

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

REGULAR MEETING AGENDA

Wednesday, April 8, 2020, 7:00 p.m.
<https://www.youtube.com/user/SD46Schools>

	Pages
1. <u>Call to Order</u>	
2. <u>Public Question Process</u>	
Questions and enquiries from the public will be taken at the end of the meeting via email to questions@sd46.bc.ca . In order to be added to the queue, please be sure to include your first and last name. Questions will be considered, and responded to, in the order received during the allotted period at the end of the meeting.	
3. <u>Adoption of the Agenda</u>	
MOTION: "THAT the agenda of April 8, 2020 be adopted."	
4. <u>Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings</u>	1
a. Regular Meeting Minutes - March 4, 2020	
b. Record of Closed Meeting - March 4, 2020	
c. Special Regular Meeting - March 26, 2020	
MOTION: "THAT the Regular Meeting Minutes of March 4, 2020, the Record of Closed Meeting of March 4, 2020, and Special Regular Meeting Minutes of March 26, 2020, be approved."	
5. <u>Reports</u>	
a. Superintendent's Report	11
b. Administrative Regulations to be Received	
1. Reg. 1370 - Social Media	13
2. Reg. 5040 - Fundraising and Grants	17
c. Secretary-Treasurer's Report	21
1. 2020/21 Capital Plan - Approved Projects Bylaw	23
MOTION: "THAT School District No. 46 (Sunshine Coast) Capital Bylaw No. 2020-21-CPSD46-01 be read for a first time."	
2. Larger Cheques Written in the Month of March 2020	31

3.	Expenditures by Object - March 2020	33
d.	Board Report	35
1.	BCSTA Report	
2.	BCPSEA Report	
3.	Student Trustee Report	
e.	Committee of the Whole Notes - March 31, 2020	37
f.	Operations Committee Notes - March 31, 2020	39
g.	Receipt of Reports	
	MOTION: "THAT the reports be received."	
6.	<u>Questions and Enquiries from the Public (15 minutes)</u>	
7.	<u>Next Meeting</u>	
	The next public board meeting will be held on May 13, 2020.	
a.	Committee Agendas	41
	MOTION: "TO approve the committee agendas."	
8.	<u>Adjournment</u>	

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

Wednesday, March 4, 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,
S. Haines, 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)

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 *Skwxwú7mesh* Nation and welcomed those in attendance.

2. Celebrating Education: Elphinstone Composting Program - S. Ryden

The board heard a presentation by Sierra Ryden, grade 10 student at Elphinstone Secondary. Sierra was accompanied by Elphinstone teacher, Brian Topping, and SCR D staff, Andrea Patreo. Sierra reported on an ongoing composting program that was funded through the SCR D's Waste Reduction Program. To date, the composting program has diverted 6 kg of food waste from the school cafeteria. The compost will be used in the courtyard by the garden club to grow vegetables, which will in turn be available to the cafeteria for use. Sierra suggested that other schools looking to initiate a similar program research, find a sponsor and start small with the intention of growing.

3. Public Question Period (10 minutes in total)

- There were no questions from the public.

4. Adoption of the Agenda

Moved: Haines

Seconded: Girard

MOTION: "THAT the agenda of March 4, 2020 be adopted."

Carried

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

- a. Regular Meeting Minutes - February 12, 2020
- b. Record of Closed Meeting - February 12, 2020

Moved: Amaral

Seconded: Haines

MOTION: "THAT the Regular Meeting February 12, 2020 and the Record of Closed Meeting of February 12, 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.

A copy of Superintendent Bocking's presentation is available at <https://sd46.bc.ca/wp-content/uploads/2020-03-Reg-Presentations.pdf>.

b. Strategic Plan Reports

1. Goal 1.e. - Numeracy

Superintendent Bocking spoke to his written report and thanks Principal Glen Smith for his presentation at Education Committee that demonstrated ways to engage students with numeracy. A Similar presentation was made to DPAC to share with school PACs.

2. Goal 2.b. - Professional Development

Superintendent Bocking indicated that both the SCTA and CUPE reported on their professional development programs. A handout listing the numerous district sponsored professional development opportunities was included in the agenda package.

3. Goal 2.e. - Family Engagement

Superintendent Bocking spoke to his written report, highlighting an upcoming learning series to support PACs and DPAC, developed by the Family Engagement Committee.

4. Goal 3.c. - Partnerships

Suprintendent Bocking indicated that the written report included a sampling of current sommmunity partnerships.

c. Administrative Regulations in Circulation

Details regarding the administrative regulations in circulation can be found in the committee notes of meetings taking place in February 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. 5050 - Honoraria
- 2. Reg. 5090 - Travel Expenses
- 3. Reg. 5100 - Vehicle Expenses

4. Reg. 1050 - Career Programs
- 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. 3125 - Immunization
 2. Reg. 3220 - Medical Alerts
 - e. Secretary-Treasurer's Report

Secretary-Treasurer Weswick spoke to his written report, highlighting a new profam available to enhance risk management.

 1. Larger Cheques Written in the Month of February 2020
 2. Expenditures by Object - February 2020

Secretary-Treasurer Weswick noted that the district line items were underspent in several areas. The district anticipated a surplus at year end, including a restricted items from school budgets.
 - f. Chair's Report

The report was submitted as written. Trustees shared their appreciation for the Newsies musical presentation and discussed issuing a letter of congratulation to the recently elected shíshálh Nation council.

 1. BCSTA Report

Trustee Haines reported on a recent Provincial Council meeting.
 2. BCPSEA Report

Trustee Haines reported that bargaining mediation had resumed.
 3. Student Trustee Report

Student Trustee Carroll reported on the following items:

 - The District of Sechelt approached the DSLT for students interested in representing youth for the Sechelt council.
 - Secretary-Treasurer Weswick consulted the DSLT on the upcoming budget. Students advocated for funds to support environmental initiatives and mental health supports.
 - Student forums are valuable to the district and students. The forums provide an opportunity for students to have an impact on their education.
 - The success of the district musical production of Newsies, whose cast includes a DSLT member,
 - Student concerns surrounding the novel coronavirus.
 - g. Ad Hoc Policy Prioritization Review Committee - February 3, 2020

The committee notes were submitted as written.
 - h. Operations Committee Notes - February 25, 2020

The committee notes were submitted as written.

i. Committee of the Whole Notes - February 25, 2020

The committee notes were submitted as written.

1. 2020-21 School Calendar

Moved: Amaral

Seconded: Hampvent

MOTION: "TO approve the 2020-21 School Calendar."

Carried

2. Policy 1 - Foundational Statements

Moved Amaral

Seconded: Hampvent

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

Carried

j. Education Committee Notes - February 25, 2020

The committee notes were submitted as written.

k. Receipt of Reports

Moved: Amaral

Seconded: Ste. Marie

MOTION: "THAT the reports be received."

Carried

7. Correspondence

a. CUPE Local 801 - Budget Considerations

b. SCTA - Budget Considerations

Moved: Amaral

Seconded: Girard

MOTION: "TO receive the correspondence."

Carried

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

- A member of the press asked for additional information on the request from the District of Sechelt to the DSLT. Student Trustee Carroll indicated that the DSLT directed the District of Sechelt to Elphinstone staff to discuss the process used by the Town of Gibsons as they recently appointed a student to their council.

- A member of the press asked if the DSLT made any concrete recommendations for the budget consultation. Student Trustee Carroll indicated they had suggested additional counselling support specifically for mental health issues.
- A member of the press asked for information on a motion made at the BCSTA Provincial Council. Trustee Haines reported that it was related to per person/course funding vs headcount funding.
- A member of the audience asked how Elphinstone Secondary was managing to keep wildlife out of the compost. Superintendent Bocking responded that the unit is placed in the enclosed courtyard.

9. Next Meeting

The next public board meeting will be held on April 8, 2020.

a. Committee Agendas

Moved: Amaral

Seconded: Ste. Marie

MOTION: "TO approve the committee agendas."

Carried

10. Adjournment

There being no further business, the meeting adjourned at 8:25 pm.

Moved: Girard

Seconded: Ste. Marie

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, March 4 2020, 5:30 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,
S. Haines, Trustee, M. Hampvent, Trustee, S. Girard, Trustee,
T. Ste. Marie, Trustee

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

The meeting was chaired by Vice-Chair Leech.

Call to Order

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

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
 - Personnel
 - Teacher Bargaining
 - Staff Issue Update
 - Ad Hoc 360 Evaluation Update
 - Volunteer Issue
 - **Items for Disclosure**
 - There were no items for disclosure

Adjournment

The meeting adjourned at 6:05 p.m.

Pammila Ruth - Board Chair

Nicholas Weswick - Secretary-Treasurer

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

Thursday, March 26, 2020, 4:15 p.m.
<https://www.youtube.com/user/SD46Schools>

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

1. Call to Order

The web-based meeting was called to order at 4:15 p.m. The meeting was live-streamed to the district's YouTube channel to support social distancing during the COVID-19 pandemic.

Chair Ruth acknowledged that the meeting was taking place on the unceded territories and *shíshálh* and *Sḵw̓xwú7mesh* Nations.

2. Adoption of the Agenda

Moved: Girard

Seconded: Hampvent

MOTION: "THAT the agenda of March 26, 2020 be adopted."

Carried

3. Revised Committee Meeting Agendas

Moved: Girard

Seconded: Hampvent

MOTION: "THAT the March 31, 2020 Committee Meeting schedule be adjusted as follows:

a) that the Operations Committee be moved to an online meeting on Tuesday, March 31 from 1:00 to 2:00 p.m. with the following agenda items:

- i. Staffing Timelines
- ii. Funding Announcement
- iii. Budget Considerations

b) that the Committee of the Whole be moved to an online meeting on Tuesday, March 31 from 2:30 to 3:30 p.m. with the following agenda item:

i. COVID-19 Response

c) that the Education Committee meeting be cancelled, and

d) that all other previously announced committee agenda items be deferred to a future date."

Carried

4. Adjournment

There being no further business, the meeting adjourned at 4:21 p.m.

Moved: Ste. Marie

Seconded: Hampvent

MOTION: "TO adjourn."

Carried

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
April 8th, 2020

1. CIRCLE OF CARE: STUDENTS

1. After reconnecting with staff after the spring break, our focus turned to connecting for personal and practical support with our students and their families. **Connection** will continue to be important particularly during this time of in-school classes being suspended for the near future. (1f)
2. Teaching and support staff are developing strategies to support our students in the coming weeks and months in new ways. **Learning opportunities** will include a wide range of approaches. (1c, d, e)

2. CIRCLE OF CARE: STAFF

1. “**Safe Work Practices**” are being designed and implemented for all tasks required by staff and protocols for accessing work sites. (2a)
2. Staff are mostly working from home at this time. We continue to work closely with CUPE and the SCTA to provide support to staff as we navigate these **new working conditions**. Staff on our “on call” lists have been contacted to let them know that call outs will be on hold for now and about their options for receiving support from government. CUPE members may need to be asked to take on new roles but will be trained for these new duties. (2a)
3. Principals, Counsellors, Student Support Services Teachers Indigenous Learning Team and District Staff are prioritizing **vulnerable learners** and planning for their learning and supports in collaboration with outside agencies where appropriate. Community schools are working with schools and community to identify need in families for nutrition. (2c)

3. CIRCLE OF CARE: COMMUNITY

1. Staff will **communicate** frequently with our students, staff and community. This includes extensive website information, email updates, the Educoaster, and ZOOM meetings. (3a)
2. **The Essential Services Workers childcare program** begins this week with the children of Tier One families who need this support to be able to work. We expect to increase the opportunity for support in the weeks that follow. (3c)

ADMINISTRATIVE REGULATIONS

TITLE: RESPONSIBLE USE OF SOCIAL MEDIA

CATEGORY: EDUCATION

NUMBER: 1370

I. Rationale:

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

II. Definition:

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

III. Procedures:

A. Social media accounts:

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

B. Interactions representing the district:

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

ADMINISTRATIVE REGULATIONS

TITLE: RESPONSIBLE USE OF SOCIAL MEDIA

CATEGORY: EDUCATION

NUMBER: 1370

- (1) Access and permission to use the district's logo can be granted by emailing the district communications officer.
- b) The school name and/or the school logo needs to appear in the banner or in the profile page for school related social media sites.
 - (1) Access and permission to use the school's logo can be granted by emailing the school's principal.
- 3. Any use of electronic media by a user must be consistent with the duty of loyalty each user owes to the district and must not transgress any law or civil duty of care owed to the district or any other person.
- C. Respect, privacy, and confidential information:
 - 1. Users will not disclose confidential student information, images, or confidential school, department, or personnel records without first obtaining written consent from the principal and the guardian(s) for students under the age of eighteen (18) (this is normally obtained through the annual 'district media consent form').
 - 2. Users will not use social media sites to be defamatory or harassing towards any person.
 - 3. Users will not engage electronically in behaviour or comments that would reflect negatively on a school or the district's reputation or the reputation of any student, staff, or community member.
 - 4. Users may be disciplined if their social media comments and postings, whether personal or school/district related, are not in compliance with this administrative regulation or any other policies or procedures of the district.
 - 5. Users participating in social media activities will respect federal copyright and fair use guidelines.
 - 6. Users participating in social media activities acknowledge that all information posted to sites is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) if that information falls within the purview of the information protected by and governed by FOIPPA.
- D. Staff-student online correspondence:
 - 1. Online correspondence between staff and students must be related to course work, or school sanctioned clubs/activities.

ADMINISTRATIVE REGULATIONS

TITLE: RESPONSIBLE USE OF SOCIAL MEDIA

CATEGORY: EDUCATION

NUMBER: 1370

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

Received:

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

ADMINISTRATIVE REGULATIONS

TITLE: FUNDRAISING AND GRANTS
CATEGORY: FINANCE
NUMBER: 5040

I. Rationale:

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

II. Fundraising:

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

ADMINISTRATIVE REGULATIONS

TITLE: FUNDRAISING AND GRANTS
CATEGORY: FINANCE
NUMBER: 5040

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

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

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

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

III. Grant Applications:

A. The district or schools may apply for grants from foundations and/or granting agencies by submitting an application providing that the proposed project/activity:

1. is consistent with the values, goals, directions of the school and district;
2. responds to a clearly understood educational need;
3. supports and does not undermine, either implicitly or explicitly, existing programs;
4. is beneficial to the school and/or community;
5. does not directly benefit in a material way an individual student or staff member;
6. does not require matching district funds unless prior approval from the Board has been obtained (school based funds can be used for matching requirements), and;
7. aligns with Regulation 1190 - Partnerships and Corporate Sponsorship.

B. Principals may sign grant applications for up to \$5,000. Any grant submissions for greater than \$5,000 must be approved by the Secretary-Treasurer (or designate) for consideration.

C. Only Principals, Directors of Instruction, the Secretary-Treasurer or the Superintendent may sign grant applications on behalf of the school or the district.

D. Schools and the district will report annually in the on all grants received greater than \$5,000 in the audited financial statements and associated reports.

E. Use of the district's charity number will be limited to those grants for which the school/district is an applicant.

ADMINISTRATIVE REGULATIONS

TITLE: FUNDRAISING AND GRANTS
CATEGORY: FINANCE
NUMBER: 5040

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

Received:

References:

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

SECRETARY-TREASURER'S REPORT

Submitted by Secretary-Treasurer Nicholas Weswick
April 8th, 2020

2020-21 CAPITAL PLAN RESPONSE

The district is pleased to have receive notification that the following upgrades have been approved under the 2020-21 five-year capital plan. The projects will be tendered once the designs are complete.

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Kinnikinnick Elementary	CNCP - Mechanical Upgrades - Mechanical upgrades including solar panel installation	\$725,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Halfmoon Bay Elementary	SEP - Mechanical Upgrades - Mechanical upgrades including solar panel installation	\$500,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.

The ministry requires that a capital bylaw be passed in order to access funding for these projects. The bylaw and accompanying motion can be found following this report.

SCHOOL ALLOCATION RATES AND SURPLUS ALLOCATIONS

Previously reported rates included at the Operations Committee have changed as a result of updated revenue projections. The expected Employer Health Tax grant has been included in grant funding and reduced for 20/21. The updated school allocation rates are below:

	Level 1	Level 2	Level 3	Elementary Base	Secondary Base	SCAS Base *
Proposed Allocation	43,000	17,500	10,300	233,000	440,000	708,479
Prior Year Amounts	42,400	17,000	10,250	220,000	435,000	743,479
Net Change	600	500	50	13,000	5,000	- 35,000
Percent Change	1.4%	2.9%	0.5%	5.9%	1.1%	- 4.7%

**Includes LINK funding*

Secretary-Treasurer's Report – April 2020

	K	Grades 1-3	Grades 4-7	Grades 8-10	Grades 11-12	SCAS	SPIDER
Proposed Allocation	6,303	5,256	4,609	4,943	5,403	5,068	4,918
Prior Year Amounts	6,279	5,256	4,604	4,919	5,379	5,067	5,067
Net Change	24	0	6	24	24	2	- 148
Percent Change	0.4%	0.0%	0.1%	0.5%	0.4%	0.0%	-2.9%

Unrestricted Surplus from last year has been allocated on a pro-rata basis related to 2019/20 overall funding levels.

SCHOOL SURPLUS ALLOCATIONS	Prior Year Total Allocations*	2020/21 School Surplus Allocation
Cedar Grove	2,014,331	42,028
Davis Bay	1,747,494	36,461
Gibsons	2,897,263	60,451
Halfmoon Bay	1,904,152	39,730
Kinnikinnick	2,164,960	45,171
Langdale	1,027,593	21,440
Madeira Park	782,757	16,332
Roberts Creek	2,015,606	42,055
West Sechelt	2,373,058	49,513
Pender Harbour	1,252,313	26,129
Chatelech Sec.	4,148,964	86,567
Elphinstone Sec.	4,393,830	91,676
Spider DL/ CE	558,893	11,661
SCAS	2,591,447	54,070
Total	29,872,661	623,284



**CAPITAL BYLAW NO. 2020/21-CPSD46-01
CAPITAL PLAN 2020/21**

A BYLAW by the Board of Education of School District No. 46 (Sunshine Coast) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to sections 143 (2) and 144 (1) of the *School Act*.

WHEREAS in accordance with provisions of the *School Act*, the Minister of Education (hereinafter called the "Minister") has approved the Capital Plan of the Board.

NOW THEREFORE the Board agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute Project Agreement(s) related to the expenditures contemplated by the Capital Plan;
- (b) Upon ministerial approval to proceed, commence the Project(s) and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the Project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2020/21 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated March 5, 2020, is hereby adopted.
- 2. This Bylaw may be cited as School District No. 46 (Sunshine Coast) Capital Bylaw No. 2020/21-CPSD46-01.

READ A FIRST TIME THE ___ DAY OF ____, 2020;
READ A SECOND TIME THE ___ DAY OF ____, 2020;
READ A THIRD TIME, PASSED AND ADOPTED THE ___ DAY OF ____, 2020.

Pammila Ruth, Board Chair

Nicholas Weswick, Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 46 (Sunshine Coast) Capital Bylaw No. 2020/21-CPSD46-01 adopted by the Board the ___ day of April, ____.

Nicholas Weswick, Secretary-Treasurer

School District No. 46 (Sunshine Coast)
Capital Bylaw No. 2020/21-CPSD46-01

1) **MOTION:**

“THAT School District No. 46 (Sunshine Coast) Capital Bylaw No. 2020/21-CPSD46-01 be read for a first time.”

2) **MOTION:**

“THAT School District No. 46 (Sunshine Coast) Capital Bylaw No. 2020/21-CPSD46-01 be read for a second time.”

Requires unanimous approval before third reading.

3) **MOTION:**

“THAT School District No. 46 (Sunshine Coast) Capital Bylaw No. 2020/21-CPSD46-01 be read for a third time, passed and adopted.”

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

DATE 01-Apr-2020 07:45 AM SUMMARY - ISSUED CHEQUE REPORT - CHEQUE LIMIT : 10,000.00 PAGE 1
 START DATE: 01-Mar-2020 TO END DATE: 31-Mar-2020

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Mar-2020 AND 31-Mar-2020						
00LCET4161	0001	*****	30209	TEACHERS' PENSION PLAN	04-Mar-20	441,826.84
00LCET4162	0001	*****	28095	RECEIVER GENERAL FOR CANADA	04-Mar-20	17,216.24
00LCET4163	0001	*****	28093	RECEIVER GENERAL FOR CANADA	04-Mar-20	366,379.79
00LCET4165	0001	*****	28094	RECEIVER GENERAL FOR CANADA	11-Mar-20	90,841.50
00LCET4166	0001	*****	28094	RECEIVER GENERAL FOR CANADA	11-Mar-20	18,919.04
00LCET4167	0001	*****	23290	MUNICIPAL PENSION PLAN	10-Mar-20	60,536.25
00LCET4170	0001	*****	30209	TEACHERS' PENSION PLAN	18-Mar-20	11,028.19
00LCET4171	0001	*****	28093	RECEIVER GENERAL FOR CANADA	18-Mar-20	200,000.00
00LCET4172	0001	*****	28095	RECEIVER GENERAL FOR CANADA	18-Mar-20	22,258.49
00LCET4173	0001	*****	23290	MUNICIPAL PENSION PLAN	19-Mar-20	61,391.42
00LCET4175	0001	*****	28094	RECEIVER GENERAL FOR CANADA	25-Mar-20	18,969.74
00LCET4176	0001	*****	28094	RECEIVER GENERAL FOR CANADA	25-Mar-20	92,746.01
TOTALS FOR BANK - 0001						1,402,113.51
TOTAL NUMBER OF CHEQUES						12
TOTAL NUMBER OF CHEQUES WITH MICR						0
COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Mar-2020 AND 31-Mar-2020						
2145000004	0001	0000054153	12012	BC HYDRO & POWER AUTHORITY	04-Mar-20	45,230.71
2145000010	0001	0000054159	30211	FORTIS BC-NATURAL GAS	04-Mar-20	17,558.96
2145ET0002	0001	*****	12021	BC TEACHERS FEDERATION	04-Mar-20	35,893.48
2145ET0003	0001	*****	12111	BC TEACHERS FEDERATION	04-Mar-20	34,100.42
2145ET0056	0001	*****	23257	MORNEAU SHEPELL LTD.	04-Mar-20	57,554.47
2145ET0062	0001	*****	26207	PACIFIC BLUE CROSS/MSA	04-Mar-20	80,655.23
2145ET0075	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	04-Mar-20	12,454.03
2145ET0077	0001	*****	30172	THIRDWAVE BUS SERVICES	04-Mar-20	42,437.03
2147000015	0001	0000054185	17052	IMAGEN INC.	12-Mar-20	13,835.47
2147ET0005	0001	*****	11086	ARTSTARTS IN SCHOOLS	12-Mar-20	11,735.00
2147ET0019	0001	*****	13387	CUSTOM FLOORING CENTRES LTD-WAREHOUSE	12-Mar-20	11,583.46
2147ET0048	0001	*****	14286	M3 ARCHITECTURE INC.	12-Mar-20	23,701.60
2147ET0073	0001	*****	30172	THIRDWAVE BUS SERVICES	12-Mar-20	54,518.68
2148ET0073	0001	*****	30172	THIRDWAVE BUS SERVICES	17-Mar-20	56,169.72
TOTALS FOR BANK - 0001						497,428.26
TOTAL NUMBER OF CHEQUES						14
TOTAL NUMBER OF CHEQUES WITH MICR						3
GRAND TOTAL						1,899,541.77
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,899,541.77
GRAND TOTAL NUMBER OF CHEQUES						26
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						3

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

Expenditures by Object
March 2020

	Mar-20 Actual	Mar-20 Budget	Mar-20 Difference	2019/20 Amended Budget	%	KEY
Salaries						
110 Teachers Salaries	10,462,469	10,789,127.30	326,658	15,413,039	67.88%	70%
105 Principal and Vice Principal	1,854,130	1,875,412	21,282	2,500,549	74.15%	75%
123 Educational Assistant Salaries	2,278,935	2,452,566	173,631	3,503,666	65.04%	70%
120 Support staff	892,597	904,812	12,215	1,256,684	71.03%	72%
120 Support staff-Mtce/Cust	1,887,280	2,017,975	130,695	2,690,633	70.14%	75%
130 Other Professional	922,099	961,672	39,573	1,282,229	71.91%	75%
140 Substitutes	782,637	1,070,859	288,222	1,529,799	51.16%	70%
143 Short and Long Term Sick	686,224	908,457	222,233	1,297,795	52.88%	70%
Total Salaries	19,766,371	20,980,880	1,214,509	29,474,394	67.06%	71.2%
200 Employee Benefits	4,715,224	5,177,249	462,025	7,190,623	65.57%	72%
Total Salaries and Benefits	24,481,595	26,158,129	1,676,534	36,665,017	66.77%	71.3%
310 Professional Services	421,648	479,404	57,756	684,863	61.57%	70%
330 Transportation	812,483	973,501	161,018	1,390,716	58.42%	70%
340 Training and Travel	107,239	126,403	19,164	180,575	59.39%	70%
360 Rentals	5,225	7,000	1,775	10,000	52.25%	70%
370 Dues and Fees	48,098	58,500	10,402	58,500	82.22%	100%
390 Insurance	81,241	79,200	(2,041)	88,000	92.32%	90%
510 Supplies	1,647,204	2,947,822	1,300,618	4,211,174	39.12%	70%
540 Utilities	436,800	518,859	82,059	691,812	63.14%	75%
580 Furniture and Equipment Replaceme	210,194	309,926	99,732	387,407	54.26%	80%
590 Computer Equipment Replacement	238,376	237,695	(681)	297,119	80.23%	80%
Total Services and Supplies	4,008,508	5,738,309	1,729,801	8,000,166	50.11%	71.7%
Total Expenditures	28,490,103	31,896,438	3,406,335	44,665,183	63.79%	71.4%

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

CHAIR'S REPORT

Submitted by Chair Pammila Ruth
April 8th, 2020

With all the craziness of the last few weeks, I find writing about the activities of the Board a little daunting. Yes, we have been kept in the know, we have been a part of the virtual meetings and have made sure that despite delving into the unknown, the district's goals, values, and of course, policies, are being adhered to. Having already set in place these guidelines through our Strategic Plan, I honestly feel that our district has the navigational needs it requires.

I have seen first-hand the teachers and staff stepping up in this crisis. Getting things done. In the midst of all this chaos, the first day after Spring Break no less, I managed to lock myself out of my laptop. District Principal of Technology, Phil Luporini couldn't fix my issue over the phone, so we agreed to meet at the school closest to me, as he was there 'making deliveries'... There he was, gloved hands and computer cleaner wipes at the ready... Six feet apart rules. He tried to work on my issue, but there were teachers and support staff needing his attention. He was at the school to drop off much needed supplies to support our new learning environments. Technology needed to make this impossible task possible. My needs were not as important as the staff's. I made arrangements to retrieve my laptop at a later time. It was not my only source of technology... I could do without it for now. The next evening, he arrived at my door with my laptop all fixed. He was in the area anyways, dropping off more equipment for those who needed it. In the evening.

Going above and beyond is what our district does. Facebook is 'a-twitter' with questions and uncertainty; I see our district's people: staff, parents, students, standing up and speaking out with confidence and determination. Yes, we are working on this on the fly... No, this isn't a perfect situation. We are all working on this together.

I am so proud of this district! Excellence in ALL we do!



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

Tuesday, March 31, 2020, 2:30 p.m.
<https://www.youtube.com/user/SD46Schools>

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

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

1. Call to Order

The meeting was called to order at 2:31 p.m. by Chair Ruth.

2. COVID-19 Response

Superintendent Bocking and senior administrative staff spoke to a presentation that describes the district's ongoing response to the COVID-19 pandemic. The full presentation is available at <https://sd46.bc.ca/wp-content/uploads/2020-03-CoW-Presentations.pdf>.

The Ministry of Education has provided four directives for school districts during the pandemic. The district is responding to these directives in the following ways:

1. Supports for students, families and employees:
 - Following directives from public health,
 - In person classes have been suspended,
 - Only essential staff are physically at sites,
 - Facilities is working to ensure sites are thoroughly sanitized,
 - HR is daily contact with union presidents,
 - Regular updates are being provided to staff,
 - Maintained full employment of all employees,
 - Protocols in place to access school,
 - Teleworking program / policy in place for staff working from home.
2. Providing services to support children of essential workers:
 - Survey to all families to determine need for childcare (5-12 yrs) specifically for children of essential workers,
 - Approximately 20 responses to survey, 5 requiring immediate care with 2 from healthcare workers, not all respondents require immediate care but may in the future,
 - Tier 1 workers to be prioritized,

- Continue to rollout services to tier 2 as experience is gained
 - Offering care at two sites, Gibsons and Sechelt,
 - Cleaning protocols to be well considered,
 - Planning to begin services by Monday, April 6,
 - Services for pre-school aged children being provided by local daycares.
3. Supports for vulnerable students who may require special assistance:
- Vulnerable Learner Support planning tool, includes an integrated case management,
 - Prioritize students who may need supports,
 - Counselling teams in place to support students and families with social emotional learning tools,
 - Looking at alternate ways for district support staff to provide services remotely,
 - Community schools helping to support nutrition,
 - Indigenous Learning Team working with shíshálh Nation
 - Coordination of community supports.
4. Providing continuity of education opportunities for all students:
- Principals are connecting with their staff,
 - Ministry framework provided at the end of the spring break,
 - Staff to reach out and connect with students, taking into consideration technology available to students,
 - Developing plans collaboratively, determining roles of staff, and implementing plans to move forward.

The committee discussed staffing for care for the children of essential service workers and general implications of the COVID-19 pandemic on the 2019-20 budget.

Trustees noted that reports that had been previously scheduled for committee agendas will be deferred to a future date.

3. Adjourn

The meeting adjourned at 3:20 p.m.



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

Tuesday, March 31, 2020, 1:00 p.m.
<https://www.youtube.com/SD46Schools>

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

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

1. Call to Order

The meeting was called to order at 1:03 pm. Trustee Hampvent acknowledged that the meeting was taking place on the unceded territories of the *shíshálh* and *Skwxwú7mesh* Nations. Trustee Hampvent introduced those attending the online committee meeting and explained the process to ask questions, both for those attending the meeting and those watching the live stream on the district's YouTube channel.

The meeting may be viewed online at <https://www.youtube.com/watch?v=hf14hjFCaI4> .

2. Staffing Timelines

Director Bishop reviewed the staffing timelines included in the meeting package and reported that they would be maintained during the suspension of classes. He noted that solutions would be put into place should social distancing be required during the meetings needed to fulfill the staffing process.

3. Funding Announcement

Secretary-Treasurer Weswick reviewed the 2020-21 funding announcement and discussed revenue projections for the coming school year. The following items were highlighted:

- CUPE support staff labour settlement costs are included in next years funding
- Funding for Level 1, 2, 3 & ELL have increased, although enrollment in those categories is lower.
- Funding for Indigenous Education has increased, as has enrollment.
- The Equity of Opportunity Supplement is new (result of the Funding Model Review),
- Decrease for Indigenous Services Canada as the district is tasked with recovering the funds directly,
- Anticipating a decrease in international education/off shore tuition,
- Projecting a decrease in CSF revenues due to enrolment changes,
- Increase to revenue related to rentals of facilities due to mid-year child care lease,

- Decrease in revenue on investment incomes due to lower interest rates as a result of Covid-19,
- Classroom Enhancement Fund is built in at lower level for preliminary budget but expectation that prior year amount will be available, should it be required, in the amended budget,
- Mental Health Capacity Building Grant has not been included in the budget,
- Restricted surplus amounts for schools and other carry-forward accounts are not included in the preliminary budget as the amounts are as yet unknown.

4. Budget Considerations

Secretary-Treasurer Weswick provided a general overview of the preliminary budget, which includes \$1.5 million of unrestricted surplus and \$5 million in special purpose funds.

The funds have been allocated towards the following projects that support the board's strategic plan goals:

- Student forum (1.a Student Voice)
- Additional exempt administrative support for early learning programs (1.b Early Years)
- IEP support for teachers, Shelley Moore, funds to replace the decrease in BC Education Plan supplement (1.c Core Competencies)
- Adding an additional counsellor to increase mental health support, as well as funds for Mental Health Literacy training (1.f Social Emotional Learning)
- Environmental action plan, including possible micro-grants for schools (1.i Changing Climate)
- Team teaching support/TETT program (1.j Digital Literacy)
- Dinner series to support staff wellness & mini-grants to schools (2.a Healthy and Inspired Team)
- Three year project adding an inclusive education teacher to assist teachers with student behaviour/self-regulation, as well as 2 additional educational assistants support colleagues and students, in a team approach. Additional funds to expand the Family Navigator program. Two-thirds of the commitment will be restricted for the following two year of the project. (2.c Inclusive Education)
- DPAC/PAC dinner series (3.a Communicate)
- Release time for Energy Matters program (3.d Environmental Initiatives)
- Cyber security, sea cans and new car for tech department (3.e Facilities)
- Re-negotiated bus contract to support commercial level interior & exterior cameras (3.f Transportation).

Secretary-Treasurer Weswick reported that the unfunded employee future benefits line item would be retired for the 2020-21 budget.

The committee reviewed school allocations, which are to be distributed on a pro-rata basis to schools to better address the needs of schools.

The Funding Model Review has included a recommendation around unrestricted surplus levels, specifically recommending a range of 1-4% of Operating revenues.

The full presentation is available at <https://sd46.bc.ca/wp-content/uploads/2020-03-Ops-Presentations.pdf>.

6. Adjourn

The meeting adjourned at 2:06 p.m.



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

BOARD COMMITTEE MEETING SCHEDULE
 2019-2020

MONTH	OPERATIONS COMMITTEE	COMMITTEE OF THE WHOLE	EDUCATION COMMITTEE
September 24, 2019	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
October 22, 2019	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
November 26, 2019	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
December 17, 2019	9:30 to 11:00 AM	11:15 to 1:45 PM	2:00 to 3:30 PM
January 28, 2020	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	1:00 to 2:00 PM	2:30 to 3:30 PM	Cancelled
April 28, 2020	12:45 to 2:15 PM	2:30 to 3:30 PM	Cancelled
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
APRIL AGENDAS:	<ol style="list-style-type: none"> 1. Budget Summary 2. Funding Model Review (FMR) 	<ol style="list-style-type: none"> 1. COVID-19 Update <ol style="list-style-type: none"> a. Safe and Healthy Environments b. Services to Support Essential Workers c. Vulnerable Student Supports d. Continuity of Educational Opportunities 2. Policy Review: <ol style="list-style-type: none"> a. Surplus Policy 	

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

PLEASE NOTE:

All public committee meetings scheduled to take place during the COVID-19 pandemic will be live-streamed to <https://www.youtube.com/SD46Schools/>