

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

REGULAR MEETING AGENDA

Wednesday, January 8, 2020, 7:00 p.m.
Sechelt Learning Centre - Sechelt, BC
5538 Shorncliffe Ave,
Sechelt, BC

	Pages
1. <u>Call to Order</u>	
2. <u>Celebrating Education: Early Learning - K. Deasey</u>	
3. <u>Public Question Period (10 minutes in total)</u>	
4. <u>Adoption of the Agenda</u>	
MOTION: "THAT the agenda of January 8, 2020 be adopted."	
5. <u>Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings</u>	1
a. Regular Meeting Minutes - December 11, 2019	
b. Record of Closed Meeting - December 11, 2019	
MOTION: "THAT the Regular Meeting December 11, 2019 and the Record of Closed Meeting of December 11, 2019, be approved."	
6. <u>Reports</u>	
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b. Strategic Plan Reports	
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e.	Secretary-Treasurer's Report	
1.	Larger Cheques Written in the Month of December 2019	35
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2.	BCPSEA Report	
3.	Student Trustee Report	
g.	Committee of the Whole Notes - December 17, 2019	43
h.	Education Committee Notes - December 17, 2019	45
i.	Operations Committee Notes - December 17, 2019	47
j.	Receipt of Reports	
	MOTION: "THAT the reports be received."	
7.	<u>Questions and Enquiries from the Public Relating to the Board Meeting</u>	
8.	<u>Next Meeting</u>	
	The next public board meeting will be held on February 12, 2020.	
a.	Committee Agendas	49
	MOTION: "TO approve the committee agendas."	
9.	<u>Adjournment</u>	



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

Wednesday, December 11, 2019, 7:00 pm
School Board Office - Gibsons, BC
494 South Fletcher Road
Gibsons, BC

TRUSTEES: P. Ruth, Board Chair, S. Leech, Vice-Chair, A. Amaral, Trustee,
S. Haines, Trustee, S. Girard, Trustee, J. Carroll, Student Trustee

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

REGRETS: T. Ste. Marie, Trustee

1. Call to Order

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

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

2. Celebrating Education: Student Voice - Student Trustee J. Carroll

Student Trustee Carroll introduced a short video featuring former student trustees talking about the importance of student voice in local municipal governments. The video is available to view on the district's YouTube channel at <https://www.youtube.com/watch?v=cU8MRgZ2lzo&feature=youtu.be>

3. Public Question Period (10 minutes in total)

- There were no questions from the public.

4. Adoption of the Agenda

Moved: Amaral

Seconded: Ste. Marie

MOTION: "THAT the agenda of December 11, 2019 be adopted."

Carried

5. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings

- a. Regular Meeting Minutes - November 13, 2019
- b. Record of Special Closed Meeting - November 5, 2019

Trustee Haines noted that she did not attend the Special Closed Meeting on November 5, 2019 due to a conflict of interest related to bargaining. The meeting's attendance record will be corrected.

Moved: Girard

Seconded: Amaral

MOTION: "THAT the Regular Meeting November 13, 2019 and the Record of Special Closed Meeting of November 5, 2019, be approved, as amended."

Carried

6. Reports

a. Superintendent's Report

Superintendent Bocking shared two student poems from the *Coastal Voices* student writing anthology and spoke to his written report. A copy of Superintendent Bocking's presentation is available on the district website.

b. Strategic Plan Reports

1. Goal 1.h. - Indigenous Cultures

Superintendent Bocking spoke to his written report and highlighted:

- The importance of the board's indigenous affirmation,
- The connection to indigenous goals throughout the strategic plan,
- A steady improvement in indigenous completion rates, with a slight decline in the past year,
- The Elders in Schools program, which helps to promote a cultural connection,
- That English First Peoples is being offered at Elphinstone Secondary.

c. Administrative Regulations in Circulation

Details regarding the administrative regulations in circulation can be found in the committee notes of meetings taking place in November 2019. New and revised regulations will circulate for an eight (8) week period and regulations being repealed will circulate for a four (4) week period.

1. Reg. 1290 – Student Leadership
2. Reg. 1360 – Waivers and Informed Consent
3. Reg. 2110 - Reference Checks
4. Reg. 3200 - Sexual Orientation and Gender Identity
5. Reg. 3240 - Student Substance Use

d. Administrative Regulations to be Received

The following regulations completed the circulation phase and were received as part of the reports provided at the board meeting.

1. Reg. 1240 - Research Studies

2. Reg. 1250 - Review of Educational Materials
3. Reg. 1270 - Selection of Learning Resources
4. Reg. 1300 - Student Records
5. Reg. 2030 - Communication Protocol for Outside Agencies
6. Reg. 2120 - Selection and Appointment of Senior Executive

Superintendent Bocking noted a change to the formation of the selection committee and the consultation process.

e. Secretary-Treasurer's Report

1. Larger Cheques Written in the Month of November 2019

The report was submitted as written.

f. Board Report

The report was submitted as written. Trustee Ste. Marie reported on a recent Healthy Schools Committee meeting and shared news from the SCYAAC, noting that a number of local agencies have submitted an application to develop a Foundry Centre, to provide additional health and wellness supports to youth on the coast. Trustee Girard commented on her attendance at a recent international education closing ceremony. Chair Ruth reminded trustees to complete the Professional Learning Committee survey relating to the BCSTA Trustee Academy.

1. Committee Appointments

Chair Ruth reviewed the board committee appointments for 2020, included in the agenda package.

In addition to those appointments, Chair Ruth reported that an ad hoc committee, comprised of four trustees, would be struck to review the superintendent evaluation process. Trustees Amaral, Girard, Leech and Ruth agreed to sit on that committee.

2. BCSTA Report

Chair Ruth reported on an upcoming Professional Learning Committee meeting to review feedback relating to the BCSTA Trustee Academy.

3. BCPSEA Report

There were no items to report.

4. Student Trustee Report

Student Trustee Carroll reported on the following items:

- The DSLT are reviewing the student feedback from the Grade 11 Forum.
- The North vs South hockey game will take place on January 22, 2020 at the Gibsons arena.
- Student Trustee Carroll attended the BCSTA Trustee Academy.

- The recent vaping presentation at Elphinstone Secondary provided valuable information, however, unfortunately, the presentation didn't fully engage students.

g. Committee of the Whole Notes - November 26, 2019

The notes were submitted as written.

Moved: Leech

Seconded: Haines

MOTION: "THAT the Chair create an ad hoc committee to determine a prioritization process for policies to be reviewed as a standing item at Committee of the Whole."

Carried

Trustees Amaral, Haines, Ste. Marie, Leech and Ruth expressed an interest in taking part in the ad hoc committee.

The agenda setting committee will consider where best to continue the conversation regarding a standardized response to cannabis referrals.

h. Education Committee Notes - November 26, 2019

The notes were submitted as written.

i. Operations Committee Notes - November 26, 2019

The notes were submitted as written.

Moved: Leech

Seconded: Haines

MOTION: "THAT the report presented by the Secretary-Treasurer at the Operation Committee on November 26 for consideration of use of unspent AFG funds, be approved as written."

Carried

Moved: Girard

Seconded: Haines

MOTION: "TO convene a Joint Use Committee meeting with the SCRD to establish terms of reference, taking into consideration public involvement, and to develop a regular meeting schedule."

Carried

Moved: Haines

Seconded: Amaral

MOTION: "TO write to Ministry of Transportation and Infrastructure to advocate for extended stop arms being permitted on school buses in our jurisdiction."

Carried

j. Receipt of Reports

Moved: Amaral
Seconded: Ste. Marie

MOTION: "THAT the reports be received."

Carried

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

- A member of the press asked for clarification on the motion relating to unspent AFG funds.
- A member of the press requested additional information on data being reviewed relating to the six-year completion rates.
- A member of the audience asked if playgrounds would be considered for seismic upgrades, noting there was existing damage to equipment at Langdale Elementary. Secretary-Treasurer Weswick agreed to look into the issue, however noted the seismic review was specific to non-structural items.

8. Next Meeting

The next public board meeting will be held on January 8, 2019 at the Sechelt Learning Centre.

a. Committee Agendas

Moved: Haines
Seconded: Ste. Marie

MOTION: "TO approve the committee agendas."

Carried

9. Adjournment

There being no further business, the meeting adjourned at 8:28 p.m.

Moved: Haines
Seconded: Girard

MOTION: "TO adjourn."

Carried

Pammila Ruth - Board Chair

Nicholas Weswick - Secretary-Treasurer



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

Wednesday, December 11, 2019, 5:45 pm
School Board Office, Gibsons, B.C.

TRUSTEES: P. Ruth, Board Chair; S. Leech, Vice-Chair; A. Amaral, Trustee; S. Haines, Trustee; S. Girard, Trustee; T. Ste. Marie, Trustee

STAFF: P. Bocking, Superintendent; N. Weswick, Secretary-Treasurer;
P. Bishop, Director of Instruction; K. Kerr, Director of Instruction
E. Reimer, Executive Assistant (Recording Secretary)

Regrets: M. Hampvent, Trustee

The meeting was chaired by Vice-Chair Leech.

Call to Order

The meeting was called to order at 5:40 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Information / Action Items**
 - Personnel
 - Superintendent Evaluation Committee Meeting – October 9, 2019
 - Legal / Liability
 - Civil Claim
 - Property
 - Property Update
- **Items for Disclosure**
 - There were no items for disclosure

Adjournment

The meeting adjourned at 6:05 p.m.

Pammila Ruth - Board Chair

Nicholas Weswick - Secretary-Treasurer

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

SUPERINTENDENT'S REPORT

Submitted by Superintendent Patrick Bocking
January 8th, 2020

1. CIRCLE OF CARE: STUDENTS

- a. The Indigenous Advisory Circle met in December. The Circle considered program and work and provided input into the upcoming Environmental Action Plan with an indigenous lens. (1h, 1i)
- b. Grade three and four students enjoyed a superb presentation of the Nutcracker at the Raven's Cry theatre in December. Many thanks to the Sunshine Coast Credit Union for their financial contribution and a very special Thank You to Kathy Holmes of the Coasting Along Theatre Society for her remarkable energy and partnership with the district to bring this opportunity to our students. (1k)
- c. Our school gymnasiums were packed with parents and families over the month of December as students and staff celebrated the season with exciting winter celebrations. (1k)
- d. Secondary Principals and the district's executive team reviewed 6-year completion data for the 2019 school year. (1l)

2. CIRCLE OF CARE: STAFF

- a. The District's YouTube channel has a new video highlighting the pride of 20 of our staff in the work that they do, and also sharing their strategies to be well! (2a)
- b. The Education Implementation Meeting involves district leadership meeting with the Sunshine Coast Teachers' Association members. At the December meeting, the topics included a review of priority areas for curriculum support and professional development for teachers. (2b)

3. CIRCLE OF CARE: COMMUNITY

- a. Trustees and senior staff will tour district schools in January. This annual tradition allows staff and students to celebrate and share the exciting learning that is taking place in our district! (3a)
- b. Following a meeting in December, the district is looking forward to developing a closer partnership with the Sunshine Coast Community Resource Centre to support our families (3c)

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

STRATEGIC PLAN REPORT: EARLY LEARNING

Submitted by Superintendent Bocking
January 8th, 2020

- 1b) Our students will thrive in their **early years, and throughout their education**, within schools, families, and communities that inspire learning, respect, and connection.

"If kids come to us from strong, healthy, functioning families it makes our job easier. If they do not come from strong, healthy, functioning families it makes our job more important."

- Barbara Coloroso

Background:

The early years are critical because just like language, many of the predispositions they currently experience are time limited. Brain development doesn't occur at a constant rate— there are prime times for acquiring different kinds of skills and knowledge and specific times when the brain is pruning out unused connections. Enriched environments and appropriate stimulation help ensure that a window of opportunity for developing a specific capacity will be optimized. The absence of appropriate stimulation within certain time frames may lead to the skill or ability being 'pruned out' from lack of use. (<https://www.changelearning.ca/get-informed-understanding-human-learning-born-learn-early-years.html>)

The Ministry of Education has released the Early Years Framework which includes several key changes:

- Expanded focus to children from infancy to eight years of age (previously five years of age),
- Increased focus on reconciliation and Indigenous worldviews,
- Increased focus on inclusive practices,
- Connects with new K-12 curriculum, core competencies and primary program principles,
- Focus on integrating theory with practice.

Discussion:

The district has a well-established series of programs that support children from birth through to the end of kindergarten including:

- SPARK! (Supporting Parents Along the Road to Kindergarten),
- Imagination Library,
- StrongStart Centres,

- StrongStart Outreach (“WonderWheels”),
- Ready, Set, Learn,
- KinderSPARK!,
- Screening of our newest students in September,
- Early Development Instrument (EDI) is completed by all Kindergarten teachers every year,
- PALS (Parents as Literacy Supporters),
- SPARK! 10.

Data Summary:

PROVINCIAL DATA ■ BRITISH COLUMBIA

NUMBER OF CHILDREN W2: 37,756 W3: 37,398 W4: 46,671 W5: 42,406 W6: 43,181



SCHOOL DISTRICT DATA ■ SD46 SUNSHINE COAST

NUMBER OF CHILDREN W2: W3: 168 W4: 373 W5: 397 W6: 440



- EDI scores reveal that children enter Kindergarten in SD46 with strong skills in Language and Cognitive Development. We are now increasing our focus on Social and Emotional Supports in the early years as our data indicates this needs to be a priority for our students.

Recent and Next Steps:

- The Early Years Framework is supported in our district in a number of areas including the Board’s Affirmation statement, the value of inclusivity, the connection with Core Competencies and this goal specifically.
- KinderSPARK! facilitators and Kindergarten Teachers are working together to introduce a ‘redesigned’ KinderSPARK! program. This update introduces families to the redesigned curriculum, though a child-centred and personalized approach.

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

STRATEGIC PLAN REPORT: PHYSICAL HEALTH

Submitted by Director Kerr
January 8th, 2020

1g Our students will develop and apply skills and habits to support their physical health.

Background:

The Sunshine Coast School District has a strong and vibrant focus on Physical Health. We are fortunate to be situated in a location that has access to the natural wonders of the outdoors, with a growing connection and understanding of where we live and learn on the Sechelt and Squamish Nations. Physical Health is embedded in the culture of the district through our committees and connections to our community partners, the curriculum of Physical Health Education, our Indigenous Learning Team, and the myriad of opportunities we provide to students to participate in a healthy active lifestyle

Discussion:

- A significant shift is the name change and focus from the Sports Committee to the Physical Health Committee. Our Healthy Schools Committee has committed to focus on action items, as well as continue to be a venue to share information between partners.
- Our community partners support the physical health of our students with additional programming before and after school as well as supporting staff with accurate and relevant information to support our students and their physical health.
- The new curriculum is Physical Health Curriculum – focus on active living, personal goals, nutrition, personal health, healthy choices and mental health. In grades 11 and 12 there are opportunities for diverse courses for students for those wanting more focus on training and sports or those interested in healthy and active lifestyle. Outdoor education is also an opportunity provided to students.
- The Indigenous Learning Team supports physical health through the teaching and learning of the medicine wheel, the Rites of Passage Program, classroom visits and the opportunities for participating in outdoor activities in the natural world.
- A myriad of elementary and secondary physical opportunities from sports teams to clubs are provided for students throughout the district both at school sites and district wide.
- A focus on gardens and nutrition at all our elementary schools.
- Outdoor learning spaces in schools as well as opportunities for more regular connection with nature in the day to day curriculum for our students.
- Adolescent Health Initiatives – Vaping Awareness and Substance Use Panels
- Active Transport Project with our community partners to improve students active travel to school

Next Steps:

- Building a Terms of Reference for the Physical Health Committee to reflect the expanded focus from the original Sport Committee
- ASSAI Grant - After School Sports and Arts Initiative which is offered at all elementary schools and Pender Secondary including a variety of arts initiatives and spring mountain bike programs, which is funded by the Ministry of Community Sport and Cultural Development to support children who may not otherwise have access to after school sports and arts opportunities
- Vaping Awareness and Prevention strategies with community partners - Vancouver Coastal Health and Health Canada.
- Substance Use Panels expansion for pre and post visit to support staff and students with the focus and retention of information given during the panels.
- Active Transport Project – a survey of safe routes to schools.

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

STRATEGIC PLAN REPORT: HEALTHY AND INSPIRED TEAM

Submitted by Superintendent Bocking
January 8th, 2020

- 2a Our staff will be a **healthy and inspired team** in which everyone feels respected for their individual gifts, skills, and contributions.

“Live with intention. Walk to the edge. Listen Hard. Practice wellness. Play with abandon. Laugh.”

- Mary Anne Radmacher

Background:

It is well understood that staff wellness in any organization is directly related to its success and the health of its people. As such, our district team works diligently to ensure that our staff is supported in all of their work. The Value Statements of the Board are reflected in our decisions, initiatives and ways of being together.

Our district seeks to inspire our staff with a culture that believes deeply in them as professionals whom we expect to care for themselves as well as they care for their work and home responsibilities.

The district is well set up with the Board’s Strategic Plan that lays out the Vision, Mission, Affirmation and Values under which it operates. A great deal of consultation and follow up communications has resulted in a team of people who are pulling together to make a difference for their students, colleagues and community.

Discussion:

The array of support includes:

- Special effort to acknowledge the contributions of our staff including a thorough orientation for new staff, personal retirement letters that reflect their contributions to learning and community and appropriate and enthusiastic celebration and communication of many of our staff accomplishments.
- Meetings with the SCTA and BCTF Wellness program staff monthly to review supports for teaching staff.
- Humanworks, the provider of the Wellness Program, provides support for school district Principals and Vice Principals.
- The Employee and Family Assistance Program is provided through Morneau Shepell. Information about this service is promoted to staff on a regular basis.
- Regular Professional Development for programs including Mental Health First Aid, Positive Behaviour Support and Crisis Prevention Institute (CPI) are offered

regularly to teachers, Education Assistants and school Principals to support them in their work.

- Whenever we can, we incorporate the indigenous “circle” in our work teams and classes. All are equal, all may contribute, all are valued.
- We have well-functioning site-based and district health and safety committees to support staff in ensuring work place safety.
- The Student Support Teachers and Counsellors enjoy yoga before their monthly meetings. The meetings have wellness breaks that are scheduled to allow for local walks.
- Personal Growth Plans are encouraged to have a personal wellness component.
- Support for self-care and wellness is in place for our leadership team.
- The diverse array of professional learning is comprehensive and speaks to the focus on people being inspired to do their work.
- School visits with symbolic treats are made three times each year to acknowledge everyone’s contributions to the Mission of the district.
- School visits with treats are made three times each year to acknowledge everyone’s contributions to the Mission of the district.

Recent and Next Steps:

- There is a terrific new video up on the district’s YouTube channel. Twenty of staff members speak of their pride in their work and the difference they feel that they make to students and to their schools and departments. They also speak of their wellness.
- The district respects the voice of its staff and welcomes input that will support them all to be healthy and inspired!.

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

STRATEGIC PLAN REPORT: INTERNATIONAL EDUCATION

Submitted by Director Bishop
January 8th, 2020

- 3g Our district will recruit students from around the world to live and learn with us in a welcoming international student program.

Background:

Participant input continues to help evolve the program to ensure that it meets student needs and Ministry requirements. Our goal is to ensure that it demonstrates the quality of service expected by students and agents overseas along with our International partners across British Columbia and national affiliates across Canada. The program also benefits our local students by providing global awareness and cross-cultural learning opportunities.

Discussion:

Our student headcount for this year is 13 students, representing approximately 8.5 FTE. We now host small student groups for short visits from a variety of countries on a regular basis. The Ministry of Health has stipulated that all international students will participate in the BC Medical Services Plan, increasing insurance costs for all districts.

Highlights:

- Activities for students happen throughout the year to provide them with a good understanding of the Sunshine Coast and the metro region.
- Our agent base continues to diversify.
- We maintain full membership with the Canadian Association of Public Schools-international (CAPS-i), representing Canadian programs around the world, and IPSEA (International Public School Education Association) representing BC public school districts.

Next Steps:

- We will continue to develop our relationships with agents overseas to further diversify the agents and countries with which we work.
- Continuing to host small groups from overseas for short visits.
- Collaborating with the Sea to Sky School District for mutually beneficial program opportunities.
- Further developing a group of students as cultural ambassadors.
- Continuing to recruit more homestay parents.

ADMINISTRATIVE REGULATIONS

TITLE: IMMUNIZATION

CATEGORY: HEALTH AND SAFETY

NUMBER: 3125

CIRCULATING UNTIL MARCH 2, 2020

I. Rationale:

Effective July 1, 2019, the Government of British Columbia's *Vaccine Status Reporting Regulation* requires complete immunization records for each school-age child. This means every student from Kindergarten to Grade 12 in public and independent schools, or who is home-schooled, is required to have up-to-date vaccination records. These records are kept in the Provincial Immunization Registry. A review of immunization records will begin in late August. Parents or guardians of children whose records are incomplete will be contacted by public health with instructions on how to proceed. Information on the *Vaccine Status Reporting Regulation* can be found at ImmunizeBC (<https://immunizebc.ca/>), and HealthLinkBC (<https://www.healthlinkbc.ca/>).

II. Definitions:

School District 46 (Sunshine Coast) supports our partner, Vancouver Coastal Health by encouraging immunization administration in our schools. On the Sunshine Coast, effort will be made prior to the immunizations date to obtain parental representative consent for all school based immunization programs. Immunization will occur only with parental consent at elementary schools. In accordance with the *Infant Act*, administration of immunization at the secondary schools will occur with either parental consent or, if the parent cannot be contacted, by consent of the Mature Minor.

III. Practices:

School's Role:

Staff assists with the collection of immunization records and signed consents. Specifically, the school staff:

1. Provides public health with student directory and homeroom/class lists as requested,
2. Returns completed consent forms to the public health nurse,
3. Facilitates the delivery of quality immunization services in the school setting,
4. Assists public health to advertise vaccination and school clinics by posting or distributing important immunization information (i.e. posters, school newsletter, website, etc.),
5. Avoids booking other activities (i.e. field trips or sports days) at the same time as pre-



ADMINISTRATIVE REGULATIONS

TITLE: IMMUNIZATION

CATEGORY: HEALTH AND SAFETY

NUMBER: 3125

CIRCULATING UNTIL MARCH 2, 2020

scheduled immunization clinics,

6. Provides appropriate space for safe immunization including a waiting area for students to remain 15 minutes following immunization,
7. Fosters a positive attitude in the classroom about keeping healthy through immunization and dispels unreasonable fear of needles,
8. Directs all immunization questions to the public health nurse.

Public Health's Role:

1. Requests vaccination information from parents and assesses the need for further vaccines according to established immunization schedules,
2. Reviews students' immunization records and contacts students who require catch-up vaccines to ensure students have the best protection and the right doses for their age,
3. Responds to questions about immunizations for parents, students and school staff,
4. Schedules kindergarten, grade 6 and grade 9 clinics in the school setting,
5. Notifies parents of clinic dates through school correspondence,
6. Sends individual student consent form home for parent to sign and return.

Parents' Role

1. Returns all school Immunization Consent forms by the deadline indicated on the form.
2. Submits their child's immunization history when requested by public health in one of the following ways:
 - Dropping the record off at their child's school (Front office)
Student Immunization (Vaccination) Information for School
 - Self-reporting online: www.vch.ca/self-report-child-immunizations

A reminder about immunization records: Parents are reminded to always keep a copy of all the vaccines their child has received so that the information can be provided when needed. Throughout school-aged years parents will be asked to submit their child's

ADMINISTRATIVE REGULATIONS

TITLE: IMMUNIZATION

CATEGORY: HEALTH AND SAFETY

NUMBER: 3125

CIRCULATING UNTIL MARCH 2, 2020

immunization record to their school, daycare facilities, post-secondary institutions, sport facilities etc.

Received:

References:



ADMINISTRATIVE REGULATIONS

TITLE: MEDICAL ALERTS

CATEGORY: HEALTH AND SAFETY

NUMBER: 3220

CIRCULATING UNTIL MARCH 2, 2020

I. **Rationale:**

The Board of Education of School District No. 46 (Sunshine Coast) believes it has a responsibility to provide a safe environment for children who have medical alerts. While it is recognized that it is not possible to reduce the risk to zero, it is the intent of this policy to minimize any risk and to allow the child to attend school with confidence.

II. **Definitions:**

A. **“Medical Alert Condition”:** a physician diagnosed, potentially life threatening condition such as:

1. Diabetes,
2. Epilepsy/Seizures,
3. Anaphylaxis (history of a severe allergic response which requires planned support inside as well as outside the school environment),
4. Severe Asthma (history of episodes requiring immediate medical treatment or a history of requiring immediate medication administration to avert an emergency),
5. Blood clotting disorders such as hemophilia that require immediate medical care in the event of injury,
6. Serious health conditions,
7. Other conditions that may require emergency care as determined in consultation with parents/student/family physician, school and Medical Health Officer or designate.

III. **Practices:**

A. A red medical binder will be used in each school to maintain a current record of student medical alerts and urgent student medical conditions. This binder will be held in a private but accessible area, on a needs basis to all staff in the main office of the school. The binder will consist of three sections.

1. The *Medical Alert* section will include for each designated student:
 - a) A completed Emergency Action Plan Form, including a picture of the

ADMINISTRATIVE REGULATIONS

TITLE: MEDICAL ALERTS

CATEGORY: HEALTH AND SAFETY

NUMBER: 3220

CIRCULATING UNTIL MARCH 2, 2020

student.

2. The *Administration of Medication* section will include:
 - a) A copy of the first newsletter (see section B.1) explaining the necessity of the “Emergency Action Plan” and the “Request for Administration of Medication” forms.
3. The *Medication Log* section will include:
 - a) An accurate medication log to be completed following each and every administration.

Each section will be preceded by an alphabetic index of student names. Subsequent information will be arranged alphabetically by student name after the index.

- B. At the beginning of each school year, the school will:
 1. Include an article in the first newsletter explaining the necessity of the Emergency Action Plan and the Request for Administration of Medication.
 2. Send out to the parents/guardians of each student, an Emergency Action Plan, to be completed and signed by parents/guardians if their child has a medical condition diagnosed by a physician that may require precautionary treatment at school.
- C. School personnel will review the Emergency Action Plan and notify the public health nurse of any medical alerts (i.e. potentially life threatening conditions) and when support for care planning and education is required.
- D. Any medical condition reported as a “mild allergy or reaction to” any substance that a child is likely to have exposure to at school shall be treated as a medical alert.
- E. If the Emergency Action Plan indicates the necessity of the administration of medication, the school shall ask the parent to complete a “Request for Administration of Medication” form and return in to the office.
- F. The public health nurse will, upon request, assist school personnel and parents in reviewing the information and developing care plans. The public health nurse is available for consultation regarding plans, procedure and training.

ADMINISTRATIVE REGULATIONS

TITLE: MEDICAL ALERTS

CATEGORY: HEALTH AND SAFETY

NUMBER: 3220

CIRCULATING UNTIL MARCH 2, 2020

G. The school Principal (or designate) will then ensure that the information is inserted in the red medical binder, a red dot is applied to the student's Permanent Student Record card, and a notation is made in the inclusion section of the Permanent School Record card.

H. The school Principal (or designate) will inform the school staff of the students who have medical alerts and draw their attention to the red medical binder in the main office.

I. Teachers-on-Call and substitute Education Assistants will be informed of the medical alerts of students in their classes.

J. The school bus company or any personnel transporting students shall be provided with medical alert information as well as medical alert training provided by Public Health Nurses.

FORMS USED:

- Request for Administration of Medication
- Emergency Action Plans

Received:

References: Board Policy 1.3

ADMINISTRATIVE REGULATIONS

TITLE: HEAD LICE
 CATEGORY: HEALTH AND SAFETY
 NUMBER: 3110

I. Rationale

The Board of Education of School District No. 46 (Sunshine Coast) believes the key responsibility for the control of head lice rests with the parent/guardian. The school has a role to play in educating staff, students and parents about the early detection, treatment and prevention of head lice infestations. Head lice infestation management procedures shall reflect current research on the detection and treatment of lice infestations. These procedures shall be reviewed on a regular basis in collaboration with Public Health. All intervention should be collaboratively and respectfully planned with parents/guardians.

II. Practices

A. Early in the school year the district's policy on the control of head lice, together with a summary of information about head lice, their treatment and prevention, will be made available to all parents by way of the school website, email, and /or newsletter.

B. Students with head lice do not need to be sent home. If it is noted that it is possible that a student could have head lice, a parent or guardian of that student should be notified, preferably verbally, but also by note if necessary. Public Health informational brochures outlining procedures for treatment and acceptable treatment agents should be given or sent to the parent or guardian.

C. When cases of head lice are confirmed, families shall be asked to do the following:

1. Contact the school.
2. Treat the child at home.
3. Remove all nits.
4. No excessive cleaning is required in the management of head lice. However, it is a good idea to wash items such as pillow cases, stuffed animals and hats in hot water then dry on high heat for at least 15 minutes (alternately items can be stored in an airtight plastic bag for two weeks) Washing combs and brushes in hot water after use is effective. **Families should be encouraged to place priority on removing nits and live lice rather than excessive cleaning.**
5. Check other family members and treat if head lice are found.

ADMINISTRATIVE REGULATIONS

TITLE: HEAD LICE
CATEGORY: HEALTH AND SAFETY
NUMBER: 3110

6. Families can access further support through HealthLink BC 811.

D. Notice should be sent home to families indicating there is an active head lice problem in the class/school and that families should be vigilant to prevent further infestations.

E. Families are responsible for controlling infestations for their children by following appropriate lice management guidelines.

Received:

References: Board Policy 11.6

ADMINISTRATIVE REGULATIONS

TITLE: MENSTRUAL PRODUCTS
CATEGORY: HEALTH AND SAFETY
NUMBER: 3300

I. Rationale:

“Every student in British Columbia should have access to healthy and effective learning environments. The school system is expected to promote gender equality and create an inclusive learning experience. Lack of access to menstrual products can negatively impact students’ school attendance and their social-emotional well-being. Providing all students with convenient access to free menstrual products helps to support their full participation in school activities, reduces stigma and promotes gender equality.”

- Ministry of Education, Provision of Menstrual Products, April 2019

The Board of Education will ensure that menstrual products are available, free of cost, to all students who may require them, in a manner that is convenient, without stigma and barrier free.

II. Process:

- A. Coin-free menstrual product dispensers will be installed in all student female and gender-neutral washrooms at all sites.
- B. Menstrual product dispensers will be replenished daily by school custodians.
- C. Menstrual product information will be available to all staff, students and parents.
- D. The district shall assume the cost of purchasing, installing and stocking the dispensers.
- E. Student feedback will be sought to ensure that the manner in which menstrual products are made available addresses the needs of all students.
- F. Principals will provide a mechanism to receive student feedback, while maintaining student privacy.

Received:

References: Ministry of Education, *Provision of Menstrual Products*, April 2019

ADMINISTRATIVE REGULATIONS

TITLE: PORTABLE SOCCER NETS
CATEGORY: FACILITIES
NUMBER: 4150

I. Rationale:

The Board of Education of School District No. 46 (Sunshine Coast) considers student safety of utmost importance. As portable soccer nets have been known to cause injury or death due to unexpected tipping when improperly secured, the district shall ensure that safe practices be in place at all school sites where a portable soccer net is used by the school and the greater community.

II. Practices:

A. When in use, portable soccer nets must be secured in place using:

1. at least six (6) large sandbags weighing a minimum of 50 pounds each, or;
2. CSA-approved ground stakes, or;
3. another CSA-approved device, such as an in-ground anchor.

B. When not secured otherwise, portable soccer nets must be chained and locked to each other or a stationary object in a manner that prevents tipping.

C. Portable soccer nets must be used on flat, even ground. Any climbing activity that is observed should be immediately discouraged.

D. Portable soccer nets must be inspected at least once per month to ensure they are properly secured.

E. If it comes to the attention of any staff member that nets are not properly secured, they must immediately inform the maintenance department.

F. When new nets are acquired, they must be CSA-approved.

Received:

References:

ADMINISTRATIVE REGULATIONS

TITLE: USE OF BOARD PROPERTY BY LICENSED CHILD CARE PROVIDERS
CATEGORY: FACILITIES
NUMBER: 4170

I. Rationale

The Board of Education of School District No. 46 recognizes the value and importance of available child care and quality early learning programs in the community. To facilitate the operation of such services, the board supports the use of board property by licensed child care providers between the hours of 7 a.m. and 6 p.m., at a minimum. In addition, Section 85.1 of the *School Act* (Use of Board Property) requires school districts to establish a policy promoting the use of board property by licensed child care providers.

II. Practices

A. Definitions:

The terms “board property”, “business day”, “educational activities”, and, “licensed child care provider” shall have the meanings set out in section 85.1 of the School Act.

B. “Direct and indirect costs” include:

1. Utilities;
2. Maintenance and repair;
3. A reasonable allowance for the cost of providing custodial services;
4. A reasonable allowance for time school district administrators and other staff spend on matters relating to the use of board property by licensed child care providers,

C. General Conditions:

1. The use of board property by licensed child care providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.
2. Revenue obtained by the board from the use of board property by licensed childcare providers on business days between the hours of 7 a.m. and 6 p.m. will not be more than the direct and indirect costs incurred and to be incurred by the board as a result of making that use available.
3. This regulation does not apply to any arrangement in place on March 14, 2013 under which board property is being made available to licensed child care provider(s) but does apply to any renewal or extension of that arrangement.

ADMINISTRATIVE REGULATIONS

TITLE: USE OF BOARD PROPERTY BY LICENSED CHILD CARE PROVIDERS
CATEGORY: FACILITIES
NUMBER: 4170

4. The Secretary-Treasurer is responsible for determining rental rates on a cost recovery basis.
5. Opportunities for proposals to occupy available space will be posted to BC Bid.
6. When proposing a full-time child care program, proponents must be open to collaborating with early learning educators and should also be comfortable with the Early Learning Vision established by the school district.
7. Licensed child care providers must sign a license agreement which specifies license rates, terms and conditions for the use of board property.
8. The site will be offered “as-is” and the cost of improvements and furnishings to facilitate child care activities will be borne by the child care provider.
9. Licensed child care providers are responsible for ensuring that they comply with regulatory requirements associated with operating a licensed child care facility.

Received:

References: *School Act* Section 85.1, Board Policy 12.2

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

DATE 02-Jan-2020 08:49 AM

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

PAGE 1

START DATE: 01-Dec-2019 TO END DATE: 31-Dec-2019

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Dec-2019 AND 31-Dec-2019						
00LCET4067	0001	*****	23290	MUNICIPAL PENSION PLAN	02-Dec-19	61,018.57
00LCET4068	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	15-Dec-19	11,025.00
00LCET4069	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	15-Dec-19	14,550.00
00LCET4070	0001	*****	30209	TEACHERS' PENSION PLAN	04-Dec-19	438,638.13
00LCET4071	0001	*****	28095	RECEIVER GENERAL FOR CANADA	04-Dec-19	22,771.37
00LCET4072	0001	*****	28093	RECEIVER GENERAL FOR CANADA	04-Dec-19	176,394.28
00LCET4074	0001	*****	28094	RECEIVER GENERAL FOR CANADA	04-Dec-19	85,049.23
00LCET4075	0001	*****	28094	RECEIVER GENERAL FOR CANADA	04-Dec-19	13,877.43
00LCET4078	0001	*****	16719	MINISTER OF FINANCE	12-Dec-19	71,129.52
00LCET4080	0001	*****	28095	RECEIVER GENERAL FOR CANADA	18-Dec-19	13,876.86
00LCET4081	0001	*****	28093	RECEIVER GENERAL FOR CANADA	18-Dec-19	200,000.00
00LCET4082	0001	*****	23290	MUNICIPAL PENSION PLAN	17-Dec-19	60,718.10
00LCET4085	0001	*****	28094	RECEIVER GENERAL FOR CANADA	18-Dec-19	79,574.86
00LCET4086	0001	*****	28094	RECEIVER GENERAL FOR CANADA	18-Dec-19	13,106.47
00LCET4089	0001	*****	23290	MUNICIPAL PENSION PLAN	30-Dec-19	62,291.47
00LCET4091	0001	*****	28094	RECEIVER GENERAL FOR CANADA	30-Dec-19	81,459.36
00LCET4092	0001	*****	28094	RECEIVER GENERAL FOR CANADA	30-Dec-19	13,293.13

TOTALS FOR BANK - 0001

1,418,773.78

TOTAL NUMBER OF CHEQUES

17

TOTAL NUMBER OF CHEQUES WITH MICR

0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Dec-2019 AND 31-Dec-2019

2131000002	0001	0000053788	12012	BC HYDRO & POWER AUTHORITY	04-Dec-19	37,044.28
2131000017	0001	0000053803	30211	FORTIS BC-NATURAL GAS	04-Dec-19	10,569.07
2131000041	0001	0000053827	33203	WISHBONE INDUSTRIES LIMITED	04-Dec-19	10,455.37
2131ET0004	0001	*****	12021	BC TEACHERS FEDERATION	04-Dec-19	41,096.75
2131ET0005	0001	*****	12111	BC TEACHERS FEDERATION	04-Dec-19	31,154.82
2131ET0009	0001	*****	12337	BRAVO FLOORS & DECOR INC	04-Dec-19	12,549.27
2131ET0061	0001	*****	26207	PACIFIC BLUE CROSS/MSA	04-Dec-19	78,047.95
2131ET0074	0001	*****	29000	SUNSHINE COAST PRINCIPALS &	04-Dec-19	22,320.00
2131ET0076	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	04-Dec-19	11,276.07
2132000006	0001	0000053833	16768	ENTITY MECHANICAL	11-Dec-19	165,422.26
2132ET0056	0001	*****	23257	MORNEAU SHEPELL LTD.	11-Dec-19	52,971.79
2132ET0079	0001	*****	30172	THIRDWAVE BUS SERVICES	11-Dec-19	55,321.19
2133000038	0001	0000053890	16919	TINKERINE 3D PRINT SYSTEMS LTD	18-Dec-19	10,172.80
2133ET0004	0001	*****	12108	BARAGAR ENTERPRISES LTD.	18-Dec-19	15,225.00
2133ET0021	0001	*****	11909	DR. DEBORAH AMARAL	18-Dec-19	11,300.00
2133ET0057	0001	*****	12391	MLI HOMESTAY INC.	18-Dec-19	17,155.50
2133ET0080	0001	*****	30172	THIRDWAVE BUS SERVICES	18-Dec-19	55,919.44
2135ET0003	0001	*****	11050	APPLE CANADA INC. C3120	20-Dec-19	16,666.67
2135ET0054	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	20-Dec-19	26,978.38
2136ET0003	0001	*****	12021	BC TEACHERS FEDERATION	31-Dec-19	32,403.18
2136ET0004	0001	*****	12111	BC TEACHERS FEDERATION	31-Dec-19	32,138.76
2136ET0032	0001	*****	26207	PACIFIC BLUE CROSS/MSA	31-Dec-19	77,256.21
2136ET0034	0001	*****	15924	POWERSCHOOL CANADA ULC	31-Dec-19	23,054.01
2136ET0044	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	31-Dec-19	11,684.29

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

DATE 02-Jan-2020 08:49 AM

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

PAGE 2

START DATE: 01-Dec-2019 TO END DATE: 31-Dec-2019

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

TOTALS FOR BANK - 0001						858,183.06
TOTAL NUMBER OF CHEQUES						24
TOTAL NUMBER OF CHEQUES WITH MICR						5
ON-LINE CHEQUES : ISSUED BETWEEN 01-Dec-2019 AND 31-Dec-2019						
00LCET4087	0005	*****	12144	BANK OF MONTREAL	09-Dec-19	110,762.23
TOTALS FOR BANK - 0005						110,762.23
TOTAL NUMBER OF CHEQUES						1
TOTAL NUMBER OF CHEQUES WITH MICR						0
GRAND TOTAL						2,387,719.07
CANCELLED TOTAL						0.00
NET GRAND TOTAL						2,387,719.07
GRAND TOTAL NUMBER OF CHEQUES						42
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)

CHAIR'S REPORT

Submitted by Chair Pammila Ruth
January 8th, 2020

This short month was filled with affirmations and celebrations!

Many of the trustees started off the week before Christmas at the second annual Women in Politics dinner. This was a fabulous opportunity to discuss, in a casual setting, how we've done over the last year. A way to make a place at the table and offer encouragement and to lift each other in our roles. It was a very affirming gathering and we look forward to next year.

Our all-day meeting day, Operations, Committee of the Whole and Education proved to be a long day, as we added Agenda Setting on to the end in order to fit everything in to the week. My thanks to everyone for pulling through, and of course to Erica for making our temporary board room workable. There was a wonderful break in the midst of the day, as Pender Harbour Senior Secondary Choir students came to regale us with carols! Thank you to Ms. Douglas for bringing such amazing talent to our little room at the Sechelt Learning Center. Sadly, I did not get a hippopotamus for Christmas, even though that song was in my head for the next week and a half!

I had a meeting with the Chair of the Gibsons & District Public Library, Janet Hodgkinson, to discuss what the library does to engage our students:

- Recently, the alternate school students were shown how to access databases and were delighted to discover that they can not only use their devices at the library, they can borrow e-books and audiobooks. The message is that the library is a safe and comfortable place in which they can hang out. Many of them now have library memberships or have reactivated their out-of-date cards.
- Younger students frequently go to the library with their teachers to have a story time with our children's librarian, and their teacher often takes stacks of books back to the classroom.
- Outside of school hours, the Gibsons Public Library offers an LGTBQ book club, as well as book clubs for teens and tweens. There are many other activities for children, ranging from babies to teens, all of which encourage literacy, digital literacy and numeracy, and encourage self-expression and self-esteem. The library has also recently lowered the age for students to get their own library card without parents being involved.

It was delightful to hear first-hand from one of our community partners. Thank you Janet and all the staff at Gibsons Public Library for all you do to help our students!

Through-out those last few weeks was of course the most wonderful part of the school year... concerts, performances and holiday activities! There is nothing quite like watching those bright-eyed, happy faces up at the front of the gym performing their little hearts out! I hope you all had a wonderful winter break, even if there were no hippopotamuses!



SUBSTANTIVE MOTION TO AGM SUBMISSION FORM

Motion Deadline: Sunday, February 16, 2020

Title

<i>Advocacy for Extended Stop Arms for School Buses</i>

Sponsor

Board of Education of SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)

Authorization

To be completed by the Board Chair, BCSTA Branch Association President, BCSTA Committee Chair or BCSTA President:

- *This motion has been passed in final wording by a majority vote of the Board/Branch/Committee and that vote is recorded in the official proceedings of the Board/Branch/Committee

- * Pammila Ruth is authorized by the Board/Branch/Committee to discuss and, if necessary, edit the motion. The Authorized Contact Person's pruth@sd46.bc.ca and 604-886-8811.

- *I confirm that I have read the BCSTA Motion Guide

BCSTA Bylaws, Policies and Foundational Statements

Please indicate if the proposed motion relates to an existing Foundational Statement or Policy Statement in [BCSTA's Policies](#). You must check one or more boxes.

- Relates to Foundational Statement No. [#]
- Relates to Policy Statement No. [#]
- Propose to make this motion a new policy statement.
- This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

Motion

Please clarify who the recipient of the motion is/who should do the work associated with the motion. (e.g. Ministry of Education, Ministry of Finance, etc.)

That BCSTA...advocate to the Ministry of Transportation and Infrastructure to amend the Motor Vehicle Act Regulations to allow for the use of extended stop arms on school buses.

Rationale

Provide a ***succinct*** description of why this motion is needed, plus any relevant background information.

This motion is needed because... illegal passing of school buses continues at an alarming rate and poses a significant risk to student safety. An extended stop arm, which extends 1.5 to 2 metres from the school bus, is significantly more visible than current stop arms and assists in stopping traffic from passing a school bus when its stop arm and lights engaged.

Optional References

Provide links to additional background material (e.g., legislation, websites, etc.)

In an initial pilot of the extended stop arms in Albemarle County Public Schools in Virginia, the number of cars passing a bus illegally was reduced by 55% (<https://www.cbc.ca/news/canada/prince-edward-island/pei-school-bus-stop-arms-1.4882064>)

REMINDERS:

***PLEASE ENSURE YOU HAVE COMPLETED THE ENTIRE FORM**

*Please send a **Word version** of the completed motion submission form to motions@bcsta.org.

*Visit the [BCSTA HUB](#) to see the [BCSTA Motion Checklist](#) and other resources regarding preparing motions for BCSTA's AGM and Provincial Council.

Types of BCSTA Motions

Categories	Description	Example	Which BCSTA body can enact	Process to enact
Bylaws	The rules which govern the organization.	<i>The President, the Vice-President, the Directors and the immediate past President shall form the board of Directors. The chief Executive officer shall be a nonvoting member of the Board. (Bylaw 3)</i>	BCSTA member boards at General meetings	Extraordinary motion: 2/3 ballot vote
Foundational Statements	The core beliefs and values of the Association. Intended to guide future policy and action motions. Meant to be long-term/long standing.	<i>BCSTA believes that educational programs should address literacy, critical thinking and problem-solving, communication, collaboration, and creativity and innovation, as well as aesthetic, cultural, numerical, scientific, and technological literacies. (5.1FS Educational Programs Objectives)</i>	BCSTA member boards at General Meetings	Extraordinary motion: 2/3 ballot vote
Policy motions	Motions that support and expand Foundational Statements. Reflect context and guide the advocacy of the Association.	<i>BCSTA adopts as policy the following principle: BCSTA supports the use of a variety of instructional strategies for addressing student differences, including...</i>	BCSTA member boards at General Meetings Provincial Council (on interim basis)	Substantive (ordinary) motion: simple majority
*Action motions	Define an action that the Association will take, usually on a specific issue. (*Note: Action motions make up the majority of motions currently passed at AGM and Provincial Council.*)	<i>That BCSTA urge the Ministry of Education to review the transportation funding formula....</i>	BCSTA member boards at General Meetings Provincial Council	Substantive (ordinary) motion: simple majority



**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)
COMMITTEE OF THE WHOLE NOTES**

Tuesday, December 17, 2019, 9:30 a.m.
Sechelt Learning Centre - Sechelt, BC
5538 Shorncliffe Ave,
Sechelt, BC

TRUSTEES: P. Ruth (Committee Chair), A. Amaral, S. Haines, M. Hampvent,
S. Leech, T. Ste. Marie

STAFF: P. Bocking, Superintendent; P. Bishop, Director of Instruction; K. Kerr,
Director of Instruction, N. Weswick, Secretary-Treasurer;
S. Mackenzie, CUPE Local 801; J. Budgell, CUPE Local 801; E.
Reimer, Executive Assistant (Recording Secretary)

REGRETS: S. Girard, Trustee

1. Call to Order

The meeting was called to order by Chair Ruth at 11:15 a.m.

2. Healthy and Inspired Team (2.a)

Superintendent Bocking and Directors Kerr and Bishop highlighted ways in which the district helps to foster a healthy and inspired team, including:

- Acknowledging staff retirements at a yearly dinner event,
- Sharing information in the EduCoaster,
- Changing the format of the monthly principals meeting to allow time for personal wellness,
- Acknowledging staff milestones, including births and marriages, as well as providing flowers and sympathy cards in the event of long term illness or family deaths,
- Sharing videos that highlight staff,
- Celebrating staff via social media,
- Including all staff, including maintenance and school board office staff, at a recent professional development day,
- Representing the mission and vision of the board,
- Offering courses such as Mental Health First Aid, Crisis Prevention and CPI,
- Ensuring Health and Safety Committees are active on all sites, in addition to a district committee,
- Promoting BCTF wellness programs and the Employee and Family Assistance Program (EFAP).

3. School Growth Plans

Superintendent Bocking provided a copy of schools growth plans, in preparation for the trustee school visits scheduled for January 9th, 14th, and 17th. The committee reviewed several school plans and shared their findings with the group

The committee discussed changes to trustee tours and suggested principals focus on the following discussion points:

- What are you most proud of?
- If you could ask for anything what would it be?
- How do you define/celebrate student success?
- How do you promote the student voice?
- What is your biggest challenge?
- What inspires you / what brings you joy?
- What do you think the trustee's role is?

4. Policy Review (standing item)

a. Policy 6 - Trustee Orientation and Professional Development

The committee discussed examining opportunities for mentorship, providing a more robust trustee orientation when there is a large turnover in trustees, and including a trustee retreat as an annual event. The committee suggested the policy come back to the January Committee of the Whole and that trustees submit any revisions for consideration, in advance of that meeting.

5. Communication Plan (standing item)

The committee reviewed the communication plan and noted that ad hoc committee meetings remain unscheduled.

6. Adjourn

The meeting adjourned at 1:58 p.m.

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

Tuesday, December 17, 2019, 2:00 p.m.
Sechelt Learning Centre - Sechelt, BC
5538 Shorncliffe Ave
Sechelt, BC

TRUSTEES: A. Amaral (Committee Chair), S. Leech, P. Ruth, T. Ste. Marie

STAFF: P. Bocking, Superintendent; P. Bishop, Director of Instruction; K. Kerr, Director of Instruction, N. Weswick, Secretary-Treasurer; S. Mackenzie, CUPE Local 801; J. Budgell, CUPE Local 801; E. Reimer, Executive Assistant (Recording Secretary)

REGRETS: S. Girard, Trustee

1. Call to Order

The meeting was called to order at 2:06 p.m. by Trustee Amaral.

2. Early Years (1.b.)

District Principal Deasey reported on changes to the Early Learning Framework and shared information on the Strengthening Early Years to Kindergarten (SEY2K) grant which is designed to support incoming kindergarten students. A copy of District Principal Deasey's presentation is available at <https://sd46.bc.ca/wp-content/uploads/2019-12-Ed-Presentations.pdf>.

3. Physical Health (1.g.)

Director Kerr reported on physical health education under the new curriculum, shared connections to indigenous education and described physical health opportunities at elementary and secondary schools. A copy of Director Kerr's presentation is available at <https://sd46.bc.ca/wp-content/uploads/2019-12-Ed-Presentations.pdf>.

4. International Student Program (3.g.)

Director Bishop reported on international student program requirements, including recruitment and homestay coordination, international student activities and supports, and program fees. A copy of Director Bishop's presentation is available at <https://sd46.bc.ca/wp-content/uploads/2019-12-Ed-Presentations.pdf>.

5. Regulations for Review:

1. Reg. 3220 – Student Health

Director Kerr reported that the regulation had been divided into two separate regulations, to be known as Regulation 3220 – Medical Alerts and Regulation 3125 – Immunization.

The committee reviewed the suggested changes and noted that the regulation on immunization may require further revision at a later date, depending on ministry direction.

6. Adjourn

The meeting adjourned at 3:47 p.m.



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

Tuesday, December 17, 2019, 9:30 a.m.
Sechelt Learning Centre - Sechelt, BC
5538 Shorncliffe Ave,
Sechelt, BC

TRUSTEES: M. Hampvent (Committee Chair), S. Haines, S. Leech, P. Ruth

STAFF: P. Bocking, Superintendent; P. Bishop, Director of Instruction; N. Weswick, Secretary-Treasurer; R. Collison, Manager of Facilities; P. Luporini, District Principal; S. Mackenzie, CUPE Local 801; J. Budgell, CUPE Local 801; E. Reimer, Executive Assistant (Recording Secretary)

REGRETS: K. Kerr, Director of Instruction

1. Call to Order

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

2. Process Related to Ministerial Announcement

Secretary-Treasurer Weswick reported on the recent announcement of the expansion of West Sechelt Elementary. The expansion will add six classrooms to the site, along with a sprinkler system throughout the building, a childcare centre and an expanded multipurpose room for use as a Neighborhood Learning Centre (NLC). Parking at the site will be improved and the hard surface play area will be relocated. The district has engaged Patrick May as the architect and Jim Alkins as the project manager for the expansion. Both Mr. May and Mr. Alkins were involved in the Gibsons Elementary rebuild.

The expansion will be built in a phased approach so as to lessen the impact on the school community. The committee reviewed the design approach, requirements for functionality of the space, general aesthetics, and life-cycle and sustainability considerations.

The committee reviewed and discussed two concept drawings for the expansion of the school.

The full presentation is available at: <https://sd46.bc.ca/wp-content/uploads/2019-12-Ops-Presentation.pdf>.

3. Joint-Use Committee

Secretary-Treasurer Weswick shared excerpts from the Joint Use Agreement and discussed the advisory committee outlined in the agreement. The committee discussed establishing the advisory committee and developing terms of reference. A staff to staff meeting has been scheduled for January 2020. Chair Ruth will draft a letter to the SCRD advising of the motion passed at the December meeting to re-establish a Joint Use Committee and staff will endeavor to plan a meeting in late January or early February.

4. Regulations for Review:

The regulations were deferred to the January Operations Committee meeting due to time constraints.

4.1 Reg. 5040 - Fundraising

4.2 Reg. 5050 - Honoraria

4.3 Reg. 5090 - Travel Expenses

4.4 Reg. 5100 - Vehicle Expenses

5. Local Government OCP and Zoning Referrals (standing item)

5.1 1095 Gibsons Way (Sunshine Coast Highway)

The committee reviewed a referral for a cannabis retail operation on Gibsons Way and suggested sending a response requesting that signage and advertisement be appropriate under the *Cannabis Act* and not be seen to target minors. The committee acknowledged that the referral was for a site that falls outside of the requested 300 metre buffer zone.

Secretary-Treasurer Weswick reported that the district has been unable to find additional data to support the board's request for a 300 metre buffer.

5.2 757 School Road

The committee reviewed the referral and noted that the district's interest were largely unaffected.

6. Adjourn

The meeting adjourned at 11:14 a.m.



SCHOOL DISTRICT 46 - SUNSHINE COAST
Excellence in all we do!

BOARD COMMITTEE MEETING SCHEDULE
 2019-2020

MONTH	OPERATIONS COMMITTEE	COMMITTEE OF THE WHOLE	EDUCATION COMMITTEE
September 24, 2019	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
October 22, 2019	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
November 26, 2019	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
December 17, 2019 (Meetings at the SLC)	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
January 28, 2020 (Meetings at the SLC)	9:30 to 11:30 AM	11:45 to 2:15 PM	2:30 to 3:30 PM
February 25, 2020	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
March 31, 2020 (Note: new date)	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
April 28, 2020	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
May 26, 2020	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
June 23, 2020	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
JANUARY AGENDAS:	<ol style="list-style-type: none"> 1. Amended Budget 2. Strategic Plan Implementation Funds 3. Joint Use Update 4. West Sechelt Elementary Expansion Update 5. Regs for review: <ol style="list-style-type: none"> a. 5040 – Fundraising b. 5050 – Honoraria c. 5090 – Travel Expenses d. 5100 – Vehicle Expenses 6. Local Government OCP and Zoning Referrals (standing item) 	<ol style="list-style-type: none"> 1. Draft School Calendar Review 2. School Visit Debrief 3. New Professional Standards for BC Educators 4. Reg for Review: <ol style="list-style-type: none"> a. 1370 – Social Media Guidelines 5. Policy Review (standing item) <ol style="list-style-type: none"> a. Policy 6 - Trustee Orientation and Professional Development b. Bylaw 51 – Regular Meetings 6. Communication Plan (standing item) 	<ol style="list-style-type: none"> 1. Mental Health (1.f.) 2. Inclusive Education (2.c.)

All board committee meetings are scheduled for the fourth Tuesday of the month, unless otherwise noted.