

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

REGULAR MEETING AGENDA

Wednesday, March 4, 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: Elphinstone Composting Program - S. Ryden</u>	
3.	<u>Public Question Period (10 minutes in total)</u>	
4.	<u>Adoption of the Agenda</u>	
	MOTION: "THAT the agenda of March 4, 2020 be adopted."	
5.	<u>Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings</u>	1
	a. Regular Meeting Minutes - February 12, 2020	
	b. Record of Closed Meeting - February 12, 2020	
	MOTION: "THAT the Regular Meeting February 12, 2020 and the Record of Closed Meeting of February 12, 2020, be approved."	
6.	<u>Reports</u>	
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1.	2020-21 School Calendar	55
	RECOMMENDATION: "TO approve the 2020-21 School Calendar."	
2.	Policy 1 - Foundational Statements	57
	RECOMMENDATION: "TO approve the changes to Policy 1 - Foundational Statements."	
j.	Education Committee Notes - February 25, 2020	59
k.	Receipt of Reports	
	MOTION: "THAT the reports be received."	
7.	<u>Correspondence</u>	63
a.	CUPE Local 801 - Budget Considerations	
b.	SCTA - Budget Considerations	
	MOTION: "TO receive the correspondence."	
8.	<u>Questions and Enquiries from the Public Relating to the Board Meeting</u>	
9.	<u>Next Meeting</u>	
	The next public board meeting will be held on April 8, 2020.	
a.	Committee Agendas	67
	MOTION: "TO approve the committee agendas."	
10.	<u>Adjournment</u>	

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

Wednesday, February 12, 2020, 7:00 p.m.
School Board Office - Gibsons, BC
494 South Fletcher Road
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TRUSTEES: P. Ruth, Board Chair, S. Leech, Vice-Chair, A. Amaral, Trustee,
M. Hampvent, Trustee, S. Girard, Trustee, T. Ste. Marie, Trustee,
J. Carroll, Student Trustee

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

REGRETS: S. Haines, 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 Squamish Nation and welcomed those in attendance.

2. Celebrating Education: Teachers Empowering Teachers Through Technology - S. Magnussen

Sandy Magnussen, Coordinator for Technology for Inclusive Education, supported by teachers, Sylvia Bisbee and Michy Stevens, reported on the Teachers Empowering Teachers Through Technology (TETT) program. The TETT program provides release time for teachers to learn about technology programs and supports and bring that knowledge back to their colleagues. There are currently 18 teachers in the TETT program. The technology supports students by reducing barriers to education, through programs like Google Read & Write, and the use of iPads in the classroom.

3. Public Question Period (10 minutes in total)

- A member of the audience shared concerns regarding the draft social media regulation. Superintendent Bocking asked that the concerns be sent to him via email for consideration.

4. Adoption of the Agenda

Moved: Amaral

Seconded: Ste. Marie

MOTION: "THAT the agenda of February 12, 2020 be adopted."

Carried

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

- a. Regular Meeting Minutes - January 8, 2020
- b. Record of Closed Meeting - January 8, 2020

Moved: Girard

Seconded: Hampvent

MOTION: "THAT the Regular Meeting January 8, 2020 and the Record of Closed Meeting of January 8, 2020, be approved."

Carried

6. Reports

a. Superintendent's Report

Superintendent Bocking shared two student poems from the *Coastal Voices* student writing anthology and spoke to his written report, highlighting:

- The upcoming Early Years Fair on March 7th,
- New investments in ebooks and audio books,
- Activities at schools to support Literacy Week,
- District participation in the Moosehide campaign on February 24th, which presents an opportunity for men and boys to speak out against violence against children and women, particularly from the indigenous community,
- All Grade 10 students have had an opportunity to take part in the indigenous blanket exercise,
- Career program students visited the Squamish trade centre,
- Violent threat risk assessment training has been well received and is in place to ensure the safety of students and staff,
- District Professional Development day taking place on February 14th at Davis Bay Elementary, focus on environmental education, place-based learning and climate awareness,
- Staff involvement in inclusive education sessions with Shelley Moore, supporting diversity in the classroom,
- Response to online survey regarding school supplies, 717 responses were received with 77% in favour of continued purchasing. Students were surveyed in classroom and feedback was collected from 891 students with 93% in favour.
- Implementation of a disaster recovery plan.

A copy of Superintendent Bocking's presentation is available on the district website at <https://sd46.bc.ca/wp-content/uploads/2020-02-RegMtg-Presentations.pdf>.

b. Strategic Plan Reports

1. Goal 1.f. - Mental Health

Director Kerr spoke to her written report on Mental Health Literacy, noting that meetings with secondary school principals are in place to determine how the program can be embedded at their schools.

2. Goal 2.c. - Inclusive Education

Director Kerr reported that the district has engaged Shelley Moore to help the district implement strategies to teach to diverse learners in the classroom.

c. Administrative Regulations in Circulation

Details regarding the administrative regulations in circulation can be found in the committee notes of meetings taking place in January 2020. 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. 1370 – Responsible Use of Social Media

Superintendent Bocking noted that the regulation had been revised since presentation at the committee level to respond to some of the feedback from that meeting.

2. Reg. 5040 – Fundraising and Grants

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. 1290 – Student Leadership

2. Reg. 1360 – Waivers and Informed Consent

3. Reg. 2110 – Reference Checks

4. Reg. 3200 – Sexual Orientation and Gender Identity

5. Reg. 3240 – Student Substance Use

e. Secretary-Treasurer's Report

Secretary-Treasurer Weswick reported on a recent community dialogue, spearheaded by the SCRD, regarding field maintenance. The discussions lead to a recommendation for a community wide approach as opposed to a separate process from each local government.

1. Larger Cheques Written in the Month of January 2020

Information was requested on a payment to Grand and Toy. Secretary-Treasurer Weswick indicated that it was likely related to school supply purchases.

f. Chair's Report

Chair Ruth submitted the report as written and reported on her attendance at a Women in Leadership workshop, held at Capilano University by the University Women's Club.

Trustee Ste. Marie reported on her attendance at the district hockey game, the Pro-Cook Celebration, and a family dance at Roberts Creek Elementary.

Trustee Girard shared her positive impressions of the district hockey game.

1. BCSTA Report

Chair Ruth reported on Trustee Haines' behalf, noting that Trustee Haines would be attending Provincial Council on February 20-21. Trustees discussed a motion submitted by SD79 to provincial council, regarding student funding and the Funding Model Review (FMR). Chair Ruth reported that recent announcement on the FMR rendered the motion moot.

2. BCPSEA Report

Trustee Hampvent reported on her attendance at the BCPSEA AGM:

- a resolution was adopted that will ensure that northern school districts have increased access to more remote educational opportunities.
- bargaining is ongoing, currently waiting for dates to be provided by Mediator David Schaub.

3. Student Trustee Report

Student Trustee Carroll reported on the following:

- The district hockey game had a very successful turnout and raised \$1000 for the food bank.
- While unable to attend, heard great things about the Pro-Cook ceremony,
- Recorded an anti-vaping message with another student on behalf of the school district,
- Grads are looking into bursaries and scholarships and some have received early admission letters to post-secondary institutions,
- Grad fundraisers continue to take place,
- Reflected on her role as a peer tutor, assisting grade 8 students,
- Presentation on the Jellyfish project, which raises awareness around climate change issues.
- Toastmaster season is starting, opportunity to practice public speaking skills,
- Elphinstone Secondary is looking to put flex opportunities into the student schedule.

g. Committee of the Whole Notes – January 27, 2020

The notes were submitted as written.

Moved: Hampvent

Seconded: Ste. Marie

MOTION: "TO write a letter of support for the Sunshine Coast Foundry application."

Carried

h. Education Committee Notes – January 27, 2020

Trustee Girard shared the committee meeting notes, highlighting the reports on mental health and completion rates.

i. Operations Committee Notes – January 27, 2020

The notes were submitted as written.

1. 2019-20 Amended Budget

Moved: Leech
Seconded: Amaral

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."

Carried

Moved: Leech
Seconded: Girard

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."

Carried

Upon unanimous approval, the board moved to a third reading of the motion.

Moved: Leech
Seconded: Amaral

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."

Carried

2. Town of Gibsons Zoning Amendment

Moved: Leech
Seconded: Hampvent

MOTION: "TO write a letter supporting the Town of Gibsons Zoning Bylaw Amendment (1065-53, 2020)"

Carried

j. Receipt of Reports

Moved: Girard
Seconded: Ste. Marie

MOTION: "THAT the reports be received."

Carried

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

- A member of the audience reflected on the school supply survey and asked if there would be other methods to determine the effectiveness of the purchases. Chair Ruth

indicated that communication with school principals is encouraged. Superintendent Bocking reported that unused supplies will be carried forward to the next school year and clarified that students may elect to use their own supplies.

- A member of the audience shared support for mental health literacy and related supports in schools.
- A member of the audience asked if there would be a district initiative to implement recycling programs in all school. Superintendent Bocking reported that the environmental action plan would be completed by March. Student Trustee Carroll noted that student councils are talking about recycling, making it more efficient, and taking steps towards other environmental initiatives.

8. Next Meeting

The next public board meeting will be held on March 4, 2020. Committee meetings in March taking place on March 31.

- a. Committee Agendas

Moved: Amaral

Seconded: Ste. Marie

MOTION: "TO approve the committee agendas."

Carried

9. Adjournment

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

Moved: Leech

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

TRUSTEES: P. Ruth, Board Chair, S. Leech, Vice-Chair, A. Amaral, 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)

REGRETS: S. Haines, Trustee

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
 - Teacher Bargaining
 - Ad Hoc 360 Evaluation Committee Meeting – January 8, 2020
 - Staff Issue
 - Property
 - Sechelt Learning Centre Update
- **Items for Disclosure**
 - There were no items for disclosure

Adjournment

The meeting adjourned at 6:15 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
March 4th, 2020

1. CIRCLE OF CARE: STUDENTS

1. The Ministry of Education has demonstrated their support for early learning through the **Early Learning Framework** and linking the possibility of before and after school care to school districts in the future. As a part of this initiative, the students will be provided with a Provincial Education Number that will follow them throughout their educational pathway. (1b)
2. Grade 7 **Substance Use Panels** is a collaborative effort of SD46, Vancouver Coastal Health, Sechelt Nation, Sunshine Coast Community Services and Child and Youth Mental Health that began with Gibsons Elementary and Kinnikinnick Elementary. Our remaining schools will be scheduled from now until early May. (1f)
3. **Pink Shirt Day:** February was kindness month at SD46 and February 26th was international Pink Shirt Day. Events, discussions and learning took place across the district on bullying awareness and practicing kindness. (1f)
4. **ArtStarts Elementary performance from TapCo:** TapCo braved the blistery days of early February to attend each elementary school with a lively youth tap dancing performance. The district works with ArtStarts to provide two elementary shows and one secondary show each year in our district. (1K)
5. **SD46 Train in Trades Programs Family Information Sessions** will be taking place on March 10th at Chatelech Secondary Library and March 11th at Elphinstone Secondary Library at 6 pm. (1l)
6. **Find Your Fit presentation at Elphinstone Secondary:** WorkBC's hands-on careers in demand exploration was an informative and well received event for students in grades 6, 7, 8, 9, and 10. (1l)

2. CIRCLE OF CARE: STAFF

1. The second round of **Mental Health First Aid** sessions were offered to staff on February 28th. (2a)
2. **Numeracy Workshops** for primary, intermediate and secondary have been engaging, informative and well received. (2b)
3. The 2nd of 3 sessions of **Shelley Moore** took place in February as an ongoing support for staff as we further develop inclusive classrooms. (2c)
4. **2020-2021 Kindergarten Registration kicked off on February 18th.** Families were offered the convenience of applying online for the first time and staff were prepared to guide families through the process and provide a warm welcome to their new school. (2e)

3. CIRCLE OF CARE: COMMUNITY

1. **Vancouver Coastal Health** has been guiding us in our communication with our schools' staff and families regarding the COVID19 virus. (3a)
2. **Anti-Vaping COAST FM Radio Message:** Elphinstone secondary students recorded an SD46 anti-vaping message for our community, available also on the SD46 YouTube channel. (3a)
3. **Rotary Club volunteers and Lee-Ann Ennis (PODS)** worked with students and staff from Pender Harbour, SCAS and Indigenous Programs to learn how to make herring curtains. (3c)
4. **Sunshine Coast Community Services** and SD46 staff met to begin the Kindergarten transition for the 2020/2021 school year. (3c)

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

STRATEGIC PLAN REPORT: NUMERACY

Submitted by Superintendent Bocking
March 4th, 2020

- 1e Our students will be **numerate**. They will have the skills and tenacity to interpret and apply mathematical understandings in flexible, functional, and creative ways.

“The book of nature is written in the language of Mathematics.”

- Galileo

Background:

Numeracy is one of the key skills sets that young people need when they graduate from our high schools. The Ministry of Education defines Numeracy as, “the ability, willingness and perseverance to interpret and apply mathematical understanding to solve problems in contextualized situations, and to analyze and communicate these solutions in ways relevant to the given context.”

Accordingly, the district created a numeracy committee to develop teacher and student confidence and competence in Numeracy. The committee has four key goals:

- To support teachers in their professional development to foster a positive mathematics culture.
- To improve students’ ability to understand and communicate mathematical skills and concepts.

Discussion:

The district numeracy committee is supporting numeracy improvement through:

- creating opportunities for students to explore their own Mathematical interests & passions
- (ie. a Science Fair with a Mathematical focus; coding & robotics),
- enhancing experiential learning and infusing more Indigenous culture into Mathematics (ie. weaving to enhance pattern recognition and application),
- further promoting the Core Competencies from the new BC education curriculum to enhance our Mathematical vision,
- facilitating “expert” Math instructors from around B.C., who are well-versed in the new education curriculum, to provide engaging in-service training at the Primary, Intermediate & Secondary levels,

Strategic Plan Update: Numeracy

- Promoting Math CAMPS = Collaborating About Mathematics and sessions with presenters Sandra Ball (Primary), Selina Miller, (Intermediate), and Marc Garneau (Secondary)

Parents are encouraged to:

- Talk to their children about their current experiences in Math
- Stay in contact with their child's teacher(s)
- Promote numeracy discussions within their PAC's
- Practice and review basic skills at the Elementary level with fun strategies and games (ie. doubles, doubles +/- 1, make it 10, skip counting & times tables, 21, Crib, Snap, Draw etc.)

Next Steps:

- Promote a growth mindset with our students to celebrate learning – including mistakes!
- Monitor numeracy data to review progress and plan further supports as appropriate.
- Monitor support for teachers through surveys and staff discussions.
- Develop resources that support Indigenous ways of knowing in numeracy.

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

STRATEGIC PLAN REPORT: PROFESSIONAL DEVELOPMENT

Submitted by Superintendent Bocking
March 4th, 2020

-
- 2b Our staff will be fully supported for the work that we ask of them and that they ask of themselves through research based **professional development**.
-

“The man who does not read good books has no advantage over the man who cannot read them.”

- Mark Twain

Background:

It is a district priority, supported through the Strategic Plan, to train our staff to best meet the needs of our students. This board invests significant resources to ensure that students receive the very best learning from talented, well informed and trained teachers, principals and support staff. Further, it is an important part of our district belief that employees find joy in learning more about their professions and to be continually expanding their knowledge to meet the changing needs of our students.

Discussion:

We have a comprehensive series of activities that support our professional staff. The attached poster summarizes much of our work. CUPE 801 and the Sunshine Coast Teachers' Association actively promote professional development in line with the professional aspirations of their members as well. In all of our facets we strive for learning from our youngest learners to our trustees. We are a learning organization!

Next Steps:

- Share monthly the many professional learning activities through reports on our strategic goals in all areas of the Strategic Plan in the Superintendent's report.

- Summer Institutes:
 - Primary: 2 day summer institute for new teachers - to support a balanced primary literacy program
 - Intermediate: 1 day institute for new teachers - to support a balanced intermediate literacy program
- Collaborating About Literacy Support 'CARE' - Elementary
 - Lori Jamison - a focus on writing - A 4 session series was offered last year
 - Adrienne Gear - a focus on communication, critical thinking and engaged citizens - the first of 3 sessions has been held.
- Literacy in Secondary Teaching 'LIST' - Secondary
 - Faye Brownlie - worked in our district last year (and is continuing this year) - with a focus on grade 8 wide assessment and supporting inclusive literacy practices with links to the core competencies.
- Foundations Phonological Focus - Two workshops were held last year, and we launched a district assessment designed to support the foundations of literacy.
- SET BC Series with Classroom Librarians -3 part series with Teacher Librarians on using technology to support Diverse Literacy Needs. This will be continued this year.
- Math CAMPS - Collaborating About Math Programs' - These series have taken place in Primary & Intermediate last year, and this year we have launched the Secondary CAMP-S series
- Literacy Through a Numeracy Lens - Secondary - focus on the Graduation Literacy Assessment
- Non-Instructional Day Professional Learning:
 - Elementary focus: Uncovering the Core Competencies with Kelsey Keller
 - Secondary Focus: Literacy Through a Numeracy Lens -Part 2
- Celebration of Authors, Books & Community - Author Visits: Authors visited all of our schools last year to support student learning through our partnership with Jane Davidson
- Literacy Week Celebration - Charlotte Diamond had two shows supported by the Sunshine Coast Community Literacy Council.
- Story Workshop Collaborative - 14 educators signed up for the on-line Story Workshop series through Opal School.
- 'Reading Committee-2-Go' - offers direct collaborative literacy support for teachers.
- 'The Joy of Reading' - Three sessions with Vancouver Kidsbooks were offered last May for primary, intermediate & secondary

- Mental Health First Aid
- Speech & Language Workshop
- CPI Training
- Inclusion for All Learners
- CPI Refresher Training
- Positive Discipline
- Personal Safety/ Sexual Abuse and Exploitation
- EASE Workshop-Primary/ Intermediate
- VTRA: Violence and Threat Risk Assessment Training
- Out Loud with Brian Gidinski (SOGI: Bringing the Curriculum out of the Closet)
- Pat Miranda - Held a session on 'Inclusion' for our entire district

- Cedar Bark Harvesting and Weaving workshop
- Salish Wool Weaving workshop
- Drum making workshop
- Indigenous Languages Revitalization (group travelled to Hawaii)
- Blanket Exercise facilitation workshop
- "Understanding The Village" workshop (residential school experiential workshop)
- Indigenous harvesting, gathering and preparing medicinal plants - workshop
- First Peoples Principles of Learning - pro-d workshop for teachers as well as year long sessions with Ed Leadership group
- Tipi raising - hands-on workshop
- Culture Baskets - what is in them and how to present the baskets to students
- Why Indigenous Literatures Matter/Teaching First Peoples English Courses workshop
- First Nations Education Steering Committee - conference on Indigenous Languages
- Acknowledgement and Equity - sessions with Ed Leadership group
- Train the Trainer - FNEC Learning Resources and How to Use them
- Where Am I on the Journey? - self assessing confidence with Indigenous Curriculum workshops with various schools as well as a session with the Ed Leadership group
- BCTF Education for Reconciliation workshop
- First Nations Education Steering Committee - Annual Indigenous Education conference

- Pro D for connecting ADST woodworking with Careers and Trades Education.
- District Day Pro D session on Automation with an activity for the classroom. Automation is using gears to make parts move. This is related to careers in the trades area.
- Attendance of the DoI and two teachers at the Career Education Society conference

SCHOOL DISTRICT 46 - SUNSHINE COAST

Our staff will be fully supported for the work that we ask of them and that they ask of themselves through research-based professional development



- Changing Results for Young Children - 5 part series for teachers and Early Childhood Educators was offered, focusing on Social & Emotional Well-being in the Early Years.
- Early Learning Framework - Learning sessions on the revised Early Learning Framework for StrongStart.
- Pedagogy of Play - Sessions took place in Burnaby and on the Sunshine Coast for Early Childhood Educators and primary teachers
- Designing a Playful Early Years Program - for Kindergarten and Early Childhood Educators
- Strategies Fair - Early Childhood Educators and primary teachers are supported by a number of community experts on supporting the diversity of learners.
- Reggio Emilia International Study Tour- 2 School District Staff participated.

LEADERSHIP:

- Teacher in Charge Training: teachers and principals came together to review practices and procedures.

TECHNOLOGY:

- Website Training
- New Teacher Laptop Training
- MyEducation Training
- Excel Training
- BCERAC Conference
- Baragar

- Read & Write for Google Chrome Workshop
- Accessibility & Digital Tools to Support Learners
- Coding with Scratch or Sphero
- Takes A Community To Raise A Child: Inclusion
- Google Launch SD 46
- Supporting Literacy: Technology & Exemplary Practice
- Digital Learning In the Primary Classroom
- Supporting Literacy: Technology & Exemplary Practice Part 2
- Digital Text Available for Learners in SD46
- Supporting Literacy: Technology & Exemplary Practice Part 3
- ADST Hands On Workshop
- Read & Write for Mac/Chrome
- Built In Accessibility Features for Technology Used in SD 46
- Supporting Literacy: Using Technology in the Library Commons

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

STRATEGIC PLAN REPORT: FAMILY ENGAGEMENT

Submitted by Superintendent Bocking
March 4th, 2020

2e Our staff will engage in **positive partnerships** with students and their families..

“If you want to go quickly, go alone. If you want to go far, go together.”

– African Proverb

Background:

Family engagement in their child’s learning leads to happier, healthier, and more successful students. We support family engagement through communication structures and initiatives and through positive partnerships with students and families.

Discussion:

Our staff do their very best to engage in positive partnerships with students and their families. To that end we connect in many ways:

- The active **District Parent Advisory Council** continues to develop deeper connections amongst PACs and with trustees and district staff. Staff provide a wide variety of information to these sessions. Excellent discussions take place related to parent engagement and student success.
- **The District Family Engagement Committee** examines effective communication and develops strategies to ensure the school/ home partnership is well developed. Initiatives this year include:
 - **Family Engagement Committee Learning Series Part 1**, October 2019: Betty Baxter facilitated a session with (D)PAC chairs and principals on running effective meetings.
 - Development of a **Communication and Engagement** page on the district website with pertinent information for families.
 - **Transitions:** Developed the idea of secondary PAC’s hosting a tour/meet & greet with feeder elementary school PAC’s/Families. Elphinstone PAC is running a pilot with Roberts Creek and Langdale Elementary.
 - Developing informative **videos** for families on the coast.
- **FreshGrade:** Principals and teachers are working together to offer support and training opportunities for FreshGrade integration.

- The following **brochures** were updated and placed in schools to help guide families: How to Communicate with Us, Welcome to Kindergarten, and a general district overview brochure.
- New **school websites** have all updated staff contact information lists and all staff have updated their email signatures to create a consistent and welcoming connection with families when corresponding electronically.
- **Kindergarten Registration for 2020-2021: Welcoming our new families to their schools!** This year the convenience of applying online was offered for the first time. The Kindergarten Registration campaign in February included radio messages, newspaper ads, posters, social media, and website information. Families were encouraged to visit their catchment school to meet the principal and see their new school. KinderSPARK! also kicked off in February helping families and their children prepare for Kindergarten transitions and familiarize themselves with their new school space.

Next Steps:

- **Family Engagement Committee Learning Series Part 2:**
 - Part 2: April 2020: Plans are in place to run a session led by John Talbot with (D)PAC executive and principals on creating a culture of connection.
- Ensure Ministry of Education reporting guidelines are followed while still being creative in their implementation.
- Continue the support of FreshGrade to all interested teachers.
- We will continue to encourage a culture of collaboration and innovation in all that we do!

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

STRATEGIC PLAN REPORT: PARTNERSHIPS

Submitted by Superintendent Bocking
March 4th, 2020

- 3c Our district will pursue opportunities that **enhance collaborations** with associations, organizations, businesses and community resource people.

“Collaboration has no hierarchy. The Sun collaborates with soil to bring flowers on the earth.”

- Amit Ray

Background:

The Sunshine Coast is a community of creativity, originality and energy. There is expertise and opportunity that support the growth and well-being of students. The intersection of community expertise with district expertise is elevated when we collaborate effectively.

Discussion:

The board’s Strategic Plan prioritizes community collaboration as one of the keys to improving student achievement and life skills success. A few examples of our many partnerships that were discussed in committee include:

- Community Schools
- Sunshine Coast Festival of the Written Arts
- Nicholas Sonntag Marine Education Centre
- Parents / Caregivers
- Healthy Schools Committee (*VCH, SCR D, CYMH, Parent/Caregiver & Principal of Indigenous Learning and Programs*)
- Violent Threat Risk Assessment Team (*RCMP, MCFD, CYMH, Doctors, Principals, Sechelt Nation, Sunshine Coast Community Services, VCH, & SD46 counsellor*)
- Sunshine Coast Child and Youth Mental Health Local Action Team (*parents/caregivers, youth, Sechelt Nation, Division of Family Practice, CYMH, MCFD, Chief Medical Officer from VCH, Sunshine Coast Community Services, & RCMP*)
- Capilano University
- Vancouver Community College
- Sunshine Coast Business Community
- Sunshine Coast Regional District (*Joint Use Agreement*)
- Better Fields Committee (*local governments*)
- Active School Transportation (*VCH, local governments, & MOTI*)

Next Steps:

- Staff continue to work with community partners to meet the needs of our district and our community.
- Staff will continue to report on collaborative structures in the context of the goals as they are presented during the year

ADMINISTRATIVE REGULATIONS

TITLE: VEHICLE EXPENSES

CATEGORY: HONORARIA

NUMBER: 5500

CIRCULATING UNTIL MAY 4, 2020

I. Rationale:

School District No. 46 (Sunshine Coast) from time to time gives a small gift or payment (honorarium) in appreciation for services without a normal fee. The services involved vary, but are generally associated with presentations or guest speakers at school or district-sponsored functions.

II. Definition

A. "Honorarium" is defined as a token of appreciation (small gift or payment) given to an individual for services performed for which formal payment is not required. The arrangement between the individual and the School District is informal. It does not involve a contract and invoicing is not required. If there is an expectation of payment for goods or services received, this is not an honorarium and regulation 5060 (Purchasing) must be followed.

III. Procedure

A. In general, tokens of appreciation (i.e.: cup, pen, etc.) are the preferred method of honoraria, but it is understood that from time to time it is necessary to give a small monetary reward.

B. **Gift certificates and gift cards are not an approved form of honoraria and should not be purchased under any circumstance.** All monetary honoraria must be approved by the Administrator responsible for the program or activity and an account provided to process payment.

C. The amount of an honorarium should not be geared to lost fees or wages, expenses or other opportunity costs incurred by the service provider, but to the amount of recognition appropriate for the service provided. Honoraria are typically in the range of \$20-100 and cannot exceed \$250 for any one occurrence without the approval of the Secretary-Treasurer.

D. If monetary honorarium is to be paid to an individual, the guidelines are as follows:

1. Monetary honoraria are paid by cheque through Accounts Payable.
2. Approved requests must be made via cheque requisition to the Finance Department.
3. In order to process a request for an honorarium, the following information must be provided with the cheque requisition: the recipient's full name, mailing address,

ADMINISTRATIVE REGULATIONS

TITLE: VEHICLE EXPENSES

CATEGORY: HONORARIA

NUMBER: 5500

CIRCULATING UNTIL MAY 4, 2020

postal code, and social insurance number, as well as information regarding the function for which the honorarium is required and an account number.

4. Minors who are below the legal age of work in BC are not eligible to receive monetary honoraria, subject to any exceptions in the law.

5. School district employees who have been paid honoraria during the calendar year will receive a T4A, issued by Finance, showing the income as taxable regardless of the amount received, unless exempted under the Income Tax Act or other legislation.

6. Individuals not employed by the district who have been paid honoraria during the calendar year will receive a T4A, issued by Finance, showing the income as taxable if cumulative payments received are in excess of \$500.00.

Received:

References: Board Policy 1.3. (v), 12

ADMINISTRATIVE REGULATIONS

TITLE: TRAVEL EXPENSES

CATEGORY: FINANCE

NUMBER: 5090

CIRCULATING UNTIL MAY 4, 2020

I. Rationale:

Opportunities for employees and trustees to learn and share outside the District enrich and deepen the work they do. Ensuring they are reimbursed for reasonable out-of-pocket expenses incurred while they are on authorized business is appropriate.

II. General:

A. Reimbursement will be made on the following basis:

1. **Travel costs:** Claim amounts for transportation and attach all receipts. Air travel is limited to economy class.
2. **Mileage costs:** Claim the prevailing B.C.S.T.A. rates. The maximum amount claimable is limited to the lowest airfare between points travelled, when air transportation is available and practical.
3. **Hotels:** Claim the prevailing Ministry of Education rates, less any personal items charged. If a government rate is not available, obtain your supervisor's approval for your hotel cost before claiming. If staying with friends or family, the individual may claim \$40.00 per night.
4. **Meals:** Claim the prevailing B.C.S.T.A. rates. Where claims exceed these rates, receipts must be submitted, although approval of excesses is at the discretion of the Secretary-Treasurer.

B. Upon request, the per diem rate shall be paid in advance.

C. For the purpose of this regulation, the term "reimbursement" also applies to purchases made on district-provided purchasing cards.

D. Meals taken outside of working hours while on authorized business within the district are an allowable expense.

E. Meals with multiple attendees must have individuals' names listed on the receipt, as well as basic rationale.

F. All claims for expenses shall be submitted on the appropriate form available from the Secretary-Treasurer.

G. The Secretary-Treasurer shall use their discretion regarding extraordinary expenses not covered in these regulations.

ADMINISTRATIVE REGULATIONS

TITLE: TRAVEL EXPENSES

CATEGORY: FINANCE

NUMBER: 5090

CIRCULATING UNTIL MAY 4, 2020

- H. No reimbursement shall be made for the purchase of alcoholic beverages.

Received:

References:



ADMINISTRATIVE REGULATIONS

TITLE: VEHICLE EXPENSES

CATEGORY: FINANCE

NUMBER: 5100

CIRCULATING UNTIL MAY 4, 2020

I. Rationale:

Mobility between sites and outside of the District is often required in order to meet the requirements of the organization. Trustees and employees shall be reimbursed or otherwise provided for vehicle costs incurred in the performance of their duties according to one of the following alternatives.

II. Reimbursement for Distance:

- A. The employee may be reimbursed for distance actually travelled for work purposes at the amount specified in regulation 5090 (Travel Expenses).
- B. The employee may be reimbursed for travel between worksites during the course of the workday if required to use their own vehicle.
- C. Except for trustee travel to and from Board meetings, reimbursements will not be paid for travelling between home and the designated office, school or other place of work.
- D. Mileage for reimbursement must be claimed on the current district form and submitted within one month of the end of the month in which the expenses were incurred.

III. Monthly Allowance:

- A. Any monthly vehicle allowance will be paid at contractually established rate based upon estimated costs of distance to be covered within the district and is deemed to include all vehicle-related expenses.
- B. An employee may claim, in addition, for the distance travelled out of the district, as provided in Section II.

IV. Provision of Vehicle:

- A. When a vehicle is to be provided to an employee, a specific agreement shall be signed.
- B. The agreement shall state whether the vehicle will be owned or leased by the district, the maximum amount the district is willing to pay, the length of the lease periods, and the amount to be reimbursed to the district for personal use.

Received:

References:

ADMINISTRATIVE REGULATIONS

TITLE: CAREER PROGRAMS

CATEGORY: EDUCATION

NUMBER: 1050

CIRCULATING UNTIL MAY 4, 2020

I. Rationale:

From Kindergarten to graduation, Career Education offers students many opportunities to explore and develop their: personal interests, strengths, confidence, knowledge and competencies. Through experiential learning, students make connections to career-life possibilities and post-graduation opportunities. Career Education helps students succeed in personal, educational and workplace contexts throughout life. Career Education, through the guidance of teacher-mentors, recognizes the importance of experiential learning and personal reflection, and community involvement. The provincial Career Education K-12 Curriculum (<https://curriculum.gov.bc.ca/curriculum/career-education/>) provides more information about the rationale and goals of provincial Career Education.

Elective Work Experience courses are monitored by schools and are offered as part of a formal career program (<http://www.bced.gov.bc.ca/careers/>). Those involved in Work Experience or Secondary School Apprenticeship electives must follow required steps to address workplace safety and related student insurance coverage.

II. General:

A. For the purpose of career programs, each Work Experience course shall consist of 120 hours, which will usually consist of approximately 30 hours of course work along with 90 hours of unpaid work at a standard work-site. All Work Study Programs, including Work Experience or Apprenticeship courses must abide by all relevant Ministry of Education Policy Statements or Orders and Curriculum Program Guides.

B. Students shall only participate in work experience if:

1. The student participates in an orientation prior to the commencement of the Work Experience placement.
2. The school has on file a Work Experience Agreement Form signed by all parties for each work-site placement;
3. They are supervised by an employer-approved adult supervisor;
4. The work-site is visited initially, and then periodically, by the work experience teacher;
5. The student has completed the work-site safety and injury prevention intended learning outcomes;

ADMINISTRATIVE REGULATIONS

TITLE: CAREER PROGRAMS

CATEGORY: EDUCATION

NUMBER: 1050

CIRCULATING UNTIL MAY 4, 2020

6. The Work Experience teacher has:
- a) Informed the employer that they have a duty to provide work-site specific safety orientation before the student starts work;
 - b) Discussed with the employer the goals of the placement and the student's abilities relating to the placement;
 - c) Established assessment criteria for evaluating the student for the Work Experience placement.

C. Credit shall only be granted if a Work Experience agreement is completed.

D. Student's conduct on work-site placements is expected to be the same as that at school and that expected of adult workers on that site. Participation in work experience can be ended anytime by the work experience teacher and/or employer. Students must observe the times required in the contract and inform the employer and work experience teacher of any variation.

E. If a student has a work-site accident, a WorksafeBC injury report must be completed by the school and submitted within three days to WorksafeBC. A copy of the report and the work experience agreement must be sent to the Ministry of Education.

F. Secondary School Apprenticeship students must have an employer willing to provide employment for at least 120 hours of work-site based apprenticeship and an Apprenticeship and Trades Worker Number. Expectations for schools providing the placement, along with the student and employer will be the same as for Work Experience courses, although, students shall be in a paid placement.

Received:

References:

ADMINISTRATIVE REGULATIONS

TITLE: IMMUNIZATION
 CATEGORY: HEALTH AND SAFETY
 NUMBER: 3125

I. Rationale:

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

II. Definitions:

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

III. Practices:

School's Role:

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

ADMINISTRATIVE REGULATIONS

TITLE: IMMUNIZATION
 CATEGORY: HEALTH AND SAFETY
 NUMBER: 3125

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

Public Health's Role:

1. Request vaccination records from parents and assess the need for further vaccines according to established immunization schedules.
2. Review students' immunization records and contact students who require catch-up vaccines to ensure students have the best protection and the right doses for their age.
3. Answer questions about immunizations for parents, students and school staff.
4. Schedule grade 6 and grade 9 clinics in the school setting and contact parents of Kindergarten students to arrange immunization at their local health unit.
5. Notifies parents of clinic dates through school correspondence.
6. Send individual student immunization consent form and immunization information home for parent to sign and return.

Parents' Role

1. Return all school immunization consent forms by the deadline indicated on the form.
2. Submit your child's immunization history when requested by public health in one of the following ways:
 - a. Dropping the record off at your child's school (front office).
 - b. Self-reporting online: <http://www.vch.ca/Documents/Reporting-child-immunizations-online-form.pdf>
 - c. Dropping off or faxing their child's immunization record to the Gibsons or Sechelt Health Unit.

ADMINISTRATIVE REGULATIONS

TITLE: IMMUNIZATION
CATEGORY: HEALTH AND SAFETY
NUMBER: 3125

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

Received:

References:



ADMINISTRATIVE REGULATIONS

TITLE: MEDICAL ALERTS
 CATEGORY: HEALTH AND SAFETY
 NUMBER: 3220

I. Rationale:

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

II. Definitions:

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

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

III. Practices:

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

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

ADMINISTRATIVE REGULATIONS

TITLE: MEDICAL ALERTS
 CATEGORY: HEALTH AND SAFETY
 NUMBER: 3220

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

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

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

ADMINISTRATIVE REGULATIONS

TITLE: MEDICAL ALERTS
CATEGORY: HEALTH AND SAFETY
NUMBER: 3220

the red medical binder, a red dot is applied to the student's Permanent Student Record card, and a notation is made in the inclusion section of the Permanent School Record card.

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

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

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

FORMS USED:

- Request for Administration of Medication
- Emergency Action Plans

Received:

References: Board Policy 1.3

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

SECRETARY-TREASURER'S REPORT

Submitted by Secretary-Treasurer Nicholas Weswick
March 4, 2020

SCHOOL PROTECTIONS PROGRAM – LOSS CONTROL SERVICES

School Protections Program (SPP) has engaged Opta Precise Services (OPS) through an RFP process to provide risk management solutions and loss control services to school districts and other provincial entities.

In addition to site specific inspections and surveys, risk management reports will be provided to highlight areas of risk and as well as recommendations specific to the site.

They will also offer a minimum of two in-person educational sessions per year, and a further minimum of two on-line/webinar style sessions per year. In addition, there will also be at least four loss control articles or bulletins annually outlining relevant loss control topics.

OPS will be establishing a notification system for SPP staff and the program participants regarding updates on code changes, new risk mitigation strategies and new or developing trends in the loss control industry. This notification system to be up and running by April 1, 2020.

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

DATE 26-Feb-2020 02:40 PM

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

PAGE 1

START DATE: 01-Feb-2020 TO END DATE: 26-Feb-2020

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Feb-2020 AND 26-Feb-2020						
00LCET4129	0001	*****	28093	RECEIVER GENERAL FOR CANADA	05-Feb-20	356,711.97
00LCET4130	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Feb-20	19,283.31
00LCET4131	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Feb-20	86,154.82
00LCET4133	0001	*****	28095	RECEIVER GENERAL FOR CANADA	05-Feb-20	15,061.76
00LCET4134	0001	*****	30209	TEACHERS' PENSION PLAN	06-Feb-20	436,496.74
00LCET4139	0001	*****	23290	MUNICIPAL PENSION PLAN	12-Feb-20	61,289.13
00LCET4141	0001	*****	28094	RECEIVER GENERAL FOR CANADA	12-Feb-20	93,583.11
00LCET4142	0001	*****	28094	RECEIVER GENERAL FOR CANADA	12-Feb-20	18,851.72
00LCET4143	0001	*****	30209	TEACHERS' PENSION PLAN	19-Feb-20	10,221.02
00LCET4144	0001	*****	28093	RECEIVER GENERAL FOR CANADA	19-Feb-20	200,000.00
00LCET4145	0001	*****	28095	RECEIVER GENERAL FOR CANADA	19-Feb-20	19,189.49
00LCET4146	0001	*****	23290	MUNICIPAL PENSION PLAN	25-Feb-20	59,919.78
00LCET4149	0001	*****	28094	RECEIVER GENERAL FOR CANADA	26-Feb-20	87,100.80
00LCET4151	0001	*****	28094	RECEIVER GENERAL FOR CANADA	26-Feb-20	19,190.25

TOTALS FOR BANK - 0001 1,483,053.90

TOTAL NUMBER OF CHEQUES 14

TOTAL NUMBER OF CHEQUES WITH MICR 0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Feb-2020 AND 26-Feb-2020

2140000002	0001	0000054035	12012	BC HYDRO & POWER AUTHORITY	05-Feb-20	43,751.39
2140000012	0001	0000054045	30211	FORTIS BC-NATURAL GAS	05-Feb-20	17,111.23
2140ET0003	0001	*****	12021	BC TEACHERS FEDERATION	05-Feb-20	31,865.24
2140ET0004	0001	*****	12111	BC TEACHERS FEDERATION	05-Feb-20	32,199.63
2140ET0054	0001	*****	23257	MORNEAU SHEPELL LTD.	05-Feb-20	54,967.25
2140ET0070	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	05-Feb-20	11,699.39
2142ET0049	0001	*****	26207	PACIFIC BLUE CROSS/MSA	12-Feb-20	78,658.59
2143ET0001	0001	*****	11229	ALKINS PROJECT SERVICES INC.	19-Feb-20	14,582.37
2143ET0015	0001	*****	11909	DR. DEBORAH AMARAL	19-Feb-20	13,650.00
2143ET0050	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	19-Feb-20	13,334.28
2144ET0036	0001	*****	18163	HABITAT SYSTEMS INC.	26-Feb-20	18,460.96
2144ET0053	0001	*****	14286	M3 ARCHITECTURE INC.	26-Feb-20	12,195.72
2144ET0076	0001	*****	30172	THIRDWAVE BUS SERVICES	26-Feb-20	61,385.55

TOTALS FOR BANK - 0001 403,861.60

TOTAL NUMBER OF CHEQUES 13

TOTAL NUMBER OF CHEQUES WITH MICR 2

GRAND TOTAL 1,886,915.50

CANCELLED TOTAL 0.00

NET GRAND TOTAL 1,886,915.50

GRAND TOTAL NUMBER OF CHEQUES 27

GRAND TOTAL NUMBER OF CHEQUES WITH MICR 2

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

Expenditures by Object

Page 1

	Feb-20 Actual	Feb-20 Budget	Feb-20 Difference	2019/20 Amended Budget	%	KEY
Salaries						
110 Teachers Salaries	8,793,550	9,247,823.40	454,273	15,413,039	57.05%	60%
105 Principal and Vice Principal	1,631,432	1,675,368	43,936	2,500,549	65.24%	67%
123 Educational Assistant Salaries	1,940,590	2,102,200	161,610	3,503,666	55.39%	60%
120 Support staff	778,324	779,144	820	1,256,684	61.93%	62%
120 Support staff-Mtce/Cust	1,673,859	1,802,724	128,865	2,690,633	62.21%	67%
130 Other Professional	821,386	859,093	37,707	1,282,229	64.06%	67%
140 Substitutes	640,217	917,879	277,662	1,529,799	41.85%	60%
143 Short and Long Term Sick	639,802	778,677	138,875	1,297,795	49.30%	60%
Total Salaries	16,919,160	18,162,909	1,243,749	29,474,394	57.40%	61.6%
200 Employee Benefits	3,961,610	4,458,186	496,576	7,190,623	55.09%	62%
Total Salaries and Benefits	20,880,770	22,621,095	1,740,325	36,665,017	56.95%	61.7%
310 Professional Services	395,147	410,918	15,771	684,863	57.70%	60%
330 Transportation	641,207	834,430	193,223	1,390,716	46.11%	60%
340 Training and Travel	94,867	108,345	13,478	180,575	52.54%	60%
360 Rentals	4,645	6,000	1,355	10,000	46.45%	60%
370 Dues and Fees	46,670	58,500	11,830	58,500	79.78%	100%
390 Insurance	76,030	79,200	3,170	88,000	86.40%	90%
510 Supplies	1,475,549	2,526,704	1,051,155	4,211,174	35.04%	60%
540 Utilities	379,936	463,514	83,578	691,812	54.92%	67%
580 Furniture and Equipment Replaceme	196,917	309,926	113,009	387,407	50.83%	80%
590 Computer Equipment Replacement	214,876	237,695	22,819	297,119	72.32%	80%
Total Services and Supplies	3,525,844	5,035,232	1,509,388	8,000,166	44.07%	62.9%
Total Expenditures	24,406,614	27,656,327	3,249,713	44,665,183	54.64%	61.9%

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

CHAIR'S REPORT

Submitted by Chair Pammila Ruth
March 4th, 2020

The month of February was focused on our value, Inclusion, and we are now heading into Collaboration and Equity. How better to model this than by participating in a team-building retreat. On the 21st of February, our board spent the day together with senior staff at the beautiful Botanical Gardens in West Sechelt, discussing ways to further connect our team and enhance our work on the board by opening up the communication channels and setting a place at the table for all. The session was facilitated by Betty Baxter, previous board chair of School District 46. It was a successful day of learning and listening. My thanks to everyone for taking the time out of your busy schedules!

Vice-Chair Leech and myself spent the morning of the 18th talking with the Sunshine Coast Community Services Chair Sue Anne Linde and Vice-Chair Jason Winkler. We shared our Strategic Plan, its structure and connection to our goals. Our discussion hit on many of our mutual activities and reflected on the values that we each shared. It was a wonderful morning of collaboration and we hope to continue our relationship in an open and welcoming manner. Our relationship with our community partners is important.

I would like to take this opportunity to congratulate Warren Paull on his re-election as Chief of the *shíshálh* Nation and to council members Corey August, Barbara Joe, Selina August and Alvina Paul. We look forward to continuing our collaboration with the *shíshálh* Educational leaders for the benefit of all our students.

This week has brought us the Musical Theatre presentation of Newsies! I have the honour of attending tomorrow night! I was amazed at the array of talent from last year's performance and am excited to witness once again the outcome of such hard work and dedication. Tickets are still available for Thursday through Saturday.

Seven more school days until Spring Break! The Board and I would like to wish everyone a wonderful holiday! Have fun and stay safe.



**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)
AD HOC POLICY PRIORITIZATION REVIEW COMMITTEE NOTES**

Monday, February 3, 4:00 p.m.
School Board Office – Gibsons, BC
494 South Fletcher Road
Gibsons, BC

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

STAFF: P. Bocking, Superintendent; N. Weswick, Secretary-Treasurer;
E. Reimer, Executive Assistant (Recording Secretary)

1. Call to Order

Called to order at 4:05 p.m. by Chair Ruth.

2. Prioritization of Policies for Review

The committee discussed several options and recommended the following process:

- Create a tracking sheet of policies and bylaws that includes a “Last Reviewed” column, in addition to a “Creation Date” and a “Revised” column
- Prioritize policies and bylaws that have not been reviewed or updated since initial development,
- Prioritize policies and bylaws that have the oldest “Revised” dates,
- Schedule 2 to 3 policies and/or bylaws per meeting, with a goal of reviewing all policies and bylaws by the end of the board’s term of office,
- The schedule may be shifted if a policy or bylaw is required in a more timely fashion,
- Provide at least 30 minutes for policy discussion at Committee of the Whole,
- Minor changes to policies/bylaws may be addressed and sent to the following board meeting for approval,
- Substantial changes to policies/bylaws may be tasked to an individual, referred to staff or BCSTA, or deferred to a following meeting for further discussion,
- Written submissions may be submitted in advance to the board chair for inclusion/consideration in the Committee of the Whole agenda package.
- Upcoming policies will be identified in advance,
- A follow-up meeting of the ad hoc committee will be scheduled in June to assess progress.

3. Adjourn

The meeting adjourned at 5:02 p.m.

Policy #	Name	Developed	Last Revised	Reviewed
1	Foundational Statements	Dec-10	Jun-16	
2	Role of the Board	Dec-10	Mar-14	
3	Role of the Trustee	Dec-10	Feb-19	Jan-19
4	Role of the Chair	Dec-10	Nov-15	
5	Role of Board Committees	Dec-10	Nov-19	Oct-19
6	Trustee Orientation and Professional Development	Dec-10	May-18	Jan-20
7	Trustee Donations	Dec-13	Apr-16	
8	Conflict of Interest	Oct-16		
9	[Blank]			
10	District Administration	Dec-10	Nov-13	
11	Role of the Superintendent	Dec-10	Dec-17	
12	Role of the Secretary-Treasurer	Dec-10	Nov-13	
13	Annual Budget Development	Dec-10	Dec-17	
14	Evaluation of District Administration	Dec-10		
15	Decentralized Decision-Making	Dec-10		
16	Neighbourhood Schools	Dec-10	Nov-13	
17	Environmental Sustainability	Dec-10		
18	Local Purchasing	Dec-10	Oct-16	
19	Partnerships and/or Corporate Sponsorships	Dec-10	Mar-17	
20	Sexual Orientation/Gender Identity	Jun-12		
21	District Email	Nov-16		
22	Whistle Blower Protection	Nov-16		
23	Role of Parent Advisory Councils / District Parent Advisory Council	Nov-17		
24	Surplus	Nov-17	May-18	

Bylaw #	Name	Developed	Last Revised	Reviewed
50	Inaugural Meetings	Dec-10	May-18	
51	Regular Meetings	Dec-10	Jan-20	Jan-20
52	Presentations	Dec-10		
53	Special Meetings	Dec-10		
54	Closed Meetings	Dec-10		
55	Presiding Officers	Dec-10	May-18	
56	Rules of Order	Dec-10		
57	Bylaws	Dec-10		
58	Motions	Dec-10		
59	Debate	Dec-10		
60	Voting	Dec-10		
61	Reports	Dec-10		
62	Committees	Dec-10		
63	[Blank]	n/a	n/a	n/a
64	[Blank]	n/a	n/a	n/a
65	[Blank]	n/a	n/a	n/a
66	[Blank]	n/a	n/a	n/a
67	[Blank]	n/a	n/a	n/a
68	[Blank]	n/a	n/a	n/a
69	[Blank]	n/a	n/a	n/a
70	Appeals Bylaw	Dec-10	Mar-19	Feb-19
71	Access to Information Bylaw	Dec-10		
72	Indemnification Bylaw	Dec-10		
73	Electoral Areas Bylaw	Dec-10		
74	[Repealed]	n/a	n/a	n/a
75	School Calendar Bylaw	Dec-10		
76	Trustee Elections Bylaw	Jun-11	May-18	Apr-18



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

Tuesday, February 25, 2020, 9:30 a.m.
School Board Office - Gibsons, BC
494 South Fletcher Road
Gibsons, BC

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

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

REGRETS: K. Kerr, Director of Instruction

1. Call to Order

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

2. Enrolment Projections

Secretary-Treasurer Weswick reviewed the enrollment projection report included in the meeting package.

3. Preliminary Budget Considerations and Discussion - 9:45 a.m.

Secretary-Treasurer Weswick shared information on the preliminary budget considerations and highlighted:

- The March 13 funding announcement will provide additional information on the impact of the Funding Model Review recommendations, specifically relating to additional supports for children in care,
- The district expects approximately \$3.1 million in Classroom Enhancement Funds - with 80% of the funding distributed in the preliminary budget stage and the remainder available upon adoption of the amended budget.
- There are several known and unknown cost pressures going into next year, including labour settlement increases,
- Items in the implementation plan that will likely require additional funding to successfully implement include:
 - 1.a. - increasing opportunities for student collaboration and involvement in the educational system,
 - 1.c. - support for competency based IEP development,

- 1.f. - evaluating and improving structures to address requests for additional counselling support,
- 1.i. - environmental action plan,
- 1.j. - teacher training and team teaching collaborations to support digital literacy,
- 1.l. - expansion of skills exploration programs and career programs,
- 2.a.- supporting wellness initiatives at schools,
- 2.c. - increase staffing, providing additional supports,
- 3.a. - continued family engagement sessions,
- 3.d. - environmental action plan (1.i)
- 3.e. - implementing major construction initiatives. working with energy manager, exploring electric vehicles, cyber security improvements,
- 3.f. - improving transportation options while meeting the communities' transportation needs

The committee discussed requests from school PACs for additional funds for nutrition support in schools. SCTA president, Jacquie Shelemey, spoke to a request for additional intensive behaviour supports that was highlighted in the SCTA budget submission. Superintendent Bocking confirmed that this is being considered in the budget.

4. Regulations for Review

4.1 Reg. 5050 - Honoraria

Secretary-Treasurer Weswick reviewed the updated regulation, which includes:

- General clean-up of language.
- Clarification on the difference between an honorarium and a request for payment.
- Providing a range for honoraria.
- Clarification on employment of minors.

4.2 Reg. 5090 - Travel Expenses

Secretary-Treasurer Weswick reported that changes to the regulation include:

- The addition of a rationale.
- An increase in the allowable claim for accommodation when staying with friends or family.
- Clarification that reimbursement guidelines also apply to travel-related purchases made directly on district purchasing cards.
- The requirements for reimbursement requests for meals involving multiple attendees.

Trustee Haines noted that the BCSTA Provincial Council approved an increase to the meal per diem at the February meeting.

4.3 Reg. 5100 - Vehicle Expenses

Secretary-Treasurer Weswick reported on changes to the regulations, including:

- The addition of a rationale.
- Aligning with the Income Tax Act, including a personal benefit when traveling to and from work in a district owned vehicle.

- Opportunity for reimbursement for mileage and travel between work sites, in certain, specified cases.
- Clarification that trustees may claim mileage to and from board meetings.
- Requirement to submit mileage on a monthly basis.
- Clarification around monthly vehicle allowance, as determined by the employer and the employee and articulated in the employee's contract.

6. Adjourn

The meeting adjourned at 11:30 a.m.



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

Tuesday, February 25, 2020, 12:00 p.m.
School Board Office - Gibsons, BC
494 South Fletcher Road
Gibsons, BC

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

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

REGRETS: T. Ste. Marie, Trustee, K. Kerr, Director of Instruction

1. Call to Order

The meeting was called to order at 12:03 p.m. by Chair Ruth.

2. Partnerships (3.c.)

Superintendent Bocking, Director Bishop and Secretary-Treasurer Weswick, provided a report on ongoing partnerships in the local community, including but not limited to partnerships with:

- Sunshine Coast Community Schools
- Sunshine Coast Festival of the Written Arts
- Nicholas Sonntag Marine Education Centre
- Parents and caregivers
- Healthy Schools Committee (VCH, SCRD)
- Violent Health Risk Assessment (VTRA) Team (RCMP, MCFD, CYMH, *shishalh* Nation, SCCSS, VCH)
- Sunshine Coast Child and Youth Mental Health Local Action Team (Division of Family Practice, CYMH, MCFD, VCH, SCCSS, RCMP, *shishalh* Nation)
- Capilano University
- Vancouver Community College
- The local business community
- SCRD / Joint-Use Committee
- Better fields Committee (local governments)
- Active School Transportation (VCH, local governments and MOTI)

The committee discussed the opportunity for partnerships, including possible learning opportunities for Early Childhood Education, at the newly approved West Sechelt Elementary child care. The committee also discussed potential first year post-secondary

offerings at Capilano University, speaking in favour of the potential of on-coast post-secondary opportunities for students.

3. School Calendar Recommendation

Director Bishop reported that the proposed calendar has been shared with school principals for conversations at the PAC level and posted on the district website. The 2020-21 school calendar includes:

- A greater balance of professional days on Mondays and Fridays for staffing purposes,
- A balance of professional days throughout the school year for staffing purposes,
- Coordinated dates in order to allow ongoing professional development opportunities with Shelley Moore,
- More opportunities for professional development and in-service sessions with sufficient Teacher-on-Call coverage.

The committee discussed the two-week spring break that was implemented in the 2015-16 school year and a follow up survey that was taken later in 2016 to gauge the success of the change. Director Bishop reported that the community spoke strongly in favour of continuation of the two week break, noting that the district has provided additional professional development opportunities for CUPE staff to support their professional growth and to help mitigate loss of pay related to the closure.

RECOMMENDATION: "To approve the school calendar at the March board meeting"

4. Policy Review (standing item)

a. Policy 1 - Foundational Statements

The committee reviewed the changes, which had been previously adopted by the board during the development of the 2019-23 strategic plan.

RECOMMENDATION: "To approve the changes to Policy 1 - Foundational Statements at the March board meeting."

b. Policy 24 - Surplus Policy

Secretary-Treasurer Weswick reported that changes to financial reporting and the board's policy on surplus would be required as a result of recommendations from the Funding Model Review (FMR). He noted that the recommendations from the FMR do not allow for the continuation of the district's ongoing practice of holding a financial provision in restricted surplus. He further suggested that the unfunded future benefits line be retired prior to the end of the current fiscal year.

Staff will provide recommendations to a future meeting, after the funding announcement and Funding Model Review changes have been reviewed.

c. Bylaw 52 - Presentations

The committee reviewed the bylaw and discussed potential changes to sections 52.5-52.7 to clarify how a spontaneous address would be entertained at a board meeting. Trustees agreed to revisit the bylaw at the March meeting and requested that additional information be brought back to inform the discussion, specifically examples of similar bylaws from other districts, as well as any pertinent history relating to the initial development of the bylaw.

5. Communication Plan (standing item)

The committee reviewed the communication plan.

6. Adjourn - 1:45 p.m.

The meeting adjourned at 1:35 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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OCTOBER						
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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 support and inspire each student to experience joy and fulfillment in realizing their potential as knowledgeable, confident, and contributing citizens in the global community.
- 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.
- 1.4 Our **Values**:
- (i) Ethics
We ensure an environment of mutual trust and respect through integrity and transparent processes.
 - (ii) Inclusion
We strive to be a diverse and dynamic community through welcoming and inclusive practices.
 - (iii) Collaboration And Equity
We create meaningful connections through our work together.
 - (iv) Innovation
We aspire to creativity and excellence through risk-taking in personal and collective actions.
 - (v) Respect and Responsibility
We support a culture of mutual respect and shared responsibility through individual and shared growth.
 - (vi) Celebration
We build unity, add depth, and bring joy to our work together through celebrating the contributions of students, staff, and the community.



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

Tuesday, February 25, 2020, 2:00 p.m.
School Board Office - Gibsons, BC
494 South Fletcher Road
Gibsons, BC

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

STAFF: P. Bocking, Superintendent; P. Bishop, Director of Instruction; M. Bell, SCTA Professional Development Chair; G. Smith, Principal; J. Kowalczyk, Education Director, *shishalh* Nation; J. Budgell, CUPE Local 801; S. Mackenzie, CUPE Local 801; L. Leske, CUPE Local 801; C. Spence, Principal; E. Reimer, Executive Assistant (Recording Secretary)

REGRETS: T. Ste. Marie, Trustee, K. Kerr, Director of Instruction

1. Call to Order

The meeting was called to order at 2:05 p.m. by Trustee Girard.

2. Numeracy (1.e.)

Glen Smith, Principal at Madeira Park Elementary and chair of the district Numeracy Committee, provided a report on ongoing efforts to support students and teachers in mathematics.

The committee's goals are to:

- support teachers in their professional development to foster a positive mathematics culture, and
- improve students' ability to understand and communicate mathematical skills and concepts.

The Numeracy Committee is working towards those goals by:

- promoting a growth mindset that celebrates learning, including mistakes,
- creating opportunities for students to explore their own mathematical interests (i.e.: coding and robotics),
- enhancing experiential learning and infusing indigenous culture into mathematics,
- promoting the core competencies,
- communicating the role of the committee with staff,
- providing in-service training opportunities with math experts,
- promoting Math CAMPS sessions, and
- promoting professional development opportunities.

A copy of Principal Smith's presentation is available at <https://sd46.bc.ca/wp-content/uploads/2020-02-Ed-Presentations.pdf>.

3. Professional Development (2.b.)

CUPE Local 801 President, Janice Budgell, provided a summary of CUPE professional development procedures, noting that:

- Professional development funds are available on a first come, first served basis, through an application process.
- Professional development funds are managed by a joint Professional Development Committee, which includes representation from both the union and management.
- Professional development funds must be used for opportunities that are related to the applicant's work in the school district.
- Unused professional development funds carry over to the following school year.
- The professional development committee is considering ways to make the funds more accessible to all classifications

SCTA Professional Development Committee Chair, Melissa Bell, provided a report on the use of teacher professional development and shared that:

- Schools have a school based professional development committee that provides an opportunity for school specific collaboration with colleagues,
- There are currently 5 bargained professional development days in the school calendar and teachers may choose their professional learning on those designated dates,
- A province wide professional development day is designated in October and provincial specialist associations hold workshops on that date, allowing for greater participation provincially.
- \$50 per 1.0 FTE is designated for school professional development initiatives (including food, group resources, speakers, etc.)
- \$467 per 1.0 FTE is available for individual professional learning opportunities.
- The 15 district Learning Specialist Associations (LSAs) may access 10% of the total professional development budget.
- The Mentorship Program is funded by matched contributions from the district and the union. The program continues to be highly popular and is generally fully utilized.
- The theme for next year's district professional development day is staff and student wellness

Superintendent Bocking shared a handout that listed all of the district run in-service events and staff committees that further support the professional development of both teachers and support staff. A copy of presentation materials can be found at <https://sd46.bc.ca/wp-content/uploads/2020-02-Ed-Presentations.pdf>.

4. Family Engagement (2.e.)

Family Engagement Committee Chair, Stephanie Murawsky, reported that the committee has shifted their efforts from reviewing reporting requirements from teachers to parents, to family engagement projects that include supporting PACs and enabling them to communicate with their school families. The Family Engagement Committee will do so by:

- Offering two Family Engagement Learning Series sessions per year: the first focused on running an effective meeting and the second, in April, will support creating a culture of connection,

- Providing a dedicated page on the district website with links to tools and websites that are pertinent to families - <https://sd46.bc.ca/families-and-students/communication-engagement/>
- Supporting families with transitions from grade 7 to secondary school by helping PACs to host school tours and information sessions for parents,
- Developing videos on relevant subject matter, and
- Updating brochures, including a guide specific to family communication at the school level.

5. Regulations for Review

1. Reg. 1050 - Career Programs

Director Bishop noted that the regulation was previously repealed and is being reinstated under ministry direction. The regulation has since been updated to reflect current curricular requirements.

6. Adjourn

The meeting adjourned at 3:19 p.m.

School District 46
School Board Trustees
494 South Fletcher Rd
PO Box 220
Gibsons, BC V0N 1V0

Dear School Board Trustees of School District 46:

RE: Budget Considerations for the 2020 – 2021 School Year

One of the strategic plan goals set for students that sticks out to me is goal 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.” I believe that this goal is foundational to all other goals for students. If our students are suffering mentally, socially and emotionally, then supporting them in their reading and numeracy becomes an uphill battle.

Recently, there has been a lot of discussion and support in regards to childhood adversity and how that affects our mental and physical health. Dr. Nadine Burke Harris, Surgeon General of California, has made this research her primary priority. She speaks passionately about the exponential effects that childhood adversity has on our wellbeing. She also talks about one particular thing we can do to help alleviate the negative affect that childhood adversity has on children; having healthy adults in their lives who are practicing self-care and are therefore able to support and connect meaningfully with them.

If our goal is to instill social and emotional skills in our students so that they will be resilient, then our focus as a district should be ensuring that staff, the individuals who have the biggest impact on our students, are healthy both mentally and physically.

Strategic Plan Goal 2a. “Our staff will be a healthy and inspired team in which everyone feels respected for their individual gifts, skills, and contributions”

Mental health illnesses are on the rise across the world and the staff in School District 46 are certainly no exception. In Johann Hari’s book “Lost Connections”, he talks about nine causes of depression and anxiety. The majority of those nine causes relate to disconnection; disconnection from meaningful work, from other people, from meaningful values, from childhood trauma, from status and respect, from the natural world, and from a hopeful or secure future. Every day I meet and talk to people working in School District 46 who are struggling with many of these disconnections and those struggles are impacting their ability to be healthy and inspired in their work. If our staff are struggling, how can we ensure that students are being adequately supported in their own mental and physical health. The district’s priority should be to create a strong foundation of healthy and inspired staff so that we can, in turn, support students to reach their potential.

So how can the 2020/21 budget address the bigger picture of mental and physical wellness for our staff and students?

1. **Adequately staffing schools.** Our schools are the center of our overall purpose as a school district. When there are not enough staff in our schools to support the needs of the students, the staff that are there suffer mentally and physically trying to provide the same level of service with inadequate staffing levels. It is creating disconnection from meaningful work as there is just not enough time in the day to accomplish everything. In light of staffing shortages throughout the province, the board should

consider increasing time for existing staff already present. EA and Clerical full time hours are 35/week; providing funds to schools to ensure that there are full-time EAs and Clerical on site creates opportunities for those staff to connect with vulnerable students before and after school and additionally ensures that these employees are earning a living wage which creates a more secure future for their own wellbeing. Full-time hours for our specialists are 40/week; currently our full time specialists (SLP, OT, PT, Special Counsellors) work 35 hours a week. Increasing them to full-time hours would enhance the incredible work they already provide to our schools. Ensure that all our schools have adequate custodial time so that all sites are clean and healthy for our students and staff who work there everyday. In addition, our strongstart facilitators have an incredibly important role in providing support to families before their students arrive in schools. Their hours have pretty much stayed the same since the program was launched and are incredibly low for the work that is asked of them. Increasing their hours would provide much needed time to collaborate together and create meaningful programming for families before their children reach school age.

2. **Staff Inclusion.** Providing special funds for schools to access so that they can include support staff in SBT meetings and IEP meetings to ensure that the support team around our most vulnerable students are as rich as they can be. Providing funds to schools specifically to support all staff attending staff meetings to create opportunities for connection and inclusion as a team. Custodians often comment of the disconnection they feel from their school staff. They are often excluded from staff social events or appreciation lunches. Providing release time for them to join their school staff events would go a long way for them to feel connected with the greater school community. We are all in this together.
3. **Health and Wellness support for staff.** Years ago, the outcome of a mediation created a health and wellness fund for CUPE employees to access for financial support for their own initiatives in their health and wellness. It was a huge success and many of our members took advantage of those funds to increase their own wellness. That fund had a finite amount of money in it and is no longer available. It was a very successful support offered to our staff and there is value in considering re-establishing that fund and opening it up for all staff in our school district to access. To provide that support to staff would send a statement that their health and wellness is a priority for the district and that there is recognition that their health is foundational for supporting all other facets of the strategic plan.
4. **Mental Health training and support.** Our district has been leading in providing training to teachers, EAs and counsellors in mental health first aid, trauma-informed practice and other specific mental health training. Please continue to provide these opportunities and consider opening it up for all staff to attend (ie. Maintenance, custodial, etc.) Next year there will be opportunity for the district to mandate pro-d days that all staff attend. Consider opportunities for whole staffs to engage in learning related to mental health.

Throughout the many board, committee, union and staff meetings that I have attended in the last few years, there has been a common theme related to mental and physical wellness of staff and students. There is a reason for that. Our society is facing a pandemic of mental health illnesses and School District 46 staff are witnessing that every day in our students. We all have a vested interest in ensuring that our staff are as healthy and inspired as they can be, as research shows if we are at our best, then we are better equipped to help others who are struggling.

I implore the board to seriously consider what can be done in the 2020/21 budget to ensure that our staff are as healthy and inspired as they can be for the better good of the district and the work that we are asked to do every day.

Sincerely,

Janice Budgell
President
CUPE Local 801



February 2020

Superintendent of Schools SD 46
Secretary Treasurer, School District 46

Board Of Education
School District #46

Re: Sunshine Coast Teachers' Association Budget Submission

First of all we would like to thank Superintendent Bocking and Secretary Treasurer Weswick for meeting with the SCTA Executive Committee (January 7, 2020) as per Article D.20: Local Association Involvement in Board Budget Process. Further the SCTA recognizes the on-going challenge Senior Staff and Trustees face in developing a budget while not being provided adequate funding. The union believes that any proposed additions or reductions in next year's budget should be guided by principles that result in direct support to students, teachers and staff in school sites.

Here are recommendations we trust that we trust will be duly considered:

Increasing Non Enrolling Staff: Teacher Librarians, Special Education, ELL/ESL, Learning Assistance, Counsellors are an integral part of a vital, healthy school culture. All of these are in desperate need on increased FTE in sunshine Coast Schools. The ratios that we are currently operating from date back to 1998 and as such it should be no surprise that they do not come close to meeting our schools needs. The union hears from teachers regularly the request for increased support from Special Education, Counsellors, Teacher Librarians, and Learning Assistance staff in their schools. The union acknowledges and understands that the construct of the CEF makes it challenging to staff beyond the ratios however would also like to suggest that making considerations outside the box could make it possible to hire more within the ratios. Specifically, the union suggests for example, that Literacy and Numeracy teachers and not Special Education Teachers and as such could not be included in the ratios. Further Teacher Librarians being relieved of providing preparation time for classes would allow for school libraries to function as such and provide the much needed, support to students that we know functioning school libraries can do.

Support For Teacher Mentorship And Early Career Teachers – the SCTA would like to acknowledge and thank the Board for their continued support of this very worthy program. Every year, as more teachers retire, there is an increased number of teachers to our district and new to teaching: 34 new hires since the Spring of 2019! Early career teachers and teachers to new assignments report regularly how much they appreciate the quality and accessibility of this valuable program.

TEACHERS' WORKING CONDITIONS ARE CHILDRENS' LEARNING CONDITIONS

Box 951 Sechelt BC V0N 3A0 • p: 604.885.7944 • f: 604.885.9837 • e: scta@dccnet.com

Spending The Money Saved from Failure to Fill- Every month there are teachers who do not receive a Teacher Teaching On Call even though one has been requested in their absence. The union refers to this as Failure to Fill. It is the union's understanding that the money saved by not replacing these teachers is placed into the districts unrestricted surplus account. On the days when Teacher Librarians and Special Education Teachers, for example are pulled to cover classes students are missing out on important services. While the union understands that on occasion it may be impossible to cover every absence we would like to suggest that the money saved by the district as a result of these unfilled absences be duly earmarked for the hiring and supporting of teachers the following year.

Intensive Behaviour Support- Our teachers are reporting exhaustion and burn out in record numbers. With our district numbers of IBI students at 4x the provincial average it is really no surprise. Students and teachers need more support. There is no room in a special education teacher's workload to add the support required for these students. The union believes that the district needs to try something new in providing that support. Teachers would like to see the hiring of Behaviour Specialist Teachers who would work intensively for short periods of time, with students and teachers to create a system of support and a plan for both the student and the teacher to successfully move forward.

Please contact me for any further clarification you may require. Thank you for your consideration and recommendations. Our collective efforts do make a difference!

Sincerely,

Jacque Shelemey
President, Sunshine Coast Teachers' Association

TEACHERS' WORKING CONDITIONS ARE CHILDRENS' LEARNING CONDITIONS

Box 951 Sechelt BC V0N 3A0 • p: 604.885.7944 • f: 604.885.9837 • e: scta@dccnet.com



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

BOARD COMMITTEE MEETING SCHEDULE
 2019-2020

MONTH	OPERATIONS COMMITTEE	COMMITTEE OF THE WHOLE	EDUCATION COMMITTEE
September 24, 2019	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
October 22, 2019	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
November 26, 2019	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
December 17, 2019 (Meetings at the SLC)	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
January 28, 2020 (Meetings at the SLC)	9:30 to 11:30 AM	11:45 to 2:15 PM	2:30 to 3:30 PM
February 25, 2020	9:30 to 11:30 AM	12:00 to 1:45 PM	2:00 to 3:30 PM
March 31, 2020	9:30 to 11:30 AM	12:15 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
MARCH AGENDAS:	<ol style="list-style-type: none"> 1. Staffing Timelines 2. Funding Announcement 3. Budget Considerations 4. Funding Model Review 5. Local Government OCP and Zoning Referrals (standing item) 	<ol style="list-style-type: none"> 1. Leaders (2.d.) 2. Trustee Professional Development 3. Policy Review (standing item) <ol style="list-style-type: none"> a. Bylaw 52 - Presentations b. Policy 2 - Role of the Board c. Bylaw 58 - Motions 4. Communication Plan (standing item) 	<ol style="list-style-type: none"> 1. Care of our Planet (1.i) 2. Environmental Initiatives (3.d.) 3. NEST Program

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