



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

OPERATIONS COMMITTEE NOTES

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

PRESENT: TRUSTEES: Lori Pratt (Committee Chair), Dave Mewhort, Christine Younghusband

STAFF/OTHERS: Nicholas Weswick, Secretary-Treasurer; Rob Collison, Manager of Facilities and Transportation; Phil Luporini, District Principal of Technology; Paul Bishop, Director of Instruction; Debbie Rockall; Davis Bay Elementary PAC Co-Chair; Carolyn Smith, CUPE 801; Janice Budgell, CUPE 801; Louise Herle, SCTA; Dave Mell, Project Consultant ASTSBC, Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Betty Baxter, Trustee; Greg Russell, Trustee; Patrick Bocking, Superintendent;

Trustee Pratt chaired the meeting in Trustee Russell's absence.

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

1) Bus Route Optimization Report

Dave Mell spoke to the *Bus Route Optimization Project Current State Assessment for School District No. 46*. He reported that the district's runs are relatively efficient with an approximate cost per kilometer of \$2.70 and added that the linear nature of the district lends itself to an efficient transportation network. He noted that, in some cases, out-of-scope transportation, such as that provided to courtesy riders, can result in longer ride times for eligible riders. A number of the recommendations included in the report have been, or are being, implemented by the district, including a transition to a district maintained rider database using the Traversa software. Additional recommendations include:

- Starting with a fresh ridership database by re-registering all riders for the 2018/19 school year.
- Conducting a bell time study and a ridership study with a goal of shortening ride and wait times for students.
- Employing an "in-house" staff member to oversee transportation.
- Updating the district's transportation regulation to include a process for removing courtesy riders from over-registered runs and adding a walk to stop distance,

The committee discussed rider wait times, cross-boundary and courtesy riders and the impact of catchment area changes.

Secretary-Treasurer Weswick reported that the next steps for the project will involve developing an in-house registration process with a goal to re-register all eligible rider riders prior to the summer break. The role of the Assistant Manager of Facilities position will be restructured to include transportation as an area of supervision. A bell schedule review and ridership study will take place once the district has had sufficient time to revise the current registration process.

Recommendation:

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

2) Amended Budget Review

Secretary-Treasurer Weswick reviewed the explanatory schedules (attached) to clarify the requested amended budget bylaw amount of \$46,789,451. The district received significantly more than expected for the salary differential grant and has suggested a mid-year allocation to balance the 2017-18 budget, The proposed allocation of \$207,000 consists of:

- District program: \$50,000
- Mentorship funds: \$5,000 (SCTA matching grant)
- TETT Program Expansion: \$5,000
- District Website Development: \$10,000
- Family Expo and SSS Budgets: \$5,000
- Grade 10-12 Curriculum Implementation: \$25,000
- School Allocations: \$157,000 (approx. \$50/student)

The committee discussed increases to custodial allocations in light of changes required by the Classroom Enhancement Fund (CEF) and recent staff illnesses. The committee discussed staffing requirements and remedies also as a result of CEF requirements. The district confirmed their support for special needs students and highlighted an improved teacher-to-student and educational assistant-to-student ratio.

Recommendation:

"That the board approve the 2017/18 Amended Budget"

3) Joint-Use Update

Secretary-Treasurer Weswick reported that the Joint-Use Agreement should be fully implemented as of February 1, 2018. After that point, the district will benefit from free access for curricular and extra-curricular activities at SCR D recreation facilities in exchange for free access to school facilities by the SCR D for their programing needs.

A joint press release is under development as is a frequently asked questions document. Under the proposed agreement, the district could benefit from taxpayer-funded improvements to facilities.

Trustees suggested an internal Joint-Use Committee meeting be scheduled to refresh their understanding of the agreement and to discuss implementation.

4) Regulation 3920 – Use of Specialty Areas in Schools

The regulation is being repealed as specialty areas are now addressed in regulation 3550 (Rental of School Facilities).

5) Regulation 3550 – Rental of School Facilities

The regulation will be reviewed by committee at a future date as the editing process was not complete by the time of the meeting.

The meeting adjourned at 1:51 pm.

NEXT MEETING: February 22nd from 12:30-2:00 pm at the School Board Office