whichever occurs earlier. In the event that the immediate past President becomes unable to serve on the Board of Directors, or ceases to be a trustee of a member Board, the position shall be deemed vacant.	
E5. Adding Student Voice to Foundational Statements	<p>That the following be added to BCSTA's Foundational Statements:</p> <p>4.7FS STUDENT VOICE</p> <p>BCSTA believes that student voice and input are important to inform and influence Boards of Education in effective decision-making for student learning and success.</p> <p>4.7.1P Principles of Student Voice</p> <p>BCSTA believes that Boards of Education should:</p> <p>a. Provide opportunities for students to be informed of and comment on board policies, initiatives and directives.</p> <p>b. Develop a framework to support initiatives such as District Student Leadership Teams, Student Trustees, Student Forums and Student Advisory Councils for the purpose of advising Boards of Education on concerns and issues affecting students.</p>	Carried
E6. Committee Name Change	That BCSTA amend the Bylaws of the Association by deleting each reference to "Aboriginal Education Committee" and replacing it with "Indigenous Education Committee."	Carried
SUBSTANTIVE MOTIONS		
7. Location of AGM and Trustee Academy Sessions	That BCSTA host an Annual General Meeting or Trustee Academy in a location outside of Metro Vancouver at least once every four years.	Defeated
8. Voting Age for School Trustee Elections	That BCSTA advocate for the provincial government to amend the <i>School Act</i> by changing the voting age of electors from 18 years of age to 16 years of age for school trustee elections.	Carried
9. Duty to Consult	That BCSTA urge the Government of BC to require adequate and appropriate consultation with boards of education where a business or service provider may potentially affect the health and/or safety of students by locating operations within close proximity of a school. This may include liquor establishments, social housing, and cannabis medical/recreational consumer operations.	Defeated
10. Framework and Support for Student Voice	That BCSTA provide support for boards of education interested in bringing authentic student voice to their districts through, but not limited to, Student Trustees, District Student Leadership teams and Student Forums.	Carried

11. Student Trustees and Advisory Councils in School Act	That BCSTA request the provincial government amend the <i>School Act</i> to provide school districts with the discretion to establish Student Trustees and Student Advisory Councils for boards of education.	Carried
12. Aboriginal Enrolment Audit – Aboriginal Education Programs	That BCSTA advocate to the Ministry of Education for increased flexibility in the Aboriginal Student Enrolment Audit requirements and timelines to accommodate for the different local challenges districts face in supporting Indigenous learners within their communities.	Carried
13 Support for Mental Health	That BCSTA publicly support the recommendations contained in the Report of the Select Standing Committee on Children and Youth entitled <i>Child and Youth Mental Health in British Columbia: Concrete Actions for Systemic Change</i> .	Carried
14. Mental Health Strategy for BC Schools	That BCSTA request the Ministries of Education, Children and Family Development, Mental Health and Addictions, and Health, along with boards of education and stakeholders from the K-12 education sector, develop a student-centred mental health strategy that will guide and support the delivery of mental health promotion, mental illness prevention and early intervention in BC schools.	Carried as amended
15. Rural School Participation in BC School Sports	That BCSTA request that BC School Sports review its policies that impact the ability of small, rural schools and impede their ability to field teams qualified to participate in BC School Sports and specifically give consideration to: <ol style="list-style-type: none"> 1. removing restrictions on transferring to and from small, remote districts; 2. transferring between schools in small communities/districts or combining teams; 3. allowing Grade 7 students to play on high school teams; 4. increasing the number of eligible years a student can play to six; 5. setting dates for provincial berths early; and, 6. establishing an alternate “tiering” system. 	Carried
16. Support for Aboriginal Students	That BCSTA request the Ministry of Education, the Ministry of Health, the Ministry of Finance and the Ministry of Social Development and Poverty Reduction ensure that additional resources are provided to school districts to fully meet the recommendations of the Truth and Reconciliation Commission’s <i>Calls to Action</i> and the United Nations <i>Declaration of the Rights of Indigenous Peoples</i> (UNDRIP) that pertain to the K-12 education system.	Carried

17. Support for Vulnerable Students	That BCSTA request the Ministry of Education, the Ministry of Health, and the Ministry of Finance implement additional funding for programming and resources that adequately support the needs of low-income students, vulnerable students, children in care and youth in youth agreements with the Ministry of Children and Family Development.	Carried as amended
18. Gender-Based Violence Strategy for Youth	That BCSTA call on the Ministry of Education, the Ministry of Children and Family Development, the Ministry of Public Safety and the Ministry of Mental Health and Addictions to work together to develop a gender-based violence prevention strategy for youth.	Carried
19. Funding for Assessment and Intervention	That BCSTA request that the Ministry of Education develop policy regarding early assessment and intervention and fund all children to have early assessments, interventions, supports and tracking for literacy and numeracy.	Carried
20. Endorse the Coalition for Healthy School Food	That BCSTA: (a) endorse the Coalition for Healthy School Food's national Universal Healthy School Food Program campaign; (b) request that the Ministry of Education, the federal Ministry of Health and the provincial Ministry of Health provide new money to invest in a cost-shared Universal Healthy School Food Program; (c) enter into a dialogue with the Canadian School Boards Association to support the Coalition for Healthy School Food's initiatives; and, (d) advocate for collaboration between the Ministry of Education, the Ministry of Health and the Ministry of Children and Family Development to support the Coalition for Healthy School Food's initiatives.	Carried
21. Fund Student Technology in Schools	That BCSTA urge the Ministry of Education to provide increased funding for technology (hardware and software) for use by students in schools. This funding should include consideration of the need for a hardware-technology refresh on a three-to-five year cycle as equipment reaches its end of life.	Carried
22. Education about Consent	That BCSTA urge the Ministry of Education to embed consent as a key concept in the K-12 curriculum, in support of sexual health, and to provide additional funding to support consent-based education training for teachers.	Carried
23. Curriculum related to the Use of Smartphones	That BCSTA request that the Ministry of Education work with its educational partners to continue to update the Applied Design, Skills and Technologies (ADST) curriculum with particular emphasis on: (1) the potentially addictive nature of mobile electronic devices; (2) best practices regarding the use of mobile	Defeated

	electronic devices during school hours; and, (3) increasing student awareness about how to appropriately use mobile electronic devices outside school hours.	
24. Indigenous Language Development	That BCSTA request that the Ministry of Education work with the federal government to provide additional funding to support BC boards of education with the development of their Indigenous language curriculum.	Carried
25 Social Media Curriculum	That BCSTA encourage the Ministry of Education to work with BCSTA and the BC Teachers' Federation (BCTF) to: (a) include a strong social media component in the BC Digital Literacy curriculum; (b) adequately resource this aspect of the curriculum; and, (c) provide a clear framework for the delivery of this information to our teachers.	Defeated
26. Rural Education Enhancement Funding	That BCSTA request the Rural Education Enhancement Fund (REEF) be included in the Ministry of Education's new Funding Formula (in a manner similar to the Unique Geographic Factors Supplement); and, should the REEF criteria change, schools currently receiving the grant should continue to do so.	Carried
27. Education of Students regarding Cannabis Use	That BCSTA advocate for the Ministry of Education, Ministry of Health and Ministry of Mental Health and Addictions to invest in effective strategies to increase students' health literacy related to drug use to equip them to make informed, healthy choices about cannabis use, including funding research-based drug education programs in all schools, as well as a range of evidence-informed public education strategies.	Carried
28. Development of Standards of Practice for Education Assistants by BC Ministry of Education	That BCSTA call on the Ministry of Education to develop standards of practice for education assistants in British Columbia.	Carried
29. Letters of Permission for Indigenous Language Instructors	That BCSTA request the Ministry of Education fast-track letters of permission for local Indigenous language speakers whom school districts wish to employ as instructors.	Carried
30. Local Teacher Education Programs	That BCSTA request the Ministry of Advanced Education create more local teacher training programs in order to enhance recruitment and to encourage more Indigenous teachers to work in rural and remote communities.	Carried
31. Conflict of Interest Policy	That BCSTA ask the Ministry of Education to develop guidelines or legislative requirements regulating corporate-sponsored opportunities for school district staff that may result in a conflict of interest.	Defeated

32. Equity in Indigenous Funding	That BCSTA advocate to Indigenous Services Canada to request that Indigenous bands receive an amount in education dollars that matches the average student full-time equivalent (FTE) educational cost in each school district.	Carried
33. Newly Created Employer Health Tax	That BCSTA request that the Ministry of Education and the Ministry of Finance increase funding for school districts to fully cover the cost of the newly created Employer Health Tax of 1.95% on total payroll.	Carried
34. Jordan's Principle	That BCSTA request the Ministry of Education work with the Ministry of Indigenous Relations and Reconciliation to promote and support the application of Jordan's Principle to ensure that jurisdictional disputes regarding services do not impact access by BC Indigenous children to services such as mental health, special education, dental, physical and occupational therapy, speech therapy, medical equipment and physiotherapy.	Carried as amended
35. Funding for Portable Classrooms	That BCSTA request that the Ministry of Education and the Ministry of Finance provide capital project funding for portable classrooms, including furniture and supplies, required for enrolment growth.	Carried as amended
36. Multi-Year Capital Plan Approval	That BCSTA request that the Ministry of Education and the Ministry of Finance provide multi-year capital plan approvals and funding that enable districts to minimize the number of portables required for enrolment growth.	Carried
37. Aging Infrastructure in British Columbia	That BCSTA advocate to the Ministry of Education and the Ministry of Finance for increased and stable funding to hasten and facilitate the timely repair, renovation and/or replacement of aging school facilities.	Carried
38. Formation of Emergency Preparedness Working Group	That BCSTA establish a working group which includes trustee and staff representation and through the BC Ministry of Education partner with Emergency Management BC to provide leadership, emergency planning and preparedness of all BC school districts. In addition, the Ministry of Education has a responsibility to keep students and staff protected and safe. There needs to be a standardized, all-hazards approach to BC schools' emergency planning and preparedness.	Carried as amended
39. Internet Connectivity	that BCSTA request the Ministry of Education and the Ministry of Jobs, Trades and Technology ensure that all communities are effectively connected to the internet regardless of where they are situated in the province of BC.	Carried
40. Renewable or Alternative Energy Strategies for Capital Projects	That BCSTA request the Ministry of Education revise its capital project procedures and provide additional funding to enable school districts to incorporate renewable and alternative energy strategies in new builds and seismic and renovation projects.	Carried as amended

41. Childcare and Capital Projects	That BCSTA urge the Ministry of Education and the Ministry of Children and Family Development to work with school districts by expediting access to capital dollars for childcare spaces in school districts and by amending the Ministry of Education's Area Standards to recognize that including space for child care is an important consideration when building or upgrading schools.	Carried
42. Elimination of Requirement for District Contribution to Capital Projects	That BCSTA request the Ministries of Education and Finance eliminate the current requirement as outlined in the Capital Plan Instructions for school districts to contribute a cost share on all major new space capital projects.	Carried
43. Increase Area Standards for Capital Projects to Reflect Inclusive Learning Environments	That BCSTA request the Ministry of Education revise the Area Standards for new school space capital projects to include areas that reflect the inclusive and gender neutral nature of our schools, allowing for privacy of all students in both washrooms and change rooms. The inclusion of these newly created or adjusted areas needs to be in addition to the current overall area allotments for schools.	Carried
44. Wired Glass in Schools	That BCSTA advocate to the Ministry of Education for additional funding to mitigate the risk of wired glass in schools.	Carried
LATE MOTIONS		
45. Funding Formula and K-12 Enrolment Audits	That BCSTA advocate to the Ministry of Education to suspend all audits as part of the Compliance Program Policy until the audit process aligns with the curriculum and new funding model.	Carried as amended
46. Review of Funding Formula Document	That BCSTA request that the Education Minister require the Independent Panel of the Funding Model Review hold additional consultation for boards of education, parents, and students, and that education partners be given an opportunity to consider the impact of the proposed new funding model and provide further feedback before the model goes into effect.	Carried
47. Education Funding Model	That BCSTA urge the Minister of Finance that any change to the Education Funding Model be considered no earlier than March 2020.	Carried



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

OPERATIONS COMMITTEE NOTES

Held on April 18th, 2018 from 12:30-2:00 pm
At the School Board Office, Gibsons, B.C.

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

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

REGRETS: Greg Russell, Trustee

The meeting was called to order at 12:31 p.m. Trustee Pratt chaired the meeting in Trustee Russell's absence.

1) Goal 2.i. – Facilities

Our staff will work and learn with their students in exceptional facilities that are efficient and attractive.

Facilities Manager, Rob Collison, provided an update on major renovations and projects that took place during the 2017/18 school year:

- HVAC upgrade / solar installation at Pender Harbour Secondary,
- HVAC upgrade / solar installation at Davis Bay Elementary,
- Portables added at Cedar Grove Elementary and West Sechelt Elementary,
- Asbestos abatement at West Sechelt Elementary,
- Ongoing interior renovations at Elphinstone Secondary – expected completion in June 2018,
- Duct cleaning at Langdale Elementary,
- Roofing projects at Pender Harbour Secondary, Cedar Grove Elementary, Roberts Creek Elementary and Langdale Elementary.

The committee discussed expected savings from solar projects. Secretary-Treasurer Weswick reported that savings from capital funded solar projects are returned to the district operating fund.

2) Preliminary Budget – Funding Announcement Review

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

Secretary-Treasurer Weswick reviewed the operating fund, including revenue sources, noting that the Unique Geographic Features grant declined as a result of enrolment increases at several schools. The committee reviewed non-enrolling teaching staff targets and Classroom Enhancement Funding.

The 2018-19 budget includes:

- Additional 1.5 school specialist staff,
- District music teacher increase (one FTE),
- Special needs supports, including inservice and training to support classroom teachers,
- Resources to support additional planning for staff health and safety initiatives,
- Implementation of additional filtered water stations in kindergarten classrooms,
- Increase in budget for professional services to better reflect current costs,
- Paid training during the spring break for Education Assistant training,
- Increase in annual budget for International Education,
- Budget to support Energy Matters program,
- Increase to teaching mentorship support – matching grant with SCTA.

Secretary-Treasurer Weswick reviewed the proposed use of the 2016/17 Unrestricted Surplus (\$750,000):

- \$510,000 in direct school allocations,
- \$150,000 to support three year professional development/collaboration project,
- \$30,000 Technology vehicle replacement,
- \$30,000 District Website Enhancement,
- \$30,000 Trustee Elections.

RECOMMENDATION:

“THE committee recommends board support for the 2018-19 Budget at the May Regular Board Meeting.”

3) Annual Facilities Grant Plan

Facilities Manager, Rob Collison, provided an update on the preliminary spending plan which includes:

- Replacement of flooring in Elphinstone Secondary science labs,
- Various roofing projects,
- Windows and door replacement at several sites,
- Field improvements (increase of \$10,000 from previous years),
- Asbestos abatement at Pender Harbour Secondary,
- Duct cleaning at Elphinstone Secondary,
- Access improvements at the SLC (if the YMCA daycare project moves forward),
- Consultant reports,
- Energy efficiency initiatives and supports,
- Gym floors refurbishing at Roberts Creek Elementary and Davis Bay Elementary,
- Exterior renovation to the Sunshine building and CSF library at the Sechelt Learning Centre,
- Interior renovations at Sechelt Learning Centre,
- Fire alarm improvement,
- Wired glass remediation,

- Maintenance staffing.
- 4) Transportation Review (standing item)
No update to report.
 - 5) Local Government OCP / Zoning Referrals (standing item)
No referrals received.

The meeting adjourned at 2:06 pm.

NEXT MEETING: Wednesday, May 31st from 12:30-2:00 pm at the School Board Office

Annual Budget

School District No. 46 (Sunshine Coast)

June 30, 2019

School District No. 46 (Sunshine Coast)

June 30, 2019

Table of Contents

Bylaw 1

Annual Budget - Revenue and Expense - Statement 2 2

Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 4

Annual Budget - Operating Revenue and Expense - Schedule 2 5

 Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source 6

 Schedule 2B - Annual Budget - Schedule of Operating Expense by Object 7

 Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object 8

Annual Budget - Special Purpose Revenue and Expense - Schedule 3 10

 Schedule 3A - Annual Budget - Changes in Special Purpose Funds 11

Annual Budget - Capital Revenue and Expense - Schedule 4 13

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 46 (SUNSHINE COAST) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2018/2019 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 46 (Sunshine Coast) Annual Budget Bylaw for fiscal year 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the 2018/2019 fiscal year and the total budget bylaw amount of \$46,571,205 for the 2018/2019 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2018/2019.

READ A FIRST TIME THE _____ DAY OF _____, 2018;

READ A SECOND TIME THE _____ DAY OF _____, 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2018;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 46 (Sunshine Coast) Annual Budget Bylaw 2018/2019, adopted by the Board the _____ DAY OF _____, 2018.

Secretary Treasurer

School District No. 46 (Sunshine Coast)

Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	3,177,000	3,181,938
Adult	1,750	4,125
Total Ministry Operating Grant Funded FTE's	3,178,750	3,186,063
Revenues	\$	\$
Provincial Grants		
Ministry of Education	41,319,225	41,047,259
Other	35,000	35,000
Tuition	98,175	78,408
Other Revenue	1,837,876	1,840,700
Rentals and Leases	60,000	30,000
Investment Income	87,000	87,000
Amortization of Deferred Capital Revenue	1,693,043	1,635,441
Total Revenue	45,130,319	44,753,808
Expenses		
Instruction	36,156,697	36,134,310
District Administration	2,387,511	2,257,716
Operations and Maintenance	6,488,421	6,481,130
Transportation and Housing	1,538,576	1,916,295
Total Expense	46,571,205	46,789,451
Net Revenue (Expense)	(1,440,886)	(2,035,643)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,015,704	1,578,191
Budgeted Surplus (Deficit), for the year	(425,182)	(457,452)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(425,182)	(457,452)
Budgeted Surplus (Deficit), for the year	(425,182)	(457,452)

School District No. 46 (Sunshine Coast)

Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	39,254,549	39,454,418
Special Purpose Funds - Total Expense	5,198,431	5,242,140
Capital Fund - Total Expense	2,118,225	2,092,893
Total Budget Bylaw Amount	46,571,205	46,789,451

Approved by the Board

Signature of the Chairperson of the Board of Education Date Signed

Signature of the Superintendent Date Signed

Signature of the Secretary Treasurer Date Signed

School District No. 46 (Sunshine Coast)

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(1,440,886)</u>	<u>(2,035,643)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Deferred Capital Revenue	<u>(2,319,766)</u>	<u>(2,800,000)</u>
Total Acquisition of Tangible Capital Assets	<u>(2,319,766)</u>	<u>(2,800,000)</u>
Amortization of Tangible Capital Assets	<u>2,118,225</u>	<u>2,092,893</u>
Total Effect of change in Tangible Capital Assets	<u>(201,541)</u>	<u>(707,107)</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(1,642,427)</u></u>	<u><u>(2,742,750)</u></u>

School District No. 46 (Sunshine Coast)

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	37,187,794	36,872,119
Other	35,000	35,000
Tuition	98,175	78,408
Other Revenue	777,876	780,700
Rentals and Leases	60,000	30,000
Investment Income	80,000	80,000
Total Revenue	38,238,845	37,876,227
Expenses		
Instruction	31,157,836	31,088,758
District Administration	2,187,941	2,061,128
Operations and Maintenance	4,468,321	4,467,014
Transportation and Housing	1,440,451	1,837,518
Total Expense	39,254,549	39,454,418
Net Revenue (Expense)	(1,015,704)	(1,578,191)
Budgeted Prior Year Surplus Appropriation	1,015,704	1,578,191
Budgeted Surplus (Deficit), for the year	-	-

School District No. 46 (Sunshine Coast)

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	36,260,034	35,762,423
Other Ministry of Education Grants		
Pay Equity	510,381	510,381
Funding for Graduated Adults	8,218	8,082
Transportation Supplement	380,465	380,465
Return of Administrative Savings		182,072
Carbon Tax Grant	20,000	20,000
FSA Scorer	8,696	8,696
Total Provincial Grants - Ministry of Education	37,187,794	36,872,119
Provincial Grants - Other	35,000	35,000
Tuition		
International and Out of Province Students	98,175	78,408
Total Tuition	98,175	78,408
Other Revenues		
Other School District/Education Authorities	575,000	575,000
Miscellaneous		
Miscellaneous	202,876	205,700
Total Other Revenue	777,876	780,700
Rentals and Leases	60,000	30,000
Investment Income	80,000	80,000
Total Operating Revenue	38,238,845	37,876,227

School District No. 46 (Sunshine Coast)

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
Salaries		
Teachers	14,134,015	13,462,280
Principals and Vice Principals	2,111,366	2,105,257
Educational Assistants	2,804,374	3,146,264
Support Staff	3,958,306	3,792,263
Other Professionals	1,448,481	1,436,195
Substitutes	2,074,684	2,188,563
Total Salaries	26,531,226	26,130,822
Employee Benefits	6,633,548	6,511,255
Total Salaries and Benefits	33,164,774	32,642,077
Services and Supplies		
Services	751,969	666,337
Student Transportation	1,363,083	1,356,469
Professional Development and Travel	129,150	136,255
Rentals and Leases	40,200	40,200
Dues and Fees	56,500	56,500
Insurance	87,125	87,125
Supplies	2,958,862	3,764,969
Utilities	702,886	704,486
Total Services and Supplies	6,089,775	6,812,341
Total Operating Expense	39,254,549	39,454,418

School District No. 46 (Sunshine Coast)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2019

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	11,287,711	272,290		671,975		1,853,784	14,085,760
1.03 Career Programs	172,692					80,000	252,692
1.07 Library Services	117,000			62,022			179,022
1.08 Counselling	312,000			128,369			440,369
1.10 Special Education	1,667,412	123,501	2,641,046	384,034	125,000	115,900	5,056,893
1.30 English Language Learning	124,800						124,800
1.31 Aboriginal Education	452,400	125,253	163,328				740,981
1.41 School Administration		1,590,322		435,116			2,025,438
1.62 International and Out of Province Students							-
1.64 Other				43,639			43,639
Total Function 1	14,134,015	2,111,366	2,804,374	1,725,155	125,000	2,049,684	22,949,594
4 District Administration							
4.11 Educational Administration					420,643		420,643
4.40 School District Governance					113,774		113,774
4.41 Business Administration				128,954	604,742	25,000	758,696
Total Function 4	-	-	-	128,954	1,139,159	25,000	1,293,113
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				47,047	162,104		209,151
5.50 Maintenance Operations				1,921,796			1,921,796
5.52 Maintenance of Grounds				123,656			123,656
5.56 Utilities							-
Total Function 5	-	-	-	2,092,499	162,104	-	2,254,603
7 Transportation and Housing							
7.41 Transportation and Housing Administration					22,218		22,218
7.70 Student Transportation				11,698			11,698
Total Function 7	-	-	-	11,698	22,218	-	33,916
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	14,134,015	2,111,366	2,804,374	3,958,306	1,448,481	2,074,684	26,531,226

School District No. 46 (Sunshine Coast)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2019

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	14,085,760	3,126,338	17,212,098	1,981,889	19,193,987	18,832,086
1.03 Career Programs	252,692	44,900	297,592	20,750	318,342	312,763
1.07 Library Services	179,022	47,786	226,808	53,717	280,525	265,662
1.08 Counselling	440,369	117,063	557,432	500	557,932	573,459
1.10 Special Education	5,056,893	1,612,507	6,669,400	253,244	6,922,644	6,989,604
1.30 English Language Learning	124,800	32,448	157,248	30,452	187,700	268,800
1.31 Aboriginal Education	740,981	208,894	949,875	35,200	985,075	1,184,411
1.41 School Administration	2,025,438	455,935	2,481,373	72,900	2,554,273	2,489,163
1.62 International and Out of Province Students	-	-	-	33,000	33,000	29,747
1.64 Other	43,639	12,219	55,858	68,500	124,358	143,063
Total Function 1	22,949,594	5,658,090	28,607,684	2,550,152	31,157,836	31,088,758
4 District Administration						
4.11 Educational Administration	420,643	100,991	521,634	48,056	569,690	526,026
4.40 School District Governance	113,774	1,138	114,912	122,000	236,912	196,441
4.41 Business Administration	758,696	197,593	956,289	425,050	1,381,339	1,338,661
Total Function 4	1,293,113	299,722	1,592,835	595,106	2,187,941	2,061,128
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	209,151	53,675	262,826	85,000	347,826	346,683
5.50 Maintenance Operations	1,921,796	579,163	2,500,959	708,371	3,209,330	3,212,863
5.52 Maintenance of Grounds	123,656	34,624	158,280	50,000	208,280	202,982
5.56 Utilities	-	-	-	702,885	702,885	704,486
Total Function 5	2,254,603	667,462	2,922,065	1,546,256	4,468,321	4,467,014
7 Transportation and Housing						
7.41 Transportation and Housing Administration	22,218	4,999	27,217	-	27,217	27,217
7.70 Student Transportation	11,698	3,275	14,973	1,398,261	1,413,234	1,810,301
Total Function 7	33,916	8,274	42,190	1,398,261	1,440,451	1,837,518
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	26,531,226	6,633,548	33,164,774	6,089,775	39,254,549	39,454,418

School District No. 46 (Sunshine Coast)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2019

	2019	2018 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	4,131,431	4,175,140
Other Revenue	1,060,000	1,060,000
Investment Income	7,000	7,000
Total Revenue	5,198,431	5,242,140
Expenses		
Instruction	4,998,861	5,045,552
District Administration	199,570	196,588
Total Expense	5,198,431	5,242,140
Budgeted Surplus (Deficit), for the year	-	-

School District No. 46 (Sunshine Coast)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2019

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year									
Add: Restricted Grants									
Provincial Grants - Ministry of Education	199,570	142,174			192,000	22,050	5	493,656	318,835
Other			77,000	900,000					
	199,570	142,174	77,000	900,000	192,000	22,050	5	493,656	318,835
Less: Allocated to Revenue	199,570	142,174	77,000	900,000	192,000	22,050	5	493,656	318,835
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	199,570	142,174			192,000	22,050	5	493,656	318,835
Other Revenue			70,000	900,000					
Investment Income			7,000						
	199,570	142,174	77,000	900,000	192,000	22,050	5	493,656	318,835
Expenses									
Salaries									
Teachers									
Principals and Vice Principals								69,891	
Educational Assistants		100,000			116,132				
Support Staff	125,798							124,712	
Substitutes									70,288
	125,798	100,000	-	-	116,132	-	-	194,603	70,288
Employee Benefits	35,224	42,174			45,868			54,386	
Services and Supplies	38,548		77,000	900,000	30,000	22,050	5	244,667	248,547
	199,570	142,174	77,000	900,000	192,000	22,050	5	493,656	318,835
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 46 (Sunshine Coast)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	Classroom Enhancement Fund - Staffing	Other	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year			-
Add: Restricted Grants			
Provincial Grants - Ministry of Education	2,763,141		4,131,431
Other		90,000	1,067,000
	2,763,141	90,000	5,198,431
Less: Allocated to Revenue	2,763,141	90,000	5,198,431
Deferred Revenue, end of year	-	-	-
Revenues			
Provincial Grants - Ministry of Education	2,763,141		4,131,431
Other Revenue		90,000	1,060,000
Investment Income			7,000
	2,763,141	90,000	5,198,431
Expenses			
Salaries			
Teachers	2,193,001		2,193,001
Principals and Vice Principals			69,891
Educational Assistants			216,132
Support Staff			250,510
Substitutes			70,288
	2,193,001	-	2,799,822
Employee Benefits	570,140		747,792
Services and Supplies		90,000	1,650,817
	2,763,141	90,000	5,198,431
Net Revenue (Expense)	-	-	-

School District No. 46 (Sunshine Coast)

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2019

	2019 Annual Budget			2018 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Amortization of Deferred Capital Revenue	1,693,043		1,693,043	1,635,441
Total Revenue	1,693,043	-	1,693,043	1,635,441
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,020,100		2,020,100	2,014,116
Transportation and Housing	98,125		98,125	78,777
Total Expense	2,118,225	-	2,118,225	2,092,893
Net Revenue (Expense)	(425,182)	-	(425,182)	(457,452)
Net Transfers (to) from other funds				
Total Net Transfers	-	-	-	-
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	-
Budgeted Surplus (Deficit), for the year	(425,182)	-	(425,182)	(457,452)

School District No. 46 (Sunshine Coast)
Annual Budget for Fiscal Year 2018/19

- 1) Motion:
“THAT School District No. 46 (Sunshine Coast) Annual Budget Bylaw for fiscal year 2018/2019, in the amount of \$46,571,205, be read for a first time.”
- 2) Motion:
“THAT School District No. 46 (Sunshine Coast) Annual Budget Bylaw for fiscal year 2018/2019, in the amount of \$46,571,205, be read for a second time.”

Requires unanimous approval before third reading.

- 3) Motion:
“THAT School District No. 46 (Sunshine Coast) Annual Budget Bylaw for fiscal year 2018/2019, in the amount of \$46,571,205, be read for a third time, passed and adopted.”



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

COMMITTEE OF THE WHOLE NOTES

Held on April 24th, 2018 from 9:30-12:30 p.m.
At the School Board Office, Gibsons, B.C.

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

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

REGRETS: Lori Dixon, Trustee; Greg Russell, Trustee

The meeting was called to order at 9:32 a.m.

1. Goal 3.c. – International Students

Our district will actively recruit students from around the world to live and learn with us in a welcoming international student program that showcases the beautiful, natural environment of the Sunshine Coast.

Director Bishop provided an update on the district's international student program, reviewing the program's budget, various supports provided to international students, agencies represented in 2017/18. Director Bishop noted:

- 25 international students registered in 2017/18 for a total of 13.5 FTE (an increase of 2.5 FTE from prior year)
- A moderate tuition increase will take place in 2019/20, from \$10,250 to \$11,000
- A Global Education and Awareness Board / Authority Authorized course will be developed to support international opportunities and global awareness for local students.

The committee reviewed the district's international education program brochure and discussed challenges with homestays. Director Bishop's full presentation can be found within the agenda package at: http://www.sd46.bc.ca/files/17-18_BoardMeetings/cmtes/20180424-COW_Agenda.pdf

2. Memorandum of Agreement Review

Director Bishop reviewed the district's staffing ratios, class size and composition limits that were restored under the memorandum of agreement. The committee discussed the agreed remedies for non-compliance with the MoA, challenges in implementation of the MoA and heard feedback from the SCTA regarding the impact of remedies on the classroom. A copy of Director Bishop's presentation can be found in the agenda

package at: http://www.sd46.bc.ca/files/17-18_BoardMeetings/cmtes/20180424-COW_Agenda.pdf

3. Trustee Evaluation Process / New Trustee Orientation Process

The committee discussed past trustee orientation processes and made suggestions for the current year's evaluation. Trustees suggested:

- Importance of leaving the next board with a good evaluation process.
- Initial trustee evaluation conversation in a closed meeting format with outcomes released to the public.
- Reflect on what brought trustees to governance, share a "compelling story".
- Compile information on how to create a successful board, pitfalls, goals, to share with incoming board.
- Provide additional information in the Trustee Orientation Handbook on how to draft and pass motions, highlight difference between the committee of the whole and formal meetings, provide additional information on the difference between policies and regulations.

4. Funding Model Review Feedback

The committee discussed the Funding Model Review discussion paper and shared concerns that any change to the funding model without an increase in funding towards public education could result in a "winners and losers" situation. The committee made the following suggestions:

- Review accountability process, ie: special needs reporting where current process requires substantial paperwork and takes time away from students,
- Consider a deficit budget model to avoid surplus budgets,
- Consider three-year funding models,
- Consider course-based funding,
- Advocate for an increase in funding for public education,
- Review seems to address political needs rather than supporting educational needs.
- The funding model needs a complete review that addresses the need for additional funding in the system.

The committee directed the chair to provide additional feedback to the Funding Model Review committee prior to the April 30th deadline. The committee also recommended a letter be submitted separately to address the need for additional funding in the review process.

RECOMMENDATION:

"THAT the board advocate to the Ministry for additional funding for public education and to question the intent of the Funding Model review"

5. Communication (standing item)

There were no changes to the board communication plan.

The meeting adjourned at 12:07 p.m.

NEXT MEETING: Tuesday, May 22nd from 9:30-11:30 am at the School Board Office



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

POLICY COMMITTEE NOTES

Held on April 24th, 2018 from 11:30-1:00 p.m.
At the School Board Office, Gibsons, B.C.

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

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

REGRETS: Lori Dixon, Trustee; Greg Russell, Trustee

The meeting was called to order at 12:16 p.m.

1. Surplus Policy

The committee reviewed the draft Surplus Policy submitted by Secretary-Treasurer Weswick and Trustee Younghusband. Clarification was provided on the purchase of capital assets and interfund transfers.

RECOMMENDATION:

“TO bring the Surplus Policy, as attached, to the May Regular Board Meeting for approval.”

2. Trustee Election Bylaw

Secretary-Treasurer Weswick highlighted the following changes:

- Updated to match new trustee electoral areas (TEAs).
- New TEA naming convention that includes TEA number and a common name.
- Update to application of local government bylaws.

The committee recommended the use of “Upper”, “Central” and “Lower” as common naming conventions for the three TEAs

RECOMMENDATION:

“To bring the revised Trustee Election Bylaws, with suggested updates (attached), to the May Regular Board Meeting for approval.”

3. Procedural Bylaws

Updates were recommended in order to align with the October election date.

RECOMMENDATION:

“TO bring the revised Procedural Bylaws: 50 – Inaugural Meetings, 55 – Presiding Officers and 62 – Committees, as attached, to the May Regular Board Meeting for approval.”

4. Trustee Orientation and Professional Development Policy Review

The committee reviewed the policy and discussed whether changes were required. The following changes were recommended:

- 6.1 *The Board Chair, Vice-Chair and Superintendent are responsible for updating ~~an ongoing~~ the Trustee Orientation Handbook ~~within three months~~ prior to a general local trustee election period, and then implementing an orientation program for newly elected trustees prior to January 31 after the election that covers:*

RECOMMENDATION:

“To bring the updated Trustee Orientation and Professional Development Policy, as attached, to the May Regular Board Meeting for approval.”

The meeting adjourned at 1:06 p.m.

NEXT MEETING: Tuesday, May 22nd from 11:30-1:00 pm at the School Board Office

24 SURPLUS POLICY

- 24.1 An accumulated operating surplus is achieved by spending less than the revenue the school district receives. The Board of Education is required by legislation to approve a balanced annual operating budget, which may include use of accumulated surplus funds from the previous year. Surplus funds are net resources that can be used for future services. The Board of Education may apply and approve restrictions on the spending of surplus funds.
- 24.2 The Board of Education will review a summary of the school district surplus position in conjunction with the Preliminary and Amended Annual Budget processes and when approving Financial Statements. The Board of Education will be required to approve any internal restrictions on surplus funds and any interfund transfers each year in which they occur. Capital assets purchased for departmental operating plans from approved budget expenditures do not require subsequent board approval.
- 24.3 Priorities for use of unrestricted surplus funds are as follows:
- i. Ensure the District's operating budget is balanced
 - ii. Provisions for unforeseen/extraordinary events
 - iii. Supplemental allocations to school and departmental budgets
 - iv. Support for one time programs and purchases

Trustee Elections Bylaw

- 1) Motion:
"THAT School District No. 46 (Sunshine Coast) Trustee Elections Bylaw No. 76, be read for a first time."
- 2) Motion:
"THAT School District No. 46 (Sunshine Coast) Trustee Elections Bylaw No. 76, be read for a second time."

Requires unanimous approval before third reading.

- 3) Motion:
"THAT School District No. 46 (Sunshine Coast) Trustee Elections Bylaw No. 76, be read for a third time, passed and adopted."

76 TRUSTEE ELECTIONS BYLAW

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

Preamble:

Under the *School Act*, the board of education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections. This bylaw applies to both general elections and by-elections, except as otherwise indicated.

In School District No. 46 (Sunshine Coast), trustee elections are held in the following trustee electoral areas:

<i>TEA</i>	<i>Trustee Electoral Area (TEA) Description:</i>	<i># of trustees</i>
1 (Upper)	Comprised of Sunshine Coast Regional District Electoral Areas A and B and Sechelt Indian Band Lands 6, 6A, 7, 8, 9, 10, 11, 12, 12A, 13, 14, 15, 16, 17, 18, 19, 19A, 20, 20A, 21, 21A, 22, 24, 25, 26 and 27.	One
2 (Central)	Comprised of the District of Sechelt and Sechelt Indian Band Lands 1, 2, 3, 4, 5 and 28.	Three
3 (Lower)	Comprised of the Town of Gibsons and Sunshine Coast Regional District Electoral Areas D, E and F.	Three

The board of education wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The board of school trustees, in an open meeting of the board, enacts as follows:

76.1 Definitions

“Upper” refers to Electoral Areas A and B of Sunshine Coast Regional District as defined in the British Columbia Gazette dated January 24, 1991 and the Sechelt Indian Band Lands as defined in Appendix 1 of Ministerial Order No. M410 dated December 4, 2017.

“Central” refers to the District of Sechelt as defined in the British Columbia Gazette dated July 10, 1986 and the Sechelt Indian Band Lands as defined in Appendix 1 of Ministerial Order No. M410 dated December 4, 2017.

“Lower” refers to the Town of Gibsons as defined in the British Columbia Gazette dated November 30, 1995 and Electoral Areas D, E and F of Sunshine Coast Regional District as defined in the British Columbia Gazette dated January 24, 1991.

The terms used shall have the meanings assigned by the *School Act*, the *Local Government Act* and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.

“Board” or “school board” means the Board of School Trustees of School District No. 46 (Sunshine Coast).

“By-election” means a trustee election to fill a vacancy on the school board.

“Election” means a trustee election.

“General Voting Day” means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by- election.

“Minister” means the Minister of Education.

76.2 **Required Advance Voting Opportunities**

Unless the Board is exempted from the requirement by Order of the Minister of Education, an advance voting opportunity will be held on the tenth day before general voting day.

Unless the Board is exempted from the requirement for a second advance voting opportunity by Order of the Minister of Education, a second advance voting opportunity will be held on:

- (i) the date specified for the second required advance voting opportunity in an applicable municipal bylaw or a local government bylaw that is adopted by the board in this bylaw to apply to the trustee election; or as specified in the respective municipal bylaw if different.
- (ii) if there is no such date, then on 3 days before general voting day.

76.3 **Order of Names on the Ballot**

The order of names of candidates on the ballot will be alphabetical.

76.4 **Resolution of Tie Vote after Judicial Recount**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

76.5 **Nomination Deposit**

No nomination deposit is required for nomination for the office of school trustee.

76.6 **Number of Nominators**

For certainty, the minimum numbers of qualified nominators for a trustee candidate is two.

76.7 **Application of Local Government Bylaws**

- (a) In the Upper Trustee Electoral Area (TEA 1), for a trustee election held at the same time as the general local elections, the elections bylaws of the Sunshine Coast Regional District, as they may be amended from time to time, apply to that trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the

resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

- (b) In the Central Trustee Electoral Area (TEA 2), the election bylaws of the District of Sechelt apply to trustee elections conducted by the District of Sechelt, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- (c) In the Lower Trustee Electoral Area (TEA 3), the election bylaws of the Town of Gibsons will apply to trustee elections conducted by the Town of Gibsons, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election. The elections bylaws of the Sunshine Coast Regional District, as they may be amended from time to time, will apply to trustee elections conducted by the Sunshine Coast Regional District, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election .

76.8 Elections Conducted by School Board

The following additional provisions apply to those trustee elections that the school board conducts on its own behalf except where the board has adopted a local government bylaw to apply to the trustee election.

- (a) **Additional Advance Voting Opportunities**

The chief election officer is authorized to establish additional advance voting opportunities for each election and to designate the voting places, establish the date and the voting hours for these voting opportunities.

- (b) **Additional General Voting Opportunities**

The chief election officer is authorized to establish additional general voting opportunities for general voting day for each election and to designate the voting places and voting hours, within the limits set out in the Local Government Act, for such voting opportunities.

76.9 Title

This bylaw may be cited as ‘School District No. 46 (Sunshine Coast) Trustee Elections Bylaw No. 76.’

76.10 Repeal

School District No. 46 (Sunshine Coast) Trustee Elections Bylaw No. 74 is hereby repealed.

Inaugural Meetings Bylaw

- 1) Motion:
"THAT School District No. 46 (Sunshine Coast) Inaugural Meetings Bylaw No. 50, be read for a first time."
- 2) Motion:
"THAT School District No. 46 (Sunshine Coast) Inaugural Meeting Bylaw No. 50, be read for a second time."

Requires unanimous approval before third reading.

- 3) Motion:
"THAT School District No. 46 (Sunshine Coast) Inaugural Meetings Bylaw No. 50, be read for a third time, passed and adopted."

50 Inaugural Meetings

- 50.1 The Secretary-Treasurer for the school district shall convene a first meeting of the Board within thirty (30) days from November 1 immediately following a general local election.
- 50.2 The Secretary-Treasurer shall announce the results of trustee elections and confirm that all trustees have completed the declaration and taken the oath of office as required by the *School Act*.
- 50.3 The Secretary-Treasurer shall call for nominations for Board Chair (seconding is not necessary) and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board Chair for the ensuing year. If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if after a second ballot a tie shall occur, the election shall be decided by drawing lots.
- 50.4 The Chair so elected shall assume the chair for the remainder of the meeting.
- 50.5 The Board shall proceed to elect a Vice-Chair, a BC Public School Employers' Association representative and a BC Trustees' Association representative in the same manner as the election of the Chair.
- 50.6 Following the elections the order of business shall be:
- (a) passage of banking resolutions and appointment of signing officers;
 - (b) appointment of time and place for meetings.

Presiding Officers Bylaw

- 1) Motion:
"THAT School District No. 46 (Sunshine Coast) Presiding Officers Bylaw No. 55, be read for a first time."
- 2) Motion:
"THAT School District No. 46 (Sunshine Coast) Presiding Officers Bylaw No. 55, be read for a second time."

Requires unanimous approval before third reading.

- 3) Motion:
"THAT School District No. 46 (Sunshine Coast) Presiding Officers Bylaw No. 55, be read for a third time, passed and adopted."

55 Presiding Officers

- 55.1 A Chair and a Vice-Chair shall be elected annually, at the first public meeting of the Board in November, according to the procedure outlined in Bylaw 50.3. During the second, third and fourth years of the Board's term of office, the elections will occur as the last item of business at the November public meeting.
- 55.2 The Board may elect a new Chair and/or Vice-Chair at any time.
- 55.3 If the Chair is absent or unable to act, the Vice-Chair shall preside at meetings of the Board. If the Vice-Chair is absent or unable to act, the members present shall elect one of their number to preside at the meeting.
- 55.4 The Chair may vacate the chair to enter debate or propose or second a motion, in which case the Vice-Chair, if present, or another member appointed by the Chair shall preside until the issue is disposed of (which should seldom be done).
- 55.5 The chair votes only when either:
- (a) the vote is by ballot, in which case the chair votes along with and at the same time as all other members, or
 - (b) the chair's vote will change the result of the vote.
- 55.6 The chair shall declare the question to be resolved in the negative should there be an equal number of votes for and against the motion.

Committees Bylaw

- 1) Motion:
"THAT School District No. 46 (Sunshine Coast) Committees Bylaw No. 62, be read for a first time."
- 2) Motion:
"THAT School District No. 46 (Sunshine Coast) Committees Bylaw No. 62, be read for a second time."

Requires unanimous approval before third reading.

- 3) Motion:
"THAT School District No. 46 (Sunshine Coast) Committees Bylaw No. 62, be read for a third time, passed and adopted."

62 Committees

- 62.1 The Board will establish the mandate of each of its Standing Committees in Board Policy.
- 62.2 Appointments to Standing Committees shall be made annually at the December Regular Board Meeting and otherwise as required. There shall be no more than three trustees officially appointed to a Standing Committee with the exception of the Policy Standing Committee and the Committee of the Whole which shall consist of seven trustees.
- 62.3 Each Standing Committee shall choose a regular time to meet throughout the school year. The meetings shall be scheduled so that the meeting notes can be received by the Board Office eight (8) days prior to the Board's regularly scheduled meeting day, to be included in the next Board agenda package.
- 62.4 The Board may meet in a Committee of the Whole "working session" in order to review the Strategic Plan; prepare the Preliminary and Amended Budget; perform major hires and evaluations; conduct trustee orientations; discuss significant facility and program options and processes; and review the Governance section of board policies and bylaws.
- 62.5 Public Committee meetings will have their agendas confirmed in the regular public meeting agenda package and published on the School District No. 46 (Sunshine Coast) website at least seven (7) days prior to Committee Meetings. Committee meeting agenda packages will be distributed to Committee members at least four (4) days prior to the meetings.
- 62.6 The Superintendent of Schools and/or designate, should attend all Committee Meetings.
- 62.7 All Committees will be open to public attendance and participation, except when a Committee is specifically addressing confidential matters covered in Bylaw 54.1. Any trustee may attend any meeting of any Committee, and may participate in the proceedings.
- 62.8 Committees' rules of order may be relaxed at the discretion of the Committee Chair to encourage open and in-depth discussion: a Committee including Committee of the Whole shall take no actions that replace debate or actions at a public Board meeting, hence will have no motions or formal votes. Speakers must still be recognized, speak no longer than five (5) minutes at one time, stay relevant to the agenda item under consideration, and the Chair shall offer speaking priority to those who have not yet participated in each discussion.
- 62.9 Committee recommendations to the Board will be reached by consensus. If a single recommendation cannot be agreed upon, the Committee Chair will ensure the notes reflect the differing points of view.
- 62.10 Committees shall make recommendations to the Board in writing, with final wording agreed upon at the Committee meeting. No recommendation of any Committee shall be binding on the Board until the action is formally approved by the Board.
- 62.11 Committees shall provide written reports to the Board on any matters discussed by the Committee. It is the responsibility of the Committee Chair (or designate) to record and confirm the meeting notes. The Chair of the Committee of the Whole must report any record or recommendations from Committee of the Whole to regular public Board meeting.
- 62.12 All Ad Hoc Committees are to be appointed by the Board Chair and shall follow the same operating procedures as those of Board Standing Committees. Ad Hoc Committees are

time-limited and are normally appointed to complete a task, at which time they cease to exist.

- 62.13 By motion, the Board may move into Committee of the Whole at any regular or closed session to accommodate open and in-depth discussion when deemed necessary.

6 TRUSTEE ORIENTATION AND PROFESSIONAL DEVELOPMENT

The Board believes an orientation and professional development program is necessary for effective trusteeship.

6.1 The Board Chair, Vice-Chair and Superintendent are responsible for updating the Trustee Orientation Handbook prior to a general local election, and then implementing an orientation program for newly elected trustees prior to the January 31 after the election that covers:

- (a) role of the trustee and the Board;
- (b) organizational structures and procedures of the district;
- (c) Board policy, agendas and minutes;
- (d) existing district initiatives, annual reports, budgets, financial statements, and long range plans;
- (e) district programs and services;
- (f) Board's function as an appeal body; and
- (g) statutory and regulatory requirements, including responsibilities with regard to conflict of interest.

Incumbent trustees are expected to participate in orientation and help newly elected trustees become informed about functions, policies and procedures.

6.2 The Board will provide financial support for trustees to attend professional development activities through, but not limited to, the BC School Trustees Association and BC Public Schools Employers' Association in order to support their own effective trusteeships, Strategic Plan priorities and any opportunities for improvements as identified through the Board Self-Evaluation process.



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

EDUCATION COMMITTEE NOTES

Held on Wednesday, April 25th, 2018 from 2:30-4:00 p.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; Stephanie Murawsky, Chair, Parent Engagement Committee; Louise Herle, SCTA President; Erica Reimer, Executive Assistant (Recording Secretary)

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

The meeting was called to order at 2:31 p.m. Agenda items were reordered to allow for the report on Parent Engagement to occur first.

1. Parent Engagement (standing item)

Parent Engagement Committee Chair, Stephanie Murawsky, shared plans to implement Parent Engagement School Teams in September. The school-based teams will meet monthly following DPAC to review initiatives and develop school specific plans as needed. The District Parent Engagement Committee plans to meet with the school-based teams twice a year. The committee discussed the make-up of the school-based teams, which will include one teacher, one student representative and the PAC chair.

2. Goal 1.f. – Music

Our students will participate in a full elementary music program and have opportunities in secondary music and fine arts programs.

Superintendent Bocking reported on the music program and shared that:

- students in grades K-3 receive 60 minutes of music education per week,
- student in grades 4 and 5 receive 45 minutes of music education per week, and
- students in grades 6 and 7 receive 90 minutes of music education per week.

An additional 1.0 FTE will be added to elementary music staffing in the 2018-19 school year. The district Musical Theater Program continues to engage students in all grades, and is a credit granting course for secondary students.

The committee discussed music at the secondary level, noting that the program is currently being offered outside of the timetable due to scheduling conflicts.

3. Goal 1.k. - Graduation

Our students will graduate with specific life skills and with a clear focus on their personal future direction in their chosen career path.

Director Bishop reported on the district's six-year graduation rate noting that the district is tracking cohorts to better understand the graduation rate of our students. He reported that international students and Evergreen Certificate recipients are not included in the completion rate analysis.

Director Bishop reviewed the changes to graduation requirements under the new curriculum. Students no longer have provincial exams and instead must complete a literacy and numeracy assessment. The committee shared their thoughts on changes to the graduation requirements.

4. Curriculum (standing item)

There were no additional updates.

The meeting adjourned at 4:00 p.m.

NEXT MEETING: Wednesday, May 23rd from 2:30 to 4:00 pm at the School Board Office