

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

**REGULAR MEETING AGENDA**

Wednesday, February 12, 2020, 7:00 p.m.  
School Board Office - Gibsons, BC  
494 South Fletcher Road  
Gibsons, BC

---

	Pages
1. <u>Call to Order</u>	
2. <u>Celebrating Education: Teachers Empowering Teachers Through Technology - S. Magnussen</u>	
3. <u>Public Question Period (10 minutes in total)</u>	
4. <u>Adoption of the Agenda</u>	
<b>MOTION:</b> "THAT the agenda of February 12, 2020 be adopted."	
5. <u>Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings</u>	1
a. Regular Meeting Minutes - January 8, 2020	
b. Record of Closed Meeting - January 8, 2020	
<b>MOTION:</b> "THAT the Regular Meeting January 8, 2020 and the Record of Closed Meeting of January 8, 2020, be approved."	
6. <u>Reports</u>	
a. Superintendent's Report	9
b. Strategic Plan Reports	
1. Goal 1.f. - Mental Health	11
2. Goal 2.c. - Inclusive Education	13
c. Administrative Regulations in Circulation	
1. Reg. 1370 – Responsible Use of Social Media	15
2. Reg. 5040 – Fundraising and Grants	19
d. Administrative Regulations to be Received	
1. Reg. 1290 – Student Leadership	23
2. Reg. 1360 – Waivers and Informed Consent	25
3. Reg. 2110 – Reference Checks	27

4.	Reg. 3200 – Sexual Orientation and Gender Identity	29
5.	Reg. 3240 – Student Substance Use	31
e.	Secretary-Treasurer's Report	33
1.	Larger Cheques Written in the Month of January 2020	37
f.	Chair's Report	39
1.	BCSTA Report	41
2.	BCPSEA Report	
3.	Student Trustee Report	
g.	Committee of the Whole Notes – January 27, 2020	43
	<b>RECOMMENDATION:</b> "TO write a letter of support for the Sunshine Coast Foundry application."	
h.	Education Committee Notes – January 27, 2020	47
i.	Operations Committee Notes – January 27, 2020	49
1.	2019-20 Amended Budget	53
	<b>RECOMMENDATION:</b> "THAT the 2019-20 Amended Budget be passed and adopted at the February Regular Board Meeting."	
2.	Town of Gibsons Zoning Amendment	
	<b>RECOMMENDATION:</b> "To write a letter supporting the Town of Gibsons Zoning Bylaw Amendment (1065-53, 2020)"	
j.	Receipt of Reports	
	<b>MOTION:</b> "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 March 1 , 2020.	
a.	Committee Agendas	71
	<b>MOTION:</b> "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, January 8, 2020, 7:00 p.m.  
Sechelt Learning Centre - Sechelt, BC  
5538 Shorncliffe Ave  
Sechelt, BC

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

---

1. Call to Order

The meeting was called to order at 7:00 pm.

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

2. Celebrating Education: Early Learning - K. Deasey

District Principal Deasey shared information on the development of early learning programs in the school district since 2000. Early development instrument (EDI) data from 2009 to 2015 shows a steady decrease in vulnerability in young learners on the coast, from 21% to 3%. Trustees explored materials provided to young learners in the SPARK program.

3. Public Question Period (10 minutes in total)

- There were no questions from the public.

4. Adoption of the Agenda

**Moved:** Haines

**Seconded:** Amaral

**MOTION:** "THAT the agenda of January 8, 2020 be adopted."

**Carried**

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

- a. Regular Meeting Minutes - December 11, 2019
- b. Record of Closed Meeting - December 11, 2019

**Moved:** Haines

**Seconded:** Amaral

**MOTION:** "THAT the Regular Meeting December 11, 2019 and the Record of Closed Meeting of December 11, 2019, be approved."

**Moved:** Hampvent

**Seconded:** Ste. Marie

**AMENDMENT:** "THAT the minutes of the Regular Meeting of December 11, 2019 be approved with corrections to trustees present and that the Record of the Closed Meeting of December 11, 2019 be approved as presented."

**Amendment: Carried**  
**Motion as amended: Carried**

The minutes of the Regular Meeting of December 11 will be updated with corrections to trustees present at the meeting.

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 at <https://sd46.bc.ca/wp-content/uploads/2020-01-Reg-Presentations.pdf>.

b. Strategic Plan Reports

1. Goal 1.b. - Early Learning

Superintendent Bocking spoke to the written report and highlighted

- Engaging with vulnerable families,
- The provincial Early Learning Framework,
- The district's EDI data,
- Sharing the success of the Kindergarten Survey with the Ministry of Education.

2. Goal 1.g. - Physical Health

Director Kerr spoke to her written report and noted:

- The Elementary Sports Committee has changed its name to the Physical Health Committee to broaden the scope of the committee,
- The After-School Sports and Arts Initiative (ASSAI) grant helps to fund after school programs, including a mountain biking program, coordinated by local community schools,
- Several vaping awareness and substance use panels have taken place at several schools,
- The district is working with community partners to develop an active transportation program.

3. Goal 2.a. - Healthy and Inspired Team

Superintendent Bocking shared a video of school district staff sharing their pride in working at SD46 and speaking about personal wellness. The video is available at <https://www.youtube.com/watch?v=H87xKoCiXfs>.

4. Goal 3.g. - International Student Program

Director Bishop spoke to his written report and highlighted next steps in the development of the International Student Program, including:

- Continuing the diversification of international students,
- Recruiting additional agents,
- Developing a relationship with the Sea to Sky school district.

c. Administrative Regulations in Circulation

Details regarding the administrative regulations in circulation can be found in the committee notes of meetings taking place in December 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. 3125 - Immunization
2. Reg. 3220 - Medical Alerts

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. 3110 - Head Lice
2. Reg. 3300 - Menstrual Products
3. Reg. 4150 - Portable Soccer Nets
4. Reg. 4170 - Use of Board Property by Licensed Child Care Providers

e. Secretary-Treasurer's Report

Secretary-Treasurer Weswick reported on a recent meeting with the West Sechelt Elementary PAC to discuss the approved school expansion project. He further noted that the project team has met to discuss site configuration, additional information will be shared with the Operations Committee at the end of the month.

1. Larger Cheques Written in the Month of December 2019

Trustees asked for additional information on payments to Wishbone Industries and Baragar. Secretary-Treasurer Weswick indicated that Wishbone Industries supplied benches to Roberts Creek Elementary and Baragar provides enrollment projection support and catchment area data.

f. Board Report

Chair Ruth spoke to the written report and provided an opportunity for trustees to report on their activities.

Vice-Chair Leech reported on a meeting with other female locally elected officials.

Trustee Hampvent reported on anecdotal feedback relating to secondary school supplies and submitted a motion to suspend the purchase of school supplies at the secondary level until such time as the district has collected feedback on the initiative.

**Moved:** Hampvent  
**Seconded:** Haines

**MOTION:** “THAT School District No. 46 suspend purchasing school supplies for high-school aged students in the 2020/2021 budget year, until we receive thorough feedback from the stakeholders: teachers, support staff, parents and students.”

Opposed. (1): Leech  
**Carried (5 to 1)**

Trustee Girard reported on her attendance at winter concerts and the Nutcracker Ballet.

Trustee Amaral reported on her attendance at the West Sechelt Elementary PAC meeting and conveyed the PACs excitement about the upcoming expansion project.

Trustee Ste. Marie presented a motion to support student voice at the Sunshine Coast Youth Action and Awareness committee.

**Moved:** Hampvent  
**Seconded:** Haines

**MOTION:** “THAT the SD46 District Student Leadership Team, under the direction of the student trustee, supported by the superintendent, choose an interested student representative to attend the Sunshine Coast Youth Action and Awareness Committee meeting to bring a youth voice to the table of child and youth service providers on the Sunshine Coast”

**Moved:** Hampvent  
**Seconded:** Leech

**AMENDMENT:** “THAT the Board of Education of School District No.46 supports the District Student Leadership Team in appointing an interested student to the Sunshine Coast Youth Action and Awareness Committee.”

**Amendment: Carried**  
**Motion as amended: Carried**

1. BCSTA Report

Trustee Haines will attend the upcoming BCSTA Provincial Council meeting at the end of February.

**Moved:** Hampvent  
**Seconded:** Haines

“THAT the Board of Education of School District No.46 send the proposed substantive motion titled: ‘Advocacy for Extended Stop Arms for School Buses’ to the BCSTA for consideration at the annual general meeting”.

**Carried**

2. BCPSEA Report
 

Trustee Hampvent plans to attend the BCPSEA Annual General Meeting at the end of January.
3. Student Trustee Report
 

There was no report.
- g. Committee of the Whole Notes - December 17, 2019
 

The notes were submitted as written.
- h. Education Committee Notes - December 17, 2019
 

The notes were submitted as written.
- i. Operations Committee Notes - December 17, 2019
 

Trustee Hampvent spoke to the meeting's notes and highlighted the board's commitment to send a letter to the SCRD to initiate Joint-Use Committee meetings.
- j. Receipt of Reports
 

**Moved:** Haines  
**Seconded:** Hampvent  
**MOTION:** "THAT the reports be received."

**Carried**

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

A member of the audience asked if the costs relating to menstrual products would be borne by the district or at the school level. Secretary-Treasurer Weswick indicated that the item will be included in the amended budget discussion at the Operations Committee in January.

A member of the press asked for information on the architect for the West Sechelt expansion project. Secretary-Treasurer Weswick indicated M3 Architecture had been retained through a direct award posted to BC Bid.

A member of the press asked for the chair's position on the motion relating to school supplies. Chair Ruth indicated that the chair does not vote on motions and that she had no particular position on the matter.

8. Next Meeting

The next public board meeting will be held on February 12, 2020.

- a. Committee Agendas
 

**Moved:** Girard  
**Seconded:** Hampvent  
**MOTION:** "TO approve the committee agendas."

**Moved:** Haines  
**Seconded:** Hampvent

**AMENDMENT:** "TO approve the committee agendas with the addition of 'Completion Rates' to the Education Committee"

**Amendment: Carried**  
**Motion as amended: Carried**

9. Adjournment

There being no further business, the meeting adjourned at 8:39 p.m.

**Moved:** Hampvent  
**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, January 8, 2019, 5:30 p.m.  
Sechelt Learning Centre - Sechelt, BC  
5538 Shorncliffe Ave  
Sechelt, BC

TRUSTEES: P. Ruth, Board Chair; S. Leech, Vice-Chair; A. Amaral, Trustee;  
S. Haines, Trustee; M. Hampvent, 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)

The meeting was chaired by Vice-Chair Leech.

**Call to Order**

The meeting was called to order at 5:30 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
  - Personnel
    - Superintendent Evaluation Committee Meeting – December 11, 2019
  - Students
    - Individual Student Completion Histories
- **Items for Disclosure**
  - There were no items for disclosure

**Adjournment**

The meeting adjourned at 6:11 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  
February 12, 2020

---

### 1. CIRCLE OF CARE: STUDENTS

- a. The **Early Years Fair** is coming!
  - i. Face painting, dress up, petting zoo, community groups and more.
  - ii. *The book, Sometimes I feel like a fox*, is being celebrated as a theme. (1b, 3c)
- b. Student will have access to more **ebooks and audio books** through a district-wide access point. (1d)
- c. **Literacy week**: All schools were actively supporting student engagement and joy in reading including projects from *The Magnificent Thing* book (1d)
- d. **Moosehide Campaign** – February 24<sup>th</sup>, 2020. District Principal Mahlman has ordered 2000 Moosehide pieces for distribution within our learning communities.
  - i. *The Moose Hide Campaign is a grassroots movement of Indigenous and non-Indigenous men and boys who are standing up against violence towards women and children. Wearing this moose hide signifies your commitment to honour, respect, and protect the women and children in your life and to work together to end violence against women and children.* <https://moosehidecampaign.ca> (1f)
- e. All grade 10 students will participate in the **Blanket Exercises** over the next two months to support their understanding of Indigenous history in Canada. (1h)
- f. A group of SD46 students will be visiting the **Skwxwu7mesh Trades Centre** to understand the many career opportunities that students can pursue. (1l)

### 2. CIRCLE OF CARE: STAFF

- a. **Violent Threat Risk Assessment** training for student support teachers, school counsellors, principals and district staff took place. VTRA ensures that processes are in place to support all of our students in challenging situations. Fair notice was provided to the community. (2b)
- b. The SCTA has developed a comprehensive **Professional Development** day on the February 14<sup>th</sup> Pro D Day centred at Davis Bay Elementary School. Staff will participate in over a dozen presentations and workshops that will support environmental education in our schools. (2b)
- c. Shelley Moore is an extremely well-respected expert in **inclusive education**. She is working with our staff to support our journey of ensuring that each of our students achieves their goals. This past month saw over ninety educators enthusiastically participating in her sessions. (2c, 2d)

### 3. CIRCLE OF CARE: COMMUNITY

- a. **School Supplies Survey** (3a). The Board of Education requested a thorough survey of staff, parents and students regarding their interest in the district continuing to pay for school supplies at the high school level. The online survey of parents and staff indicates that 77% would prefer that the practice continue. The survey of students indicated that 93% would prefer that the practice continue.
- b. The Technical Department is developing a **disaster recovery plan** for the district's

information systems. Strategies will be further developed to ensure that our data is secure in the event of a significant breakdown in our infrastructure. (3e)

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

## STRATEGIC PLAN REPORT: MENTAL HEALTH

Submitted by Director Kate Kerr  
February 12<sup>th</sup>, 2020

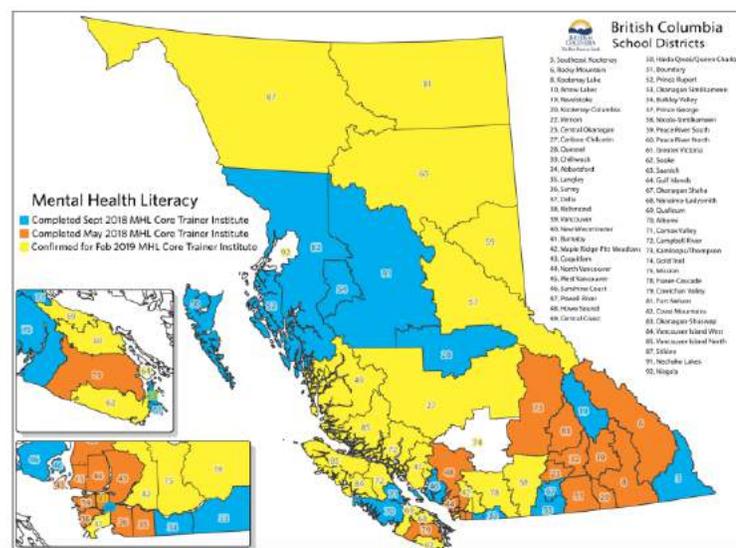
- 1f Our students will develop and apply social and emotional skills to successfully live, work, and play together. They will have the resilience and attitude to deal with life's challenges and to manage their **mental health**.

### Background:

One in five young people suffer from a mental illness issue. It often presents during adolescence and, if left unrecognized and untreated, can lead to considerable negative outcomes in physical and mental health, academic and vocational achievement, interpersonal relationships and other important life domains<sup>1</sup>. Therefore, a strategic and preventative approach is Mental Health Literacy. Mental Health Literacy encompasses the knowledge, beliefs and abilities that enable the recognition, management or prevention of mental health problems with a range of benefits including early recognition and intervention, and reduction of stigma associated with mental illness. According to the Canadian Mental Health Association, an estimated 3.2 million Canadian youth aged 12 to 19 are at risk of experiencing depression, but only one in five youth who need help access mental health services.

### Discussion:

- Mental Health Literacy is being implemented in school districts across the province.
- 4 components of Mental Health Literacy include:
  - ✓ Understanding how to optimize and maintain good mental health
  - ✓ Understanding mental disorders and their treatments
  - ✓ Decreasing stigma
  - ✓ Increasing health seeking efficacy
- Cascade Model of Interpretation
  - ✓ Expert Trainers from each district are trained in an intensive 3-day institute,



- ✓ Expert Trainers from each District provide in-service to develop District Trainers, and
- ✓ District Trainers train school-based Go-To Educators as well as regular classroom teachers.
- 2018-2019
  - ✓ Master Trainer Session (3 educators)
  - ✓ Go-To Educator Training
    - Three Trainings for groups of teachers at Elphinstone (15), Chatelech (15), and Pender Harbour (all)
    - One further training for Go-To trained teachers who were interested in trying to implement the curriculum
  - ✓ Mental Health Literacy with Students
    - Curricular - ex: test taking and anxiety in any course
    - Situational - ex: *Angst* screening
- Mental Health Literacy Course – ex: grade 9 elective rotation at Chatelech

#### Next Steps:

- Mental Health Literacy Training
  - ✓ Supporting Student Mental Health – Counsellors’
  - ✓ Mental Health Core Trainer – District Implementation
- Mental Health Literacy District Team
- Prioritizing structural/logistical systems to support delivery of curriculum
- Where does it fit? How is it sustainable?- Involve planning with principals
- Utilize the BC Physical Health Curricular Competencies / Mental Health Literacy Guide Correlations
- Build in training opportunities for Educational Assistants
- Develop connection with community partners and families regarding Mental Health Literacy

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

## STRATEGIC PLAN REPORT: INCLUSIVE EDUCATION

Submitted by Director Kate Kerr  
February 12<sup>th</sup>, 2020

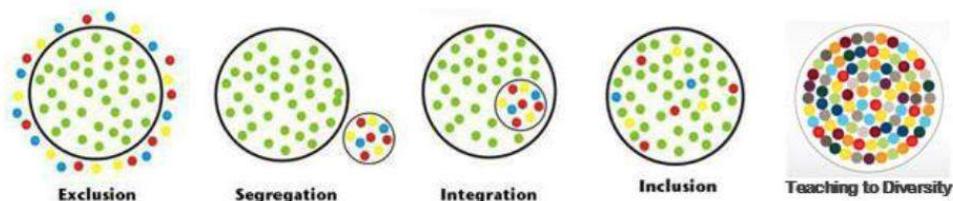
2c Our staff will apply a deep understanding of **inclusive education** practices.

### Background:

Our district has had a strong history of inclusion and inclusive practices. Our focus on the Universal Design for Learning through our classroom practices and our technology support structures and opportunities have given staff and students a deeper understanding of inclusion. With the new curriculum, which embeds the core competencies and focuses on student agency and personalization, inclusive practices become even more meaningful. We have been fortunate enough to have Shelley Moore, an innovator and champion for inclusion in our district for 3 days, teaching and learning with school teams about inclusive practices.

### Discussion:

- History of Inclusion from Shelley Moore – a journey from exclusion to teaching to diversity.



- How do we make an adjustable curriculum? (like a cockpit of an airplane)
- Build a curriculum plan that fits the kids vs. kids fitting the curriculum. We need to find the range so students can be the pilots who adjust their own planes to make them fly.
- Our dates with Shelley - Feb 2019, 3 dates in 2020 (Jan 29, Feb 19, May 14)
- Daytime Sessions: FOCUS: Championing/Supporting Inclusive Schools (Infrastructure)
- Afterschool Sessions: FOCUS: The How? How do we plan for all? (Lesson Planning through Backwards Design)
- Teams participating: 9 elementary, 3 secondary, K-12 Alternative School, Indigenous Learning team, Early Learning team, District Support Services team

**Next Steps:**

- Continue the learning in monthly Student Support Teacher Meetings, Counsellor Meetings and Leadership Meetings
- Use data to inform and support next steps with respect to inclusion
- Recognize that this takes time and resources
- Re-imagine resources and supports
- Focus on equity for all learners
- Continue to ensure a variety of professional learning opportunities to support inclusive classrooms and innovative teaching practices
- Discuss a shift in language - Inclusion/Inclusive Education
- Explore having Shelley return for another series which would include Educational Assistants.

# ADMINISTRATIVE REGULATIONS

**TITLE:** RESPONSIBLE USE OF SOCIAL MEDIA

**CATEGORY:** EDUCATION

**NUMBER:** 1370

**CIRCULATING UNTIL APRIL 3, 2020**

**I. Rationale:**

Social networking, within the district context, is for the purpose of establishing an online presence that promotes positive, interactive, professional and educational communications as well as showcasing the district's mission and values in action.

**II. Definition:**

1. 'Social Media' refers to electronic access to and use of blogs, personal websites, RSS feeds, postings on wikis and other interactive sites, such as, but not limited to: Facebook, Instagram, YouTube, Pinterest, Twitter, and postings on video or picture-sharing sites and elsewhere on the Internet.
2. A 'user' refers to a student, school district staff, and/or community member.
3. 'School related social media account' is specifically for sharing events and news that is connected directly with the classroom, school, and/or district.
4. 'Personal social media account' is not related to the school or district.

**III. Procedures:**

**A. Social media accounts:**

1. Departments or individual staff creating a district related social media account must inform the district communications officer in writing.
2. Parent advisory councils, departments, or individual staff creating a school related media account must inform the principal in writing.

**B. Interactions representing the district:**

1. Student names, photos, and/or school work should only be shared online to a school/ district page/ site; never to a staff member's personal social media account.
2. In cases where a user is representing a school, (district) parents' advisory council, department, or the district, the user must identify themselves as connected to the district and/or school as follows:
  - a) The signature "School District 46 – Sunshine Coast" and/or the district logo needs to appear in the banner or in the profile page for district related

## ADMINISTRATIVE REGULATIONS

TITLE: RESPONSIBLE USE OF SOCIAL MEDIA

CATEGORY: EDUCATION

NUMBER: 1370

CIRCULATING UNTIL APRIL 3, 2020

social media sites.

(1) Access and permission to use the district's logo can be granted by emailing the district communications officer.

b) The school name and/or the school logo needs to appear in the banner or in the profile page for school related social media sites.

(1) Access and permission to use the school's logo can be granted by emailing the school's principal.

3. Any use of electronic media by a user must be consistent with the duty of loyalty each user owes to the district and must not transgress any law or civil duty of care owed to the district or any other person.

C. Respect, privacy, and confidential information:

1. Users will not disclose confidential student information, images, or confidential school, department, or personnel records without first obtaining written consent from the principal and the guardian(s) for students under the age of eighteen (18) (this is normally obtained through the annual 'district media consent form').

2. Users will not use social media sites to be defamatory or harassing towards any person.

3. Users will not engage electronically in behaviour or comments that would reflect negatively on a school or the district's reputation or the reputation of any student, staff, or community member.

4. Users may be disciplined if their social media comments and postings, whether personal or school/district related, are not in compliance with this administrative regulation or any other policies or procedures of the district.

5. Users participating in social media activities will respect federal copyright and fair use guidelines.

6. Users participating in social media activities acknowledge that all information posted to sites is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) if that information falls within the purview of the information protected by and governed by FOIPPA.

## ADMINISTRATIVE REGULATIONS

TITLE: RESPONSIBLE USE OF SOCIAL MEDIA

CATEGORY: EDUCATION

NUMBER: 1370

CIRCULATING UNTIL APRIL 3, 2020

---

- D. Staff-student online correspondence:
1. Online correspondence between staff and students must be related to course work, or school sanctioned clubs/activities.
  2. Social media conversations between a staff member and a parent are subject to the provision of this administrative regulation.
  3. Principals will annually inform staff members that the ethical standards for the teaching profession apply at all times, whether in a traditional school environment or an online environment.
  4. District staff shall not initiate or accept electronic “friend” invitations from students unless the networking is part of an existing school course or school club structure and at least one (1) other staff member has administrative access to the social media group.

**Received:**

**References:** Sections 8, 17, 20, 22, 65, 85 School Act; *Freedom of Information and Protection of Privacy Act*; *Copyright Act*



# ADMINISTRATIVE REGULATIONS

**TITLE:** FUNDRAISING AND GRANTS

**CATEGORY:** FINANCE

**NUMBER:** 5040

**CIRCULATING UNTIL APRIL 3, 2020**

**I. Rationale:**

The Board of Education of School District No. 46 (Sunshine Coast) recognizes that the resources to fully fund public education in the K - 12 sector are the responsibility of the provincial government through the Ministry of Education. However, in order to provide enhanced or enriched educational opportunities for students or develop positive relationships with the community the district may seek or accept external funding through fundraising, donations or grants.

**II. Fundraising:**

- A. Any school club, group or organization must request and receive permission from the principal to engage in a fundraising activity.
- B. Requests shall include all pertinent information such as the nature of the activity, the purpose, the dates to be held, number of students to be involved, amounts of money needed to be raised and the identification of any other agencies involved.
- C. The principal may reject or endorse the proposal based on whether or not the criteria are consistent with Board and school policies, philosophy and goals, and whether the proposal interferes with fundraising activities concurrently being operated.
- D. All school fundraising efforts shall be recorded in school trust accounts, controlled by the principal. Parent Advisory Council fundraising may be recorded in their own accounts.
- E. The principal shall ensure that accounting procedures clearly indicate revenues and expenditures for each fundraising activity and that procedures are implemented for the safe-keeping of monies.
- F. No person shall be compensated for conducting fundraising activities.
- G. Priorities for fundraising within a school shall be determined by the principal in consultation with staff, students and parents.
- H. Principals of neighbouring schools shall confer with each other on the fundraising activities being conducted by each school.
- I. Fundraising activities shall be conducted in such a way that they do not interfere with educational objectives nor infringe upon community standards.
- J. Student safety shall be the priority during planning of activities and maintained at all times.

# ADMINISTRATIVE REGULATIONS

TITLE: FUNDRAISING AND GRANTS

CATEGORY: FINANCE

NUMBER: 5040

CIRCULATING UNTIL APRIL 3, 2020

K. The principal shall ensure that the activity is conducted in accordance with applicable laws and regulations, including those related to lotteries and raffles.

L. Any donations received during the course of fundraising efforts shall be in accordance with Regulation 5020 – Donations.

M. Where educational facilities, staff and students are used in a manner that promotes the sale of services or products offered by a business agency or organization, the principal shall adhere to Regulation 1190 - Partnerships and Corporate Sponsorship.

N. No one shall represent a third party or Parent Advisory Council as having authority or agency related to the Board or school.

### III. Grant Applications:

- A. The district or schools may apply for grants from foundations and/or granting agencies by submitting an application providing that the proposed project/activity:
1. is consistent with the values, goals, directions of the school and district;
  2. responds to a clearly understood educational need;
  3. supports and does not undermine, either implicitly or explicitly, existing programs;
  4. is beneficial to the school and/or community;
  5. does not directly benefit in a material way an individual student or staff member;
  6. does not require matching district funds unless prior approval from the Board has been obtained (school based funds can be used for matching requirements), and;
  7. aligns with Regulation 1190 - Partnerships and Corporate Sponsorship.
- B. Principals may sign grant applications for up to \$5,000. Any grant submissions for greater than \$5,000 must be approved by the Secretary-Treasurer (or designate) for consideration.
- C. Only Principals, Directors of Instruction, the Secretary-Treasurer or the Superintendent may sign grant applications on behalf of the school or the district.
- D. Schools and the district will report annually in the on all grants received greater than \$5,000 in the audited financial statements and associated reports.
- E. Use of the district's charity number will be limited to those grants for which the school/district is an applicant.

# ADMINISTRATIVE REGULATIONS

TITLE: FUNDRAISING AND GRANTS

CATEGORY: FINANCE

NUMBER: 5040

**CIRCULATING UNTIL APRIL 3, 2020**

---

- F. School parent advisory councils (PAC) or the district parent advisory council (DPAC) should work with the school Principal or Superintendent prior to applying for grants that will impact the school/district. This will help ensure that if the grant is received that the school/district will support the project's implementation.
- G. "Flow through" of funds is not allowed, however third parties may provide receipts and be reimbursed. Funds applied for by the school district must be held and overseen by district staff.

Received:

References:



# ADMINISTRATIVE REGULATIONS

**TITLE:** STUDENT LEADERSHIP

**CATEGORY:** EDUCATION

**NUMBER:** 1290

**I. Rationale:**

Student Voice allows for a direct link between the current educational experience of students, school and district administration, and the Board.

**II. District Student Leadership Team (DSLST):**

A. Two students (normally one in grade 11 and one in grade 12) from Pender Harbour, Chatelech, Sunshine Coast Alternative and Elphinstone Secondary Schools will meet with the Superintendent or designate at least every two months to discuss matters of interest to students.

B. A process will be developed by the DSLST to nominate a member of the DSLST to be Student Trustee for the academic year.

C. Should the nominee be unable to complete his/her term, the DSLST will nominate another student to fulfill the role of the Student Trustee for the balance of that school year.

**III. Student Trustee:**

A. The DSLST shall name a Student Trustee to the Board in June of each school year for the subsequent school year.

B. The Chair of the Board or designate will mentor the student trustee.

C. The Student Trustee shall have the same opportunities for participation in meetings of the Board and its committees as an elected Trustee. However, the Student Trustee is not a member of the elected Board, and, therefore, cannot attend closed meetings. Further, the Student Trustee cannot vote on matters before the Board.

D. The Student Trustee must try to attend all regular meetings of the Board, normally in Gibsons.

E. The Student Trustee shall report to the DSLST the activities and priorities of the Board.

F. The Student Trustee shall report to the Board on the activities and priorities of the DSLT

G. The Student Trustee shall act in accordance with the Bylaws and Policies of the Board.

H. The Student Trustee shall prepare a written report for the June Board meeting to describe his/her experiences as a Student Trustee for his/her term of office.

**Received:**

**References:** Board Policy 2.8



# ADMINISTRATIVE REGULATIONS

**TITLE:** WAIVERS AND INFORMED CONSENT

**CATEGORY:** EDUCATION

**NUMBER:** 1360

## I. Rationale:

The function of informed consent is to provide information to parents regarding curricular and extracurricular activities. It also provides an opportunity for parents to advise the school of any concerns they may have related to their child's participation in an activity.

Informed consent shall be used by School District No. 46 as a condition of participation by students in certain curricular and extracurricular activities. Specifically, informed consents are signed by a parent or guardian to indicate their consent to the proposed activity of an extracurricular, off-site curricular, or an on-site curricular activity that is considered by the school as medium to high risk.

## II. Procedures:

### A. Low-risk activities:

1. Schools may use a general consent form to cover off-site curricular activities of a low risk nature, such as field trips to cultural activities, local businesses and industrial sites, community visits, musical productions and courses that include frequent low risk activities.
2. A general consent form may be used on an annual or by course basis for this purpose as long as:
  - a) parents/guardians are given notice of each activity as it approaches;
  - b) the general consent provides a possible list of the low risk activities to which they are consenting;
  - c) both the general consent form and notice shall describe transportation arrangements.

### B. High-risk activities:

1. Higher risk off-site curricular and extracurricular activities require more detailed and individualized consent forms. By signing the consent form, the parent/guardian agrees that the activities described, including normal associated risks, are appropriate for his/her child.
2. Such forms are specific to the activity and describe inherent risks.
3. Specifically, the consent form will include:
  - a) specific means of transportation;
  - b) the nature of the supervision being provided;

# ADMINISTRATIVE REGULATIONS

TITLE: WAIVERS AND INFORMED CONSENT  
 CATEGORY: EDUCATION  
 NUMBER: 1360

---

- c) a description of the activity, including inherent risks;
- d) identify the date, time and duration of the activity.

4. When a curricular or extracurricular activity is planned that extends several days or is considered by the school principal to be a high-risk activity, the consent form shall also include:

- a) address and telephone number to the location of the activity or, where necessary, the cell phone number of the supervising teacher for emergency contact;
- b) a detailed itinerary, including any options that may be available for the students, unsupervised periods and remoteness from medical facilities;
- c) a more detailed description of the risks that are inherent to the activity.

5. When a course is offered that involves higher than normal associated risks (e.g. a senior level physical education course, an outdoor physical education course) the activities and attendant risks shall be described to parents/guardians early enough so that an alternative course selection can be made.

## C. Waivers

1. Waiver forms shall be used for extracurricular activities involving high risk activities. These will usually be activities that private operators would require waiver forms for, such as river rafting, rock climbing, skiing, etc.
2. Where outside facility providers require waiver forms as a condition of providing services, the school shall insure that parents/guardians receive notice of this fact before they consent to their child's participation in the activity.

Received:

References:

# ADMINISTRATIVE REGULATIONS

**TITLE:** REFERENCE CHECKS AND SEARCH OF CRIMINAL RECORDS: PROSPECTIVE EMPLOYEES AND VOLUNTEERS

**CATEGORY:** PERSONNEL

**NUMBER:** 2110

**I. Rationale:**

The District believes in providing a safe working and learning environment for staff and students. It is the obligation of managers to review applications and conduct reference checks of prospective employees or volunteers to confirm that they conform to our need for safety.

**II. Reference Checks:**

**A. Applicants for employment:**

1. Before an applicant for employment is appointed, a representative of the Board shall conduct a reference check with previous employers, supervisors, instructors and/or other sources relevant for the position to be filled. All responses shall be recorded in writing and shall be as complete as possible.
2. The Human Resources Department at the Board Office shall keep a record of all such reference checks.

**III. Search of Criminal Records:**

**A. For all existing and prospective employees, trustees, and contractors working with children, as defined in section 1 of the *Criminal Records Review Act*:**

1. This group shall have a "Vulnerable Sector" criminal record check completed as provided by the *Criminal Records Review Act*. This criminal record check is completed by the Human Resources Department.
2. Members of the B.C. Teachers' Federation (BCTF) will have their criminal records check completed by the Teacher Regulation Branch (TRB).

**B. For volunteers:**

1. Requests for searches of the criminal record shall be made on the form provided by the Board for this purpose. The consent of the subject of the search shall be obtained in writing on this form and it will be the responsibility of the applicant to deliver the request, in person, to the RCMP detachment in the applicant's present area of residence.
2. Requests for criminal record searches shall specify the location for which the applicant has applied.

# ADMINISTRATIVE REGULATIONS

**TITLE:** REFERENCE CHECKS AND SEARCH OF CRIMINAL RECORDS: PROSPECTIVE EMPLOYEES AND VOLUNTEERS

**CATEGORY:** PERSONNEL

**NUMBER:** 2110

3. The volunteer will be required to pick up the results. The results are to be delivered to the Human Resources Department in confidence.

4. The results will be reviewed by the Manager of Human Resources or designate.

5. If the record provides no reason why the applicant should not be in the school, the applicant shall be advised in writing. The record shall be returned to the applicant and a copy of the record or a note will be kept in the Board office files to the effect that a criminal records search was conducted revealing no areas of concern.

6. If the record gives information the Manager of Human Resources considers detrimental to their presence in the school, they will contact the applicant. Clarification and further action will be determined at that time.

7. In all cases the final disposition of the criminal record search document shall be with the applicant, not with the Board.

8. The criminal record check is considered valid for a period up to 5 years from the date of the search.

#### **IV. Appeal of Criminal Records:**

A. If the applicant should consider the record to be incorrect, the official shall advise the applicant to take the matter up with the RCMP.

B. If the RCMP on researching the record further concludes the record was in error, the applicant may request a revised/corrected record be furnished to the Board.

**Received:**

**References:** *Criminal Records Review Act*

# ADMINISTRATIVE REGULATIONS

**TITLE:** SEXUAL ORIENTATION AND GENDER IDENTITY  
**CATEGORY:** HEALTH AND SAFETY  
**NUMBER:** 3200

---

**I. Rationale:**

School District No. 46 (Sunshine Coast), provides an environment for all members of the school community to work and learn, free from discrimination and harassment while promoting proactive strategies and guidelines to ensure that all students, employees and families are welcomed and included in all aspects of education and school life and are treated with respect and dignity.

**II. General:**

A. In order to create a school and district culture that supports diversity, all members of the school community shall model respectful and inclusive conduct and refuse to tolerate any form of discrimination. School District 46 embraces and upholds the Ministry of Education SOGI initiatives and is in alignment with all policies and procedures as referenced on the Ministry of Education SOGI 123 website (<http://www.SOGIeducation.org>).

B. As such, the District will appoint a District SOGI Lead and will support each school to have a SOGI School Lead. In addition, a District SOGI Committee will be supported by the Board and District.

C. The Board and District shall provide learning opportunities for school communities to increase their knowledge and tools in developing a broad understanding of SOGI and the impact on students. Training shall allow staff to appropriately deliver the curriculum, learn appropriate and respectful language, handle discrimination, and support individual needs.

D. Schools will support developmentally appropriate activities and provide resources that promote knowledge and skills in developing respect for, as well as eliminating discrimination against LGBT2SQ+\* people.

E. Students will be included and accommodated for in all extra-curricular activities regardless of their sexual orientation or gender identity, including support to set up a Gender-Sexuality Alliance/Gay-Straight Alliance or similar club.

F. Schools will include in their Codes of Conduct specific reference to discrimination on the basis of gender identity, gender expression or sexual orientation.

G. Schools will provide support for the LGBT2SQ+ youth in their school communities by:

1. Ensuring students have the right to confidentiality of their official and/or preferred sex, gender, and name. In class: Staff will not expose sexual orientation, gender identity, and/or gender expression of students.

# ADMINISTRATIVE REGULATIONS

**TITLE:** SEXUAL ORIENTATION AND GENDER IDENTITY

**CATEGORY:** HEALTH AND SAFETY

**NUMBER:** 3200

2. Students have the right to self-identification, which includes the name by which they wish to be addressed and their preferred pronouns that correspond to their gender identity.

3. Students may express their gender identity or gender expression through their manner of dress. If dress codes exist, they should be as inclusive as possible, which may include removing pronouns.

4. Schools will focus on integrated and inclusive activities. Where gender segregated activities continue to exist, students will have the option to be included in the group that corresponds to their gender identity or, in the case of gender non-conforming students, the group they would like to participate in.

5. Students will be included and accommodated for in all extra-curricular activities regardless of their sexual orientation or gender identity/expression, including support to set up a Gay-Straight Alliance.

G. The Board, in the regular course of reviewing policy, regulations and other district documents, will ensure that language is representative of the diversity of our LGBT2SQ+ community.

H. Given the potentially sensitive nature of the content that may arise when supporting students, it is expected that all volunteers working with the LGBT2SQ+ student population sign and abide by the SD46 Volunteer Code of Conduct.

*\*NOTE: LGBT2SQ+\* is used to refer to lesbian, gay, bisexual, trans, two-spirited, queer, questioning, intersex, asexual, pansexual, non-binary et al.*

**Received:**

**References:** Policy 20

# ADMINISTRATIVE REGULATIONS

**TITLE:** STUDENT SUBSTANCE USE

**CATEGORY:** HEALTH AND SAFETY

**NUMBER:** 3240

**I. Rationale:**

Both the *Tobacco and Vapour Control Act*, Section 2.2, and the *Cannabis Act* clearly define the laws regarding smoking, the use of tobacco and vapour products and the use of cannabis on school property. The Board of Education of School District No. 46 (Sunshine Coast) recognizes that in order to provide the greatest opportunity for healthy student growth and development, the school environment must be free from the use of tobacco, alcohol, cannabis and other impairing substances. The Board shares responsibility with students, parents and the community for addressing problems associated with the use of such substances. The Board supports a proactive and comprehensive approach to substance use which emphasizes preventative curriculum, early intervention, counselling and disciplinary actions. Given our vulnerable population of children and youth, it is important that staff model and promote healthy living in the workplace.

**II. Practices:**

- A. Smoking, vaping and the use of tobacco products or cannabis is prohibited on all property owned or operated by the school district and in school district vehicles.
- B. The Board prohibits the use of, or being under the influence of alcohol, cannabis or other impairing substances by students while on school property or at school-sponsored events.
- C. Students are not permitted to smoke, vape or use tobacco or cannabis products or possess/consume alcohol on school buses or at any school function held in other locations.
- D. The exception to this policy is for the ceremonial use of tobacco where the activity has been approved by the Board, and the ceremony is performed in relation to a traditional indigenous cultural activity, or performed by a group for a purpose approved by government regulation.
- E. Principals and teachers shall strive to ensure that all students receive instruction that promotes substance use awareness, responsible decision-making, positive self-esteem and overall good health.
- F. Principals and teachers shall remain aware of current scientific knowledge and instructional techniques related to substance use education.
- G. Students and parents shall be made aware of available counseling services and other support services outside of the school. Access to community assessment, counseling and treatment services may be facilitated by the school for students and families. In taking or

# ADMINISTRATIVE REGULATIONS

**TITLE:** STUDENT SUBSTANCE USE

**CATEGORY:** HEALTH AND SAFETY

**NUMBER:** 3240

facilitating such action, school personnel shall strive to ensure the confidentiality of those involved. Students should feel free to seek and receive counseling about substance use and related problems without fear of punishment or reprisal.

H. When, in the opinion of the school principal, a student is in possession of, or under the influence of impairing or illegal substances either during the regular school day or at a school-sponsored function, whenever or wherever held, the student may be either sent home or suspended. The length and type of the suspension shall be determined on a case-by-case basis. Where possible, once the student is no longer in an impaired state, the suspension should be in-school and include counseling and/or other supports deemed necessary to promote the well-being of the student.

I. When, in the opinion of the school principal, a student is providing impairing or illegal substances to other students, whether for profit or not, the student may be suspended under the same guidelines as outlined in Regulation #1320.

J. The RCMP may be informed of suspected use or possession of illegal substances.

K. School principals, given reasonable cause, are permitted to search student lockers without the consent of the student.

L. Any illegal substances discovered to be in a student's possession or on school property shall be confiscated immediately by the school principal. At the time of confiscation, other responsible adults shall be made aware of the action that has been taken by the principal. The substance shall be locked in a secure place within the school. The RCMP shall be called immediately to pick up the confiscated material.

M. In making decisions about disciplinary procedures, the principal shall be guided by the concept of "in loco parentis", and shall consider what is best for the individual student as well as the health, safety and well-being of other students and staff members.

N. Encouragement and support shall be offered to those student organizations and activities that, in the opinion of the school principal, help to develop a positive peer influence in the area of substance use.

**Received:** January 2019

**References:** Board Policy 11.6; *Tobacco and Vapour Products Control Act* - Section 2.2, *Cannabis Act*

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

## SECRETARY-TREASURER'S REPORT

Submitted by Secretary-Treasurer Nicholas Weswick  
February 12, 2020

---

### SCHOOL FIELDS

At the Regular Board Meeting taking place on November 13, 2019, the board passed the following motion:

"That the Board of Education of School District No. 46 (Sunshine Coast) seek consultation from sports turf experts on low cost, environmentally-friendly initiatives for field maintenance."

Both before and after the motion from the Board, school district staff have been meeting with staff from other local governments to look for areas of possible cooperation for mutual benefit. This group includes former golf course groundskeepers and all seem keen to improve the quality of fields on the Sunshine Coast. SD46 staff are currently consulting with turfgrass specialists and developing a comprehensive field maintenance plan to bring the levels of all seventeen (17) of the SD46 fields up to a higher standard. Staff are also working with a consultant from Nutrien Solutions – Evergro Division to assist with soil testing and provide advice for the best fertilizer and seed to use on a field-specific basis.

Other areas of focus related to fields include:

- Refurbishing our aerator equipment to increase its lifespan and efficacy.
- Reviewing top-dressing plans and moving toward sand-only top-dressing to reduce compaction and improve drainage.
- Gardening staff will be attending the upcoming Western Canada Turfgrass Association 56<sup>th</sup> annual trade show and conference in Richmond from February 20-22.
- Reviewing Annual Facility Grant priorities to consider opportunities for investment into fields.

Some challenges that the District faces related to improving fields are:

- Limited number of staff and resources with large surface area to be maintained.
- School fields are primarily maintained to support learning activities for students, limiting our ability to close fields to allow for turf recovery.
- Lack of irrigation and overall access to water during droughts.
- Distance between fields leads to additional travel and setup time for important periodic maintenance activities, such as mowing.
- Staff responsibilities are broad, with grounds resources required to support everything on SD46 property from snow removal to playground repair to control of invasive species.
- Limited ability to share equipment between organizations due to scheduling constraints and union requirements.
- Fields are considered to be community assets, leading to them being used for things including dog play areas and golf practice, which can have a negative impact on the quality of the fields.

- Impact of locally established and migratory Canada geese populations.

SD46 Staff has also participated in a recent community dialogue which was led by SCRD staff and included a presentation from Ross Baron, the award-winning Vancouver Canadians head groundskeeper.

The following excerpt from the SCRD staff report is provided for convenience:

*“Shared priorities identified at the dialogue were:*

- 1. A shared interest to pursue partnership opportunities between local governments and with user groups, recognizing the potential for efficiencies, fundraising and creative problem solving.*
- 2. Need for/benefits from a regional, cooperative or collaborative approach to sports fields in areas such as operations, maintenance (including equipment sharing), scheduling, and capital improvements.*
- 3. The benefits of establishing clear service levels through field classifications (Tier 1, Tier 2, Tier 3), which could guide investments and how fields are used.*

*Table 2.0. Sports Field Classifications and recommended maintenance frequency*

<b>Classification</b>	<b>Description and Example</b>	<b>Industry Maintenance Frequency Standard</b>
Tier 1	Most commonly sand based/Irrigated/High-Level Competition./High Maintenance ( i.e. Brothers, Hackett, Shirley Macey)	2-3 times per week
Tier 2	Native and/or sand base/Irrigated/Youth Competition/Medium Maintenance (i.e. High school Fields, Connor)	1-2 times per week
Tier 3	Native base/Non-irrigated / Youth Competition/Low Maintenance(i.e. Elementary School Fields, Maryanne West)	1 time per week

- 4. The importance of irrigation and the need to identify water sources that can be used during dry summer months. Additionally, the costs and benefits of artificial turf were discussed, as was the preference to develop “in-house” (meaning on-Coast) maintenance solutions, as bringing specialized turf management services from off Coast has proven costly and unreliable.”*

We look forward to working collaboratively with the SCRD and local governments to improve the quality of fields.

## REGIONAL ENERGY SERVICES

The Burnaby school district (SD41) has had great success over the past decade of participation in the Energy Manager/Specialist program with funding from BC Hydro and Fortis BC. Knowing that many small and medium school districts are not large enough to qualify for this funding, the three

organizations partnered to develop a Regional Energy Services program to support smaller school districts. The program is fully funded in year one, through contributions from both Fortis and BC Hydro.

The Regional Energy Manger Program aims to:

- Provide support and expertise to small and medium sized school districts who are not currently, or have never been a part of an energy management program
- Ensure that these school districts are able to capitalize on available incentive programs for related capital projects, including prescriptive, custom, and new construction programs
- Assist school districts in navigating the administrative complexities associated with these programs
- Assist in directing what Ministry funding avenues best fit various types of projects.

The program offers the following services:

- Developing opportunity assessment reports based on utility data and site visits
- Helping to acquire funding from Hydro and Fortis for in-depth engineering reports for sites identified as good opportunities
- Providing access to incentive programs only available to Hydro funded energy managers
- Advising on project approach, industry best practices, and latest technologies
- Providing as much help as possible, while allowing each individual district to get the information they need to make their own decisions for capital planning
- If a project moves ahead, providing management of incentive program applications including efficient boilers, furnaces, pipe insulation, HVAC optimization, efficient lighting, efficient pumps/motors, custom and new construction programs
- Helping with Carbon Neutral Action Reports and implementation of new government SOFI carbon accounting software

The district looks forward to participating in this program.



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

DATE 03-Feb-2020 09:24 AM SUMMARY - ISSUED CHEQUE REPORT - CHEQUE LIMIT : 10,000.00 PAGE 1  
 START DATE: 01-Jan-2020 TO END DATE: 31-Jan-2020

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Jan-2020 AND 31-Jan-2020

00LCET4102	0001	*****	30209	TEACHERS' PENSION PLAN	06-Jan-20	433,830.57
00LCET4103	0001	*****	28093	RECEIVER GENERAL FOR CANADA	06-Jan-20	147,031.55
00LCET4104	0001	*****	28095	RECEIVER GENERAL FOR CANADA	06-Jan-20	19,253.44
00LCET4108	0001	*****	23290	MUNICIPAL PENSION PLAN	15-Jan-20	56,789.11
00LCET4110	0001	*****	28094	RECEIVER GENERAL FOR CANADA	17-Jan-20	99,216.31
00LCET4111	0001	*****	28094	RECEIVER GENERAL FOR CANADA	17-Jan-20	19,146.82
00LCET4112	0001	*****	33038	WORKERS' COMPENSATION BOARD	15-Jan-20	55,451.46
00LCET4115	0001	*****	28093	RECEIVER GENERAL FOR CANADA	24-Jan-20	200,000.00
00LCET4116	0001	*****	23290	MUNICIPAL PENSION PLAN	27-Jan-20	60,726.12

TOTALS FOR BANK - 0001 1,091,445.38

TOTAL NUMBER OF CHEQUES 9

TOTAL NUMBER OF CHEQUES WITH MICR 0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Jan-2020 AND 31-Jan-2020

2137000003	0001	0000053925	12012	BC HYDRO & POWER AUTHORITY	08-Jan-20	40,969.65
2137000006	0001	0000053928	30211	FORTIS BC-NATURAL GAS	08-Jan-20	15,999.58
2138ET0041	0001	*****	17032	GRAND & TOY LTD. ,	21-Jan-20	16,434.77
2138ET0069	0001	*****	13907	MINISTER OF FINANCE	21-Jan-20	1,000,000.00
2138ET0100	0001	*****	30172	THIRDWAVE BUS SERVICES	21-Jan-20	66,239.70
2139ET0036	0001	*****	11909	DR. DEBORAH AMARAL	29-Jan-20	31,850.00
2139ET0064	0001	*****	23257	MORNEAU SHEPELL LTD.	29-Jan-20	54,435.31

TOTALS FOR BANK - 0001 1,225,929.01

TOTAL NUMBER OF CHEQUES 7

TOTAL NUMBER OF CHEQUES WITH MICR 2

ON-LINE CHEQUES : ISSUED BETWEEN 01-Jan-2020 AND 31-Jan-2020

00LCET4119	0005	*****	12144	BANK OF MONTREAL	09-Jan-20	70,415.29
------------	------	-------	-------	------------------	-----------	-----------

TOTALS FOR BANK - 0005 70,415.29

TOTAL NUMBER OF CHEQUES 1

TOTAL NUMBER OF CHEQUES WITH MICR 0

GRAND TOTAL 2,387,789.68

CANCELLED TOTAL 0.00

NET GRAND TOTAL 2,387,789.68

GRAND TOTAL NUMBER OF CHEQUES 17

GRAND TOTAL NUMBER OF CHEQUES WITH MICR 2

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



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

### CHAIR'S REPORT

Submitted by Chair Pammila Ruth  
January 8<sup>th</sup>, 2020

---

Usually, the Chair's Report is an update on the recent activities of the Board. Each activity, concert, seminar and meeting that trustees recount is the story of our commitment to our schools, to our students and to the fostering of relationships with stakeholders throughout the community. This month, I will move the telescope out a notch or two to share with you what a board of education does as a whole and why.

Our job as trustees is to set the Visions and Goals that the school community wants to see in their district. We do this by establishing a Strategic Plan. This September past, with the collaboration of our staff, students and other stakeholders, we, the trustees presented this four-year plan. It is up to the trustees to carry this plan forward and regularly evaluate it to make sure that our district doesn't lose sight of these values and goals. You see this in the Superintendent's Report each month and throughout the agendas of all of our regular committee meetings. You see this when we go on our School Tours and receive updated reports on the progress and stumbling blocks of each school from the Principals' School Growth Plan. From these experiences and reports, we make evidence-based decisions through discussion, to align our policies or advocate on behalf of our community for those issues beyond our scope.

We know our schools.

Our job as trustees is to adopt and amend an annual budget. We are not Chartered Professional Accountants. This is not our wheel-house. We put in place an amazing team, led by our Secretary-Treasurer, to make sure that our I's are dotted and our T's are crossed. We are ultimately responsible for the budget and accountable to both the Ministry and our community, however, so we make sure that we are apprised every step of the way in the budgeting. We ask tough questions and we make sure other stakeholders are able to ask those questions as well. Our budget is transparent. Further, we make sure that our checks and balances are focused on the goals set in our Strategic Plan. Again, this Plan drives the district and reflects the goals of the district.

We know our district.

We are here to make sure that our schools and our district work to achieve our mission, each school community's mission, to support and inspire each student to experience joy and fulfilment in realizing their potential as a knowledgeable, confident, and contributing citizen in the global community. We would not be able to achieve this mission, nor follow through on our values and goals if we were not also a part of this community.

We know our community.



## 9.1 New Funding Model

**SUBMITTED BY:** *The Board of Education of School District No. 79 (Cowichan Valley)*

**BE IT RESOLVED:**

that BCSTA request the Minister of Education ensure that if the new funding model moves to headcount funding vs. full-time equivalent funding, that career and dual credit courses be funded in addition to the headcount.

**RATIONALE:**

This motion is emergent because the new funding model will be released prior to the AGM. The release is targeted for March 15, 2020.

Currently, school districts are able to provide additional opportunities for students in the areas of Distributed Learning and Dual Credit (Careers). The funding generated over and above the regular courses in grades 10 to 12 is used to pay for tuition and staffing in these programs. A change to headcount funding without consideration for Distributed Learning and Dual Credit may result in school districts having to reduce or eliminate these programs as funding is currently generated in many cases over and above a full-time course load. One headcount is the equivalent of 1.0 Full Time Equivalent (FTE). Many students involved in Dual Credit and Distributed Learning in grades 10 to 12 have an FTE that is greater than 1.0.

**REFERENCES:**

- [Improving Equity and Accountability: Report of the Funding Model Review Panel 2018](#)
- [Funding Model Working Group Reports](#)
- [Ministry of Education Policy – K-12 Funding \(General\)](#)

**This is an action motion and does not change or contradict any existing Foundational or Policy Statement.**



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

Tuesday, January 28, 2020, 11:15 a.m.  
Sechelt Learning Centre - Sechelt, BC  
5538 Shorncliffe Ave  
Sechelt, BC

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

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

REGRETS: A. Amaral, Trustee; T. Ste. Marie, Trustee

---

1. Call to Order

Called to order at 11:22 a.m. by Chair Ruth.

2. Draft School Calendar Review

Director Bishop reported on the school calendar process, noting that:

- a draft calendar will be distributed to the SCTA Professional Development Committee for review and feedback,
- after dates have been confirmed the draft calendar will be presented to the February Committee of the Whole,
- the draft calendar will be presented at the March Regular Board meeting for a final recommendation, and
- the approved calendar must be submitted to the ministry prior to the end of March.

3. School Visit Debrief

Trustees discussed the overall value of the school tours that took place over three dates in January 2020 and made the following recommendations for the 2020-21 school year to allow for better attendance:

- Distribute schools evenly over three day period to maximize available time,
- Spread the tours over a larger stretch of time, possibly over the course of a couple of months,
- Ensure that ample notice is provided to allow trustees to plan accordingly, and

- Consider scheduling during a time less likely to be affected by inclement weather.

Trustees discussed requests for advocacy for mental health supports and considered several options including advocating directly to the provincial government, presenting a motion at the BCSTA AGM and providing a letter of support to a local initiative.

**RECOMMENDATION:**

To write a letter of support for the Sunshine Coast Foundry application.

4. New Professional Standards for BC Educators

Superintendent Bocking and Director Bishop reported on the new Professional Standards for BC Educators foundational document developed by the BC Teachers' Council. The document is available online at [https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/teacher-regulation/standards-for-educators/edu\\_standards.pdf](https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/teacher-regulation/standards-for-educators/edu_standards.pdf).

The committee discussed support provided to educators by the indigenous education team, to further develop first peoples' perspectives in learning.

5. Regulations for Review:

a. 1370 – Responsible Use of Social Media

Superintendent Bocking presented the newly developed regulation. The committee discussed the requirement that a principal, or other designate be added to social media accounts held by parent advisory councils (PACs) for the purpose of general oversight. Superintendent Bocking indicated the requirement would effectively support PACs, as well as help to ensure student and staff privacy. The committee discussed the benefits and challenges of maintaining a professional relationship with students online. The regulation will be shared with the DPAC during the regulation's circulation phase.

The committee recessed for approximately 30 minutes for lunch.

6. Policy Review (standing item)

a. Policy 6 – Trustee Orientation and Professional Development

There were no changes recommended to the policy. The committee discussed:

- Learning opportunities to improve understanding of Roberts Rules of Order.
- Debriefing after the BCSTA Annual General Meeting.
- Adding a requirement to host a trustee retreat to the policy (to be considered after the trustee retreat planned for late February).

b. Bylaw 51 – Regular Meetings

The committee reviewed the bylaw. Trustees suggested that future committee agendas include time allotments for reports to empower chairs in managing time. Trustees discussed evaluating the shift to all day committee meetings prior to scheduling committee meetings in the 2020-21 school year.

7. Communication Plan (standing item)

A request was made to add the Education Matters schedule to the communication plan, including who will be submitting the article.

8. Adjourn

The meeting adjourned at 1:57 p.m.





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

Tuesday, January 28, 2:00 p.m.  
Sechelt Learning Centre - Sechelt, BC  
5538 Shorncliffe Ave  
Sechelt, BC

TRUSTEES: S. Girard (Committee Chair), S. Leech, P. Ruth,

STAFF: P. Bocking, Superintendent; P. Bishop, Director of Instruction; K. Kerr, Director of Instruction, S. Mackenzie, CUPE Local 801; L. Leske, CUPE Local 801; E. Reimer, Executive Assistant (Recording Secretary)

REGRETS: T. Ste. Marie, Trustee; A. Amaral, Trustee

---

1. Call to Order

Called to order at 2:08 p.m. by Trustee Girard.

2. Mental Health (1.f.)

Elphinstone Secondary Counsellor, Sue Bailey, provided a report on Mental Health Literacy, which has been incorporated into the grade 8 and 9 curriculum in the 2019-20 school year. The program focuses on understanding how to optimize and maintain good mental health, understanding mental health disorders and treatment, and decreasing stigma.

A copy of Ms. Bailey's presentation is available on the district website at <https://sd46.bc.ca/wp-content/uploads/2020-01-Ed-Presentations.pdf>.

3. Inclusive Education (2.c.)

Director Kerr provided a report on upcoming sessions with Shelley Moore, taking place on January 29, February 19 and May 14, to further support inclusive practices at district schools.

A copy of Director Kerr's presentation is available on the district website at <https://sd46.bc.ca/wp-content/uploads/2020-01-Ed-Presentations.pdf>.

4. Completion Rates

Superintendent Bocking reported on six-year completion rates, in addition to grade-to-grade transitions for grades 10 and 11. After 8 years of positive improvement in completion rates, the district has seen a decline this past year in both BC resident and indigenous students' completion rates. The district reviewed the cases of all students who did not complete their Dogwood within six years. The issues cited for non-

completion to date included; mental health, substance use, moves out of the district, attendance and challenges with work, among other items.

A copy of Superintendent Bocking's presentation is available on the district website at <https://sd46.bc.ca/wp-content/uploads/2020-01-Ed-Presentations.pdf>.

5. Adjourn

The meeting adjourned at 3:17 p.m.



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

Tuesday, January 28, 2020, 9:30 a.m.  
Sechelt Learning Centre - Sechelt, BC  
5538 Shorncliffe Ave  
Sechelt, BC

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

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

REGRETS: M. Hampvent, Trustee

---

1. Call to Order

The meeting was called to order at 9:34 a.m. by Trustee Haines.

2. Amended Budget

Secretary-Treasurer Weswick presented a summary of the 2019-20 Amended Budget, which takes into adjustments to revenue and spending, in addition to enrollment and staffing changes. The committee compared revenue and spending to the 2019-20 Preliminary Budget, which included:

- A net increase to operating grants and other operating revenue of \$260,232.
- A net increase to special purpose grants of \$370,607.
- A net increase to school budgets of \$1,724,786 (including \$1,026,677 of restricted surplus).
- A net increase to district departments of \$453,997 (including \$316,319 of restricted surplus).
- A net increase to expenditures and allocations of \$ 2,218,562.

In addition, Secretary-Treasurer Weswick reported that:

- The salary differential grant had decreased by \$44,799.
- CSF revenue had increased by \$81,616, primarily due to enrollment.
- That the estimate on investment income was increased by \$35,000
- The Mental Health Capacity Building grant is new, and was not included in the preliminary budget.
- Utilization of surplus is significantly higher than what was projected in the Preliminary Budget.
- \$42,751 of the prior year unrestricted surplus was used to balance the Amended Budget.

**RECOMMENDATION:**

That the 2019-20 Amended Budget be passed and adopted at the February Regular Board Meeting.

3. Strategic Plan Implementation Funds

Secretary-Treasurer Weswick reported back on the use of \$100,000 in funds that had been set aside to implement the strategic plan. The committee reviewed spending items and the status on each item. The full spending plan is available in the meeting's agenda package at <https://sd46.bc.ca/wp-content/uploads/20200128-OpsAgenda.pdf>.

4. Joint Use Update

Secretary-Treasurer Weswick reported on a recent staff-to-staff Joint Use meeting involving both the outgoing and incoming CEOs of the SCR D, and General Manager Ian Hall. Staff from both organizations are prepared to move forward and are waiting on a response from the SCR D board of directors to the SD46 board regarding a formal committee meeting.

5. West Sechelt Elementary Expansion Update

Secretary-Treasurer Weswick shared revised plans for the school, which were developed in consultation with the project committee for the West Sechelt Expansion project and District Principal Deasey. The revised plans take into consideration feedback from the school community, including the PAC, and present potential enhancements that push beyond the amount of space allocated for the project. School district staff and the project manager will meet with ministry staff to discuss the enhancements and seek further ministry approval.

Should the enhancements be approved, the project timeline may be adjusted based on changes to the design. The committee discussed the revised plans and discussed the process to find a daycare provider at the site. To that end, the district plans to proceed with a Request for Proposal process, similar to the process when filling the Gibsons Elementary daycare space.

6. Regulations for Review:

6.1 Reg. 5040 – Fundraising and Grant

The regulation was partially reviewed at the November meeting, at which time the committee discussed implications of the procedures relating to grant applications by community schools.

The committee further discussed the changes to the regulation and sought clarification on the delegation of authority and responsibility relating to grant applications.

6.2 Reg. 5050 - Honoraria

Review of the regulation was deferred to February Operations Committee meeting due to time limitations.

6.3 Reg. 5090 - Travel Expenses

Review of the regulation was deferred to February Operations Committee meeting due to time limitations.

6.4 Reg. 5100 - Vehicle Expenses

Review of the regulation was deferred to February Operations Committee meeting due to time limitations.

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

7.1 Town of Gibsons Zoning Amendment

The committee reviewed the proposed bylaw amendment to prohibit cannabis production facilities in all zones, except where specifically permitted. The committee spoke in favour of the amendment and agreed to provide a response supporting the change.

**RECOMMENDATION:**

To write a letter supporting the bylaw adjustment.

7.2 Town of Gibsons Application for a non-medical Cannabis Retail Store Licence

The committee reviewed an application for a non-medical Cannabis Retail Store Licence under the provincial regulatory framework. Realizing that the committee had previously sent feedback on a Temporary Use Permit application for the same retailer, the committee agreed that their interests were unaffected by the provincial application, primarily due to the distance between the proposed site and schools in the area.

8. Adjourn

The meeting adjourned at 11:07 a.m.

.



Amended Annual Budget

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

June 30, 2020

# School District No. 46 (Sunshine Coast)

June 30, 2020

## Table of Contents

Bylaw .....	1
Amended Annual Budget - Revenue and Expense - Statement 2 .....	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 .....	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1 .....	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2 .....	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source .....	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Object .....	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object .....	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3 .....	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds .....	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4 .....	14

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

### AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 46 (SUNSHINE COAST) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2019/2020 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 Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for fiscal year 2019/2020.
3. The attached Statement 2 showing the estimated revenue and expense for the 2019/2020 fiscal year and the total budget bylaw amount of \$52,128,266 for the 2019/2020 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2019/2020.

READ A FIRST TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020;

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020;

\_\_\_\_\_  
**Chairperson of the Board**

( Corporate Seal )

\_\_\_\_\_  
**Secretary Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw 2019/2020, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

\_\_\_\_\_  
**Secretary Treasurer**

# School District No. 46 (Sunshine Coast)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget	2019 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	3,270,000	3,256,063
Adult	3,500	2,875
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>3,273,500</b>	<b>3,258,938</b>
<b>Revenues</b>	\$	\$
Provincial Grants		
Ministry of Education	44,396,971	43,006,724
Other	1,056,659	1,095,000
Tuition	71,060	106,208
Other Revenue	798,061	785,876
Rentals and Leases	60,000	60,000
Investment Income	182,000	147,000
Amortization of Deferred Capital Revenue	1,746,852	1,710,105
<b>Total Revenue</b>	<b>48,311,603</b>	<b>46,910,913</b>
<b>Expenses</b>		
Instruction	36,118,917	33,723,637
District Administration	2,281,157	2,232,941
Operations and Maintenance	11,945,269	11,727,469
Transportation and Housing	1,782,923	1,770,293
<b>Total Expense</b>	<b>52,128,266</b>	<b>49,454,340</b>
<b>Net Revenue (Expense)</b>	<b>(3,816,663)</b>	<b>(2,543,427)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>3,353,871</b>	<b>2,093,304</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(462,792)</b>	<b>(450,123)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(462,792)	(450,123)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(462,792)</b>	<b>(450,123)</b>

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

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	<b>2020 Amended Annual Budget</b>	2019 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	<b>44,588,051</b>	42,036,535
Special Purpose Funds - Total Expense	<b>5,330,571</b>	5,257,577
Capital Fund - Total Expense	<b>2,209,644</b>	2,160,228
<b>Total Budget Bylaw Amount</b>	<b>52,128,266</b>	49,454,340

**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)**

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)  
 Year Ended June 30, 2020

	<b>2020 Amended Annual Budget</b>	2019 Amended Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(3,816,663)</b>	(2,543,427)
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Deferred Capital Revenue	(1,474,766)	(2,319,766)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(1,474,766)</b>	(2,319,766)
Amortization of Tangible Capital Assets	2,209,644	2,160,228
<b>Total Effect of change in Tangible Capital Assets</b>	<b>734,878</b>	(159,538)
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(3,081,785)</b>	(2,702,965)

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

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2020

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	5,773,403		7,308,687	<b>13,082,090</b>
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	(3,353,871)		(462,792)	<b>(3,816,663)</b>
<b>Net Changes for the year</b>	<b>(3,353,871)</b>	-	<b>(462,792)</b>	<b>(3,816,663)</b>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<b>2,419,532</b>	-	<b>6,845,895</b>	<b>9,265,427</b>

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

Amended Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2020

	<b>2020 Amended Annual Budget</b>	2019 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	<b>40,095,059</b>	38,816,147
Other	<b>35,000</b>	35,000
Tuition	<b>71,060</b>	106,208
Other Revenue	<b>798,061</b>	785,876
Rentals and Leases	<b>60,000</b>	60,000
Investment Income	<b>175,000</b>	140,000
<b>Total Revenue</b>	<b>41,234,180</b>	39,943,231
<b>Expenses</b>		
Instruction	<b>36,118,917</b>	33,723,637
District Administration	<b>2,281,157</b>	2,232,941
Operations and Maintenance	<b>4,685,209</b>	4,605,931
Transportation and Housing	<b>1,502,768</b>	1,474,026
<b>Total Expense</b>	<b>44,588,051</b>	42,036,535
<b>Net Revenue (Expense)</b>	<b>(3,353,871)</b>	(2,093,304)
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>3,353,871</b>	2,093,304
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	-

# School District No. 46 (Sunshine Coast)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2020

	2020 Amended Annual Budget	2019 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	38,864,316	37,891,322
Other Ministry of Education Grants		
Pay Equity	510,381	510,381
Funding for Graduated Adults	5,966	5,283
Transportation Supplement	380,465	380,465
Carbon Tax Grant	15,000	20,000
Employer Health Tax Grant	310,235	
FSA Scorer	8,696	8,696
<b>Total Provincial Grants - Ministry of Education</b>	<b>40,095,059</b>	<b>38,816,147</b>
<b>Provincial Grants - Other</b>	<b>35,000</b>	<b>35,000</b>
<b>Tuition</b>		
International and Out of Province Students	71,060	106,208
<b>Total Tuition</b>	<b>71,060</b>	<b>106,208</b>
<b>Other Revenues</b>		
Other School District/Education Authorities	632,489	583,000
Miscellaneous		
Miscellaneous	165,572	202,876
<b>Total Other Revenue</b>	<b>798,061</b>	<b>785,876</b>
<b>Rentals and Leases</b>	<b>60,000</b>	<b>60,000</b>
<b>Investment Income</b>	<b>175,000</b>	<b>140,000</b>
<b>Total Operating Revenue</b>	<b>41,234,180</b>	<b>39,943,231</b>

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

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2020

	<b>2020 Amended Annual Budget</b>	2019 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	<b>15,413,095</b>	14,483,619
Principals and Vice Principals	<b>2,500,549</b>	2,106,352
Educational Assistants	<b>3,382,485</b>	3,297,498
Support Staff	<b>4,255,332</b>	4,201,060
Other Professionals	<b>1,282,229</b>	1,453,495
Substitutes	<b>2,614,436</b>	2,395,543
<b>Total Salaries</b>	<b>29,448,126</b>	27,937,567
<b>Employee Benefits</b>	<b>7,187,124</b>	6,862,729
<b>Total Salaries and Benefits</b>	<b>36,635,250</b>	34,800,296
<b>Services and Supplies</b>		
Services	<b>803,762</b>	809,990
Student Transportation	<b>1,390,216</b>	1,376,384
Professional Development and Travel	<b>180,575</b>	166,850
Rentals and Leases	<b>10,000</b>	40,200
Dues and Fees	<b>58,500</b>	56,500
Insurance	<b>88,000</b>	87,125
Supplies	<b>4,729,936</b>	4,015,304
Utilities	<b>691,812</b>	683,886
<b>Total Services and Supplies</b>	<b>7,952,801</b>	7,236,239
<b>Total Operating Expense</b>	<b>44,588,051</b>	42,036,535

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

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	12,373,239	313,331		717,851		2,298,553	15,702,974
1.03 Career Programs	141,908					80,000	221,908
1.07 Library Services	63,600			63,339			126,939
1.08 Counselling	691,650			110,720			802,370
1.10 Special Education	1,538,498	254,736	3,222,276	455,905	45,422	145,583	5,662,420
1.30 English Language Learning	143,100						143,100
1.31 Indigenous Education	461,100	130,982	160,209			9,000	761,291
1.41 School Administration		1,659,622		449,094			2,108,716
1.62 International and Out of Province Students							-
1.64 Other				45,167		55,000	100,167
<b>Total Function 1</b>	<b>15,413,095</b>	<b>2,358,671</b>	<b>3,382,485</b>	<b>1,842,076</b>	<b>45,422</b>	<b>2,588,136</b>	<b>25,629,885</b>
<b>4 District Administration</b>							
4.11 Educational Administration		141,878			301,352		443,230
4.40 School District Governance					127,470		127,470
4.41 Business Administration				127,411	618,209	26,300	771,920
<b>Total Function 4</b>	<b>-</b>	<b>141,878</b>	<b>-</b>	<b>127,411</b>	<b>1,047,031</b>	<b>26,300</b>	<b>1,342,620</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				47,793	166,541		214,334
5.50 Maintenance Operations				2,102,114			2,102,114
5.52 Maintenance of Grounds				124,592			124,592
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,274,499</b>	<b>166,541</b>	<b>-</b>	<b>2,441,040</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration					23,235		23,235
7.70 Student Transportation				11,346			11,346
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,346</b>	<b>23,235</b>	<b>-</b>	<b>34,581</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>15,413,095</b>	<b>2,500,549</b>	<b>3,382,485</b>	<b>4,255,332</b>	<b>1,282,229</b>	<b>2,614,436</b>	<b>29,448,126</b>

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

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2020 Amended Annual Budget	2019 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	15,702,974	3,522,564	19,225,538	3,176,795	22,402,333	20,972,777
1.03 Career Programs	221,908	35,476	257,384	123,000	380,384	220,062
1.07 Library Services	126,939	33,635	160,574	62,280	222,854	313,854
1.08 Counselling	802,370	203,914	1,006,284	500	1,006,784	591,347
1.10 Special Education	5,662,420	1,705,300	7,367,720	357,815	7,725,535	7,456,791
1.30 English Language Learning	143,100	35,775	178,875	106,076	284,951	308,718
1.31 Indigenous Education	761,291	189,241	950,532	334,095	1,284,627	1,154,376
1.41 School Administration	2,108,716	460,169	2,568,885	83,250	2,652,135	2,548,354
1.62 International and Out of Province Students	-	-	-	33,000	33,000	33,000
1.64 Other	100,167	12,647	112,814	13,500	126,314	124,358
<b>Total Function 1</b>	<b>25,629,885</b>	<b>6,198,721</b>	<b>31,828,606</b>	<b>4,290,311</b>	<b>36,118,917</b>	<b>33,723,637</b>
<b>4 District Administration</b>						
4.11 Educational Administration	443,230	101,525	544,755	43,299	588,054	569,690
4.40 School District Governance	127,470	1,275	128,745	104,000	232,745	236,912
4.41 Business Administration	771,920	228,101	1,000,021	460,337	1,460,358	1,426,339
<b>Total Function 4</b>	<b>1,342,620</b>	<b>330,901</b>	<b>1,673,521</b>	<b>607,636</b>	<b>2,281,157</b>	<b>2,232,941</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	214,334	53,508	267,842	85,000	352,842	347,826
5.50 Maintenance Operations	2,102,114	561,052	2,663,166	767,911	3,431,077	3,365,939
5.52 Maintenance of Grounds	124,592	34,886	159,478	50,000	209,478	208,280
5.56 Utilities	-	-	-	691,812	691,812	683,886
<b>Total Function 5</b>	<b>2,441,040</b>	<b>649,446</b>	<b>3,090,486</b>	<b>1,594,723</b>	<b>4,685,209</b>	<b>4,605,931</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	23,235	4,879	28,114	-	28,114	27,217
7.70 Student Transportation	11,346	3,177	14,523	1,460,131	1,474,654	1,446,809
<b>Total Function 7</b>	<b>34,581</b>	<b>8,056</b>	<b>42,637</b>	<b>1,460,131</b>	<b>1,502,768</b>	<b>1,474,026</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>29,448,126</b>	<b>7,187,124</b>	<b>36,635,250</b>	<b>7,952,801</b>	<b>44,588,051</b>	<b>42,036,535</b>

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

Amended Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2020

	<b>2020 Amended Annual Budget</b>	2019 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	<b>4,301,912</b>	4,190,577
Other	<b>1,021,659</b>	1,060,000
Investment Income	<b>7,000</b>	7,000
<b>Total Revenue</b>	<b>5,330,571</b>	<b>5,257,577</b>
<b>Expenses</b>		
Operations and Maintenance	<b>5,133,983</b>	5,058,007
Transportation and Housing	<b>196,588</b>	199,570
<b>Total Expense</b>	<b>5,330,571</b>	<b>5,257,577</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

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

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Deferred Revenue, beginning of year</b>	35,701		16,285	560,248	605,821			5,094	
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	196,588	145,285				192,000	22,050	15,235	499,917
Provincial Grants - Other				70,000	900,000				
Investment Income				7,000					
	196,588	145,285	-	77,000	900,000	192,000	22,050	15,235	499,917
<b>Less:</b> Allocated to Revenue	196,588	145,285	-	77,000	900,000	192,000	22,050	15,235	499,917
<b>Deferred Revenue, end of year</b>	<b>35,701</b>	<b>-</b>	<b>16,285</b>	<b>560,248</b>	<b>605,821</b>	<b>-</b>	<b>-</b>	<b>5,094</b>	<b>-</b>
<b>Revenues</b>									
Provincial Grants - Ministry of Education	196,588	145,285				192,000	22,050	15,235	499,917
Provincial Grants - Other				70,000	900,000				
Investment Income				7,000					
	196,588	145,285	-	77,000	900,000	192,000	22,050	15,235	499,917
<b>Expenses</b>									
Salaries									
Principals and Vice Principals									73,991
Support Staff	127,796	113,085				119,797			124,155
Other Professionals									
Substitutes									
	127,796	113,085	-	-	-	119,797	-	-	198,146
Employee Benefits	35,790	32,200				47,203			54,771
Services and Supplies	33,002			77,000	900,000	25,000	22,050	15,235	247,000
	196,588	145,285	-	77,000	900,000	192,000	22,050	15,235	499,917
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	Mental Health in Schools	Changing Results for Young Children	Misc Other Grants	TOTAL
	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>						171,648	<b>1,394,797</b>
<b>Add:</b> Restricted Grants							
Provincial Grants - Ministry of Education	216,722	2,883,266	62,008	30,500	38,341		<b>4,301,912</b>
Provincial Grants - Other						51,659	<b>1,021,659</b>
Investment Income							<b>7,000</b>
	216,722	2,883,266	62,008	30,500	38,341	51,659	<b>5,330,571</b>
<b>Less:</b> Allocated to Revenue	216,722	2,883,266	62,008	30,500	38,341	51,659	<b>5,330,571</b>
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	<b>171,648</b>	<b>1,394,797</b>
<b>Revenues</b>							
Provincial Grants - Ministry of Education	216,722	2,883,266	62,008	30,500	38,341		<b>4,301,912</b>
Provincial Grants - Other						51,659	<b>1,021,659</b>
Investment Income							<b>7,000</b>
	216,722	2,883,266	62,008	30,500	38,341	51,659	<b>5,330,571</b>
<b>Expenses</b>							
Salaries							
Principals and Vice Principals		2,306,613					<b>2,380,604</b>
Support Staff	98,872						<b>583,705</b>
Other Professionals	9,315						<b>9,315</b>
Substitutes	54,400		47,008	6,000	22,500		<b>129,908</b>
	162,587	2,306,613	47,008	6,000	22,500	-	<b>3,103,532</b>
Employee Benefits	54,135	576,653	15,000	2,000	7,500		<b>825,252</b>
Services and Supplies				22,500	8,341	51,659	<b>1,401,787</b>
	216,722	2,883,266	62,008	30,500	38,341	51,659	<b>5,330,571</b>
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-

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

Schedule 4

Amended Annual Budget - Capital Revenue and Expense  
Year Ended June 30, 2020

	2020 Amended Annual Budget			2019 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Amortization of Deferred Capital Revenue	1,746,852		1,746,852	1,710,105
<b>Total Revenue</b>	<b>1,746,852</b>	-	<b>1,746,852</b>	1,710,105
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,126,077		2,126,077	2,063,531
Transportation and Housing	83,567		83,567	96,697
<b>Total Expense</b>	<b>2,209,644</b>	-	<b>2,209,644</b>	2,160,228
<b>Net Revenue (Expense)</b>	<b>(462,792)</b>	-	<b>(462,792)</b>	(450,123)
<b>Net Transfers (to) from other funds</b>				
<b>Total Net Transfers</b>	-	-	-	-
<b>Other Adjustments to Fund Balances</b>				
<b>Total Other Adjustments to Fund Balances</b>	-	-	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(462,792)</b>	-	<b>(462,792)</b>	(450,123)

**SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**  
**AMENDED ANNUAL BUDGET BYLAW FOR FISCAL YEAR 2019-20**

- 1) **MOTION:**  
“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2019-20 in the amount of \$52,128,266, be read for a first time.”
  
- 2) **MOTION:**  
“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2019-20 in the amount of \$52,128,266, be read for a second time.”  
  
*Requires unanimous approval before third reading.*
  
- 3) **MOTION:**  
“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2019-20 in the amount of \$52,128,266, be read for a third time, passed and adopted.”





**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
<b>February 25, 2020</b>	<b>9:30 to 11:30 AM</b>	<b>12:00 to 1:45 PM</b>	<b>2:00 to 3:30 PM</b>
March 31, 2020	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
<b>FEBRUARY AGENDAS:</b>	<ol style="list-style-type: none"> <li>1. Preliminary Budget Considerations and Discussion</li> <li>2. Enrolment Projections</li> <li>3. Regs for review:               <ol style="list-style-type: none"> <li>a. 5050 – Honoraria</li> <li>b. 5090 – Travel Expenses</li> <li>c. 5100 – Vehicle Expenses</li> </ol> </li> <li>4. Local Government OCP and Zoning Referrals (standing item)</li> </ol>	<ol style="list-style-type: none"> <li>1. Partnerships (3.c.)</li> <li>2. School Calendar Recommendation</li> <li>3. Policy Review (standing item)               <ol style="list-style-type: none"> <li>a. Policy 1 – Foundational Statements</li> <li>b. Policy 24 – Surplus Policy</li> <li>c. Bylaw 52 - Presentations</li> </ol> </li> <li>4. Communication Plan (standing item)</li> </ol>	<ol style="list-style-type: none"> <li>1. Numeracy (1.e.)</li> <li>2. Professional Development (2.b.)</li> <li>3. Family Engagement (2.e.)</li> <li>4. Reg for Review:               <ol style="list-style-type: none"> <li>a. Career Programs</li> </ol> </li> </ol>

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