

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

COMMITTEE OF THE WHOLE AGENDA

Tuesday, February 25, 2020, 12:00 p.m.

School Board Office - Gibsons, BC

494 South Fletcher Road

Gibsons, BC

	Pages
1. Call to Order - 12:00 p.m.	
2. Partnerships (3.c.) - 12:05 p.m.	
<i>Our district will pursue opportunities that enhance collaboration and deepen partnerships throughout our local and global community.</i>	
3. School Calendar Recommendation - 12:25 p.m.	1
4. Policy Review (standing item) - 12:45 p.m.	
a. Policy 1 - Foundational Statements	2
b. Policy 24 - Surplus Policy	3
Background: https://www2.gov.bc.ca/assets/gov/education/administration/resource-management/school-district-financial-reporting/financial-health-working-group/toolkit-accumulated-operating-surplus.pdf	
c. Bylaw 52 - Presentations	5
5. Communication Plan (standing item) - 1:40 p.m.	6
6. Adjourn - 1:45 p.m.	

SCHOOL CALENDAR FORM - GENERAL

DRAFT 2020/2021 CALENDAR

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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AUGUST						
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SEPTEMBER						
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NOVEMBER						
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MAY						
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30	31					

JUNE						
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27	28	29	30			

■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday



1 FOUNDATIONAL STATEMENTS

1.1 Our **Vision** is a community engaged in lifelong learning and educational excellence.

~~1.2~~ Our **Mission** is to ~~enable support~~ and inspire ~~our each~~ students to ~~realize their full potential~~ experience joy and fulfillment in realizing their potential, as knowledgeable, confident, and contributing citizens in ~~a the~~ global community.

~~1.2.1.3~~ Our **Affirmation** is to commit to Indigenous Peoples and Reconciliation by building relationships and deepening understanding of indigenous history, worldviews, and ways of knowing.

~~1.3.1.4~~ Our **Values**:

(i) Ethics

~~We ensure an environment of mutual trust and respect through integrity and transparent processes. By placing ethics in high regard and through transparency, we ensure an environment of mutual trust and respect.~~

(ii) Inclusion

~~We strive to be a diverse and dynamic community through welcoming and inclusive practices. By engaging all learners and staff, we strive for a diverse, dynamic community that is welcoming and inclusive to everyone.~~

(iii) Collaboration And Equity

~~We create meaningful connections through our work together. By working together in cooperation and equitable access, we create meaningful connection and a sense of belonging.~~

(iv) Innovation

~~We aspire to creativity and excellence through risk-taking in personal and collective actions. By encouraging creativity, risk-taking and pride in personal and collective achievement, we aspire to excellence.~~

(v) Respect and Responsibility

~~We support a culture of mutual respect and shared responsibility through individual and shared growth. Through clear communication and mutual respect, we believe that issues of environmental sustainability, social and fiscal responsibility can be addressed to support aware citizens and a healthy future for our local and global community.~~

(vi) Celebration

~~We build unity, add depth, and bring joy to our work together through celebrating the contributions of students, staff, and the community. By celebrating the contributions of students, staff and community members, we create unity and bring joy to our work together.~~

24 SURPLUS

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

Board Policy: November 2017
Revised: May 2018

Recommendation 19 – *To support multi year financial planning:*

- *Government should issue three-year operating funding to boards of education, based on available funding and projected student enrolment; and*
- *School districts should be required to develop three-year financial plans.*

The FMWG agrees with this recommendation and provides the following advice for implementation.

Although the FMWG supports multi-year planning, the group notes the importance of clarifying and disclosing assumptions and risks involved in making financial projections over multiple years. The longer the planning horizon, the less accurate the projections. The FMWG envisions a three-year rolling cycle updated for the current and future two years.

To improve planning, Government should clearly announce what factors will be addressed in determining the annual quantum, such as regular enrolment, enrolment in higher cost programs, provincially approved labour settlements and government-imposed costs. The tool to estimate funding at a district level should be retained to assist in more accurate planning.

Three-year planning components should include simple schedules and background descriptions for regular operating costs, accumulated operating reserves and local capital (see Appendix D).

To support broader transparency, in addition to budget information currently provided, districts would be required to publicly provide a simple one-to two-page budget summary document for the annual budget which would outline key spending decisions and assumptions made for multi-year planning, as well as relevant risks to the plan (e.g., sensitivity analysis, see Appendices D and E).

The preparation of multi-year education budgets will assist districts in making informed and sustainable budgeting choices.

Recommendation 20 – *The Ministry should establish clear provincial policies on reserves to ensure consistent and transparent reporting while maintaining school districts' ability to establish reserves. Specifically, the Ministry should:*

- *Set clear provincial policies on what school districts may save for, directly related to their strategic plans;*
- *Establish acceptable provincial range for unrestricted reserves, encompassing accumulated operating surpluses and local capital, which should be monitored and reported on (if required);*
- *Ensure that school districts have specific plans attached to each item or initiative when setting reserves and provide clear reporting on how the funds were spent; and*
- *Work with school districts to transfer any overages beyond the approved threshold into a fund at the school district level, to be accessed only with Ministry approval.*

The ability to accumulate operating surpluses over time allows districts to more effectively spend their grants without the risk of losing unspent annual funding at fiscal year end and allows districts to address unplanned expenditures and longer-term needs and costs. Local capital reserves provide funding that facilitates longer-term planning for costs without a dedicated funding source, such as technology and equipment.

52 Presentations

- 52.1 Requests to make a presentation before the Board shall be submitted to the Chair at least eight (8) working days before the scheduled meeting.
- 52.2 After the scheduled presentation, Board members may ask questions. Except in extraordinary circumstances, no formal response will be given until a later date.
- 52.3 Presentations at regular meetings may include objective criticism of school operations and/or programs, but may not include complaints about school personnel or other persons.
- 52.4 Speakers shall be allotted fifteen (15) minutes for a presentation, although the time allotment may be extended up to an additional fifteen (15) minutes more by a majority vote of the Board.
- 52.5 Individual members of the public attending a regularly scheduled Board meeting may be permitted to address the Board spontaneously for a five (5) minute period.
- 52.6 Spontaneous addresses shall be permitted in the following circumstances:
- (a) if the issue is urgent;
 - (b) if the information is significant to a decision to be made by the Board at that meeting;
 - (c) if the issue has arisen since the deadline in 52.1;
 - (d) if new information has come to light since the deadline in 52.1.
- 52.7 Decisions to permit a spontaneous address or to extend the time limit shall be made by Board motion.

Board Policy: December 2010
Revised:

		AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
REGULAR BOARD MTG	Strat Plan		N/A 1 (a) Student Voice / DSLT	Vision 1 (c) core competencies 2 (e) positive partnerships	Mission 1 (d) literate 1 (j) digital literacy 3 (a) communicate 3 (b) visioning and planning	Affirmation 1 (h) indigenous cultures & diversity	Ethics 1 (b) early years 1 (g) physical health 2 (a) healthy & inspired team 3 (g) int. student program
	Recurring		F/S Approval Student Trustee Appointment	BCSTA Prov Council Motions Enrolment Report	Board Elections	Committee Appointments PAC Appointments BCSTA AGM & Prov Motions BCPSEA AGM Motions	
	Other		Strategic Plan Presentation				
COMMITTEE OF THE WHOLE	Strat Plan		Implementation Plan (Year 1)	3 (a) communicate 3 (b) visioning and planning		2 (a) healthy & inspired team	
	Recurring			External Committees Report		School Growth Plans	Draft School Calendar Review School Visit Debrief Communication (standing)
	Policies		Communication (standing) 15 - Decentralized Decision 56 - Rules of Order	Communication (standing) 18 - Local Purchasing 53 - Special Meetings	Communication (standing) 21 - District Email 59 - Debate	Communication (standing) 16 - Neighbourhood Schools 71 - Access to Information Bylaw	20 - SOGI 60 - Voting
	Other						
EDUCATION COMMITTEE	Strat Plan		2 (e) positive partnerships 1 (c) core competencies	1 (d) literate 1 (j) digital literacy	1 (h) indigenous cultures & diversity	1 (b) early years 1 (g) physical health 3 (g) int. student program	1 (f) mental health 2 (c) inclusive education
	Recurring			MDI			
	Other						
OPERATIONS COMMITTEE	Strat Plan						
	Recurring		Summer Work Review	Prelim. Budget Timelines	Budget discussion		Amended Budget Joint Use Update
	Other		Zoning Referrals (standing)	Zoning Referrals (standing) Cameras on Buses	Zoning Referrals (standing) Cameras on Buses	Zoning Referrals (standing)	Zoning Referrals (standing)
OTHER	Annual Report to Community	DSLTT/Trustee Dinner BCPSEA Symposium	Supt Evaluation Cmte	Intergovernmental Meeting Trustee Academy	Supt Evaluation Cmte	School Visits BCPSEA AGM	
CONSULTATIONS				Preliminary Budget Consults.	Preliminary Budget Consults.	Preliminary Budget Consults.	
EDUCATION MATTERS		Pamm			Maria	Stacia	

 Legend: Moved Removed Added

		FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	
REGULAR BOARD MTG	Strat Plan	Inclusion 1 (f) mental health 2 (c) inclusive education	Collaboration & Equity 1 (e) numeracy 2 (b) professional development 2 (e) family engagement 3 (c) partnerships	Innovation 1 (i) care of our planet 2 (d) leaders 3 (d) environmental initiatives	Respect & Responsibility 1 (k) fine arts	Celebration 1 (l) graduate 3 (e) district facilities 3 (f) transportation strategies		
	Recurring	Amended Annual Budget	School Calendar	BCSTA AGM Motions School Allocation Rates Min. Approved Projects / Capital Plan Bylaw	Budget Approval / Bylaw SSCFGS Submission	District Report to Ministry Budget Approval (if required) Five-Year Capital Plan Motion		
	Other				Trustee Eval. Process	Strat Plan - Communication plan		
COMMITTEE OF THE WHOLE	Strat Plan		1 (i) care of our planet 2 (d) leaders 3 (d) environmental initiatives					
	Recurring	School Calendar Recommendation		SSCFGS Discussion		Strat Plan Review - Year 1	Board Evaluation	
	Policies	Communication (standing) 1 - Foundational Statements 24 - Surplus 52 - Presentations	Communication (standing) 2 - Role of the Board 58 - Motions	Communication (standing) 17 - Environmental Sust. 70 - Appeals	Communication (standing) 10 - District Admin 62 - Committees	Communication (standing) 14 - Eval. of District Admin. 57 - Bylaws		
	Other				Trustee Eval. Process Risk Management			
EDUCATION COMMITTEE	Strat Plan	1 (e) numeracy 2 (b) professional development 2 (e) family engagement		1 (k) fine arts	1 (l) graduate			
	Recurring				District Report to Ministry	Untargeted Donations (if required)		
	Other							
OPERATIONS COMMITTEE	Strat Plan	3 (c) partnerships			3 (e) district facilities 3 (f) transportation strategies			
	Recurring	Prelim. Budget Considerations Prelim. Budget Discussion Enrolment Projections Zoning Referrals (standing)	Staffing Timelines Funding Announcement	Budget Summary AFG Plan Unfunded Future Benefits Zoning Referrals (standing)	Five-Year Capital Plan Budget (if required) Zoning Referrals (standing)	Emergency Preparedness Zoning Referrals (standing)		
	Other		Zoning Referrals (standing)	Zoning Referrals (standing)	Zoning Referrals (standing)	Zoning Referrals (standing)		
OTHER	Review March cmte schedule BCSTA AGM Motion Deadline Supt Evaluation Cmte	Partners in Learning	Student Forum Service Recognition BCSTA AGM	Bursary Tea Intergovernmental Meeting Trustee Honorarium Cmte Supt Evaluation Cmte	Retirement Celebration Grad Ceremonies ACE-IT Ceremonies			
CONSULTATIONS	Draft School Calendar Circulation							
EDUCATION MATTERS	Tonya - Due Feb 21	Pamm - Due Mar 20	Amanda - Due Apr 17	Samantha - Due May 22	Jessica - Due June 19			

Legend: **Moved** **Removed** **Added**