



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

**OPERATIONS COMMITTEE NOTES**

Held on October 19<sup>th</sup>, 2017 from 12:30-2:00 pm  
At the School Board Office, Gibsons, B.C.

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

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

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The meeting was called to order at 12:30 p.m.

1) District Catchment Area Review

Secretary-Treasurer Weswick reported that the district is commencing a catchment area review to address overcrowding at schools. Senior management will be reviewing the cross boundary regulation to ensure accuracy and to reflect practice. The committee reviewed enrollment projections in the Long Range Facilities Plan and compared to current enrollment which shows an increase in enrollment beyond what was predicted. Changes to class size and composition have resulted in the need for additional classroom space. Several schools, including Gibsons Elementary, Cedar Grove Elementary, Davis Bay Elementary and West Sechelt Elementary, are closed to cross boundary applicants. A portable has been added to Cedar Grove Elementary and to West Sechelt Elementary to provide additional class space. The committee discussed adjusting catchment boundaries at Gibsons Elementary, Halfmoon Bay Elementary and Davis Bay Elementary in order to shift incoming students to neighboring schools with excess capacity. Secretary-Treasurer Weswick will meet with affected school staffs and PACs to request feedback on how to address capacity issues at their schools. Information will be brought back to the Operations Committee for further discussion.

Secretary-Treasurer Weswick reported that daycare space at schools nearing capacity is generally not suitable for classroom space. The district has made a commitment in those cases to preserve neighborhood learning centres.

2) Regulation 4220 - Charitable Donations (revised)

The committee discussed a revision to the regulation that was initiated at the September Education Committee meeting. At that meeting, the recommendation

was discussed that the regulation be modified to include a minimal threshold for untargeted donations, under which a report to Education Committee would not be required. The revised regulation sets that threshold at \$1000.

3) Strategic Plan 2.j. – Sustainable Practices

*Goal 2.j.: Our staff will employ sustainable practices through efficient human resource, financial, facility and environmental strategies.*

Superintendent Bocking reported that the schools continue to actively promote the outdoors through the Environmental Education Committee and strategies to encourage learning outdoors. Students are engaged in gardening and learning about sustainability through experiential opportunities.

Director Bishop shared strategies employed through human resources to attract and retain staff. The district is attending recruitment fairs at local post secondary institutions to promote the Sunshine Coast as an employer. The district is working with Teachers in Charge and educational leaders at schools to provide opportunities for leadership development. The committee discussed issues with attracting volunteers at community schools and in other organizations. A conversation took place surrounding the balance required to maintain an active on-call custodial list.

Secretary-Treasurer Weswick reported that the finance department has been focused on improving the district's classroom enhancement fund application to optimize potential funding. He reported on changes to the district's purchasing regulation that take advantage of purchasing consortiums and support sustainable practices as well. Secretary-Treasurer Weswick noted that he has begun to review financial practices from a risk management perspective and that the focus would be a priority for years to come. The transportation review process will allow the district to improve routes and have a better understanding of student ridership.

Rob Collison, Manager of Facilities and Transportation, reported that projects funded through minor capital grants reduce operating expenses and present an ongoing savings for the district. He spoke to solar energy projects at Langdale Elementary, Davis Bay Elementary and Pender Harbour Secondary. He noted that the solar project at Pender Harbour would include battery storage to enable water pumps to function during hydro outages. Additional information on sustainable initiatives can be found in the written report in the meeting's agenda package.

The meeting adjourned at 1:51 pm.

**NEXT MEETING:** November 15<sup>th</sup> from 12:30-2:00 pm at the School Board Office