

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

**REGULAR MEETING AGENDA**

Wednesday, October 14, 2020, 7:00 p.m.  
School Board Office - Gibsons, BC  
494 South Fletcher Road  
Gibsons, BC

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	<b>Pages</b>
1. <u>Call to Order</u>	
2. <u>Celebrating Education: Welcome Back to School - P. Bocking</u>	
3. <u>Process for Questions from the Public</u>	
4. <u>Adoption of the Agenda</u>	
<b>MOTION:</b> "THAT the agenda of October 14, 2020 be adopted."	
5. <u>Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings</u>	1
a. Regular Meeting Minutes - September 9, 2020	
b. Record of Closed Meeting - September 9, 2020	
<b>MOTION:</b> "THAT the minutes of the Regular Meeting of September 9, 2020 and the Record of Closed Meeting of September 9, 2020, be approved."	
6. <u>Reports</u>	
a. Superintendent's Report	13
b. Strategic Plan Reports	
1. Goal 1.c. - Core Competencies	15
2. Goal 1.k. - Fine Arts	17
3. Goal 3.c. - Collaboration and Partnerships	19
c. Administrative Regulations in Circulation:	
1. Reg 2140 - Visual Identity: Circulating until Dec. 23, 2020	20
d. Administrative Regulations to be Received	
1. Reg. 1230 – Process for Administrative Regulations	21
2. Reg. 3090 - Food in Schools	23
e. Secretary-Treasurer's Report	25
1. Enrollment Report	27

2.	Federal Funding and Unrestricted Surplus	29
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**MOTION:** "THAT the Board of Education of School District No.46 (Sunshine Coast) approve both the recommended plan for the Federal Safe Return to Class fund as well as the distribution of \$500,000 of Unrestricted Surplus to schools."

3.	Proposed Bylaw Amendments for Electronic Voting	31
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**MOTIONS:** See attachments for details.

4.	Larger Cheques Written in the Month of September 2020	36
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f.	Board Report	38
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1.	BCSTA Report	39
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2.	BCPSEA Report	53
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3.	Student Trustee Report	
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g.	Committee of the Whole Notes - September 22, 2020	56
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h.	Education Committee Notes - September 22, 2020	59
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i.	Operations Committee Notes - September 22, 2020	61
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j.	Ad Hoc Equity Committee - September 30, 2020	64
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**MOTION:** "THAT the terms of reference of the Ad Hoc Equity Committee be defined as follows;

*"The committee shall develop a policy outlining the board's commitment to creating a safe, welcoming, respectful, inclusive and affirming environment for all individuals.*

*This policy will enable the board to create and promote a vision among our students, staff and community that expects equity, inclusion and an affirmation of anti-racism."*

**MOTION:** "THAT the scope of the Ad Hoc Equity Committee be defined as described in the notes of the meeting taking place on September 30, 2020"

k.	Receipt of Reports	
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**MOTION:** "THAT the reports be received."

7.	<u>Questions and Enquiries from the Public Relating to the Board Meeting</u>	
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8.	<u>Next Meeting</u>	
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The next public board meeting will be held on November 4, 2020.

a.	Committee Agendas	66
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**MOTION:** "TO approve the committee agendas."

9.	<u>Adjournment</u>	
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**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

Wednesday, September 9, 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. Haines, Trustee; S. Girard, Trustee;  
T. Ste. Marie, Trustee; A. Grunenberg, 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 7:03 pm.

Chair Ruth acknowledged that the meeting was taking place on the unceded territory of the Squamish Nation and shíshálh Nation.

2. Swearing-in of Student Trustee

Secretary-Treasurer Weswick facilitated the swearing-in of incoming student trustee, Abby Grunenberg, to the Board of Education of School District No. 46 (Sunshine Coast).

Chair Ruth welcomed Student Trustee Grunenberg to the table.

3. Process for Questions from the Public

Questions and enquiries from the public were invited by email to [questions@sd46.bc.ca](mailto:questions@sd46.bc.ca) for discussion at the end of the meeting.

4. Adoption of the Agenda

**Moved:** Amaral

**Seconded:** Ste. Marie

**MOTION:** "THAT the agenda of September 9, 2020 be adopted."

**Carried**

5. Auditor's Report

Richard Wilson, Incorporated Managing Partner at Crowe MacKay LLP presented the independent auditor's report to the board noting that his firm had determined that the statements were presented fairly in all material aspects.

**Moved:** Haines  
**Seconded:** Amaral

**MOTION:** "TO receive the auditor's report as presented on September 9, 2020"

**Carried**

6. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings
- a. Regular Meeting Minutes - June 10, 2020
  - b. Special Regular Meeting Minutes - August 27, 2020
  - c. Record of Closed Meeting - June 10, 2020
  - d. Record of Special Closed Meeting - June 16, 2020
  - e. Record of Special Closed Meeting - June 30, 2020

**Moved:** Amaral  
**Seconded:** Haines

**MOTION:** "THAT the Regular Meeting June 10, 2020; the Special Regular Meeting Minutes of August 27, 2020; the Record of Closed Meeting of June 10, 2020; and the Record of Special Closed Meetings of June 16 and June 30, 2020, be approved."

**Carried**

7. Reports

a. Superintendent's Report

Superintendent Bocking, Director Bishop and Director Kerr reported on items highlighted in the Superintendent's report, including:

- A summary of the responses to the district-wide survey on return to school options, noting that 75.2% of families indicated option 1 (Full Time, In-Class Learning),
- An update on the new distributed learning program,
- The prioritization of a district wide focus on mental health and well-being,
- Adjustments to time tables at secondary schools,
- Health and safety plans for schools,
- COVID-19 informational materials and supports available on the district website,
- A recent DPAC meeting that took place on Zoom with special information on the September restart plan, and
- School preparations to welcome students back to class.

b. Strategic Plan Reports

1. Goal 1.a. - Student Voice / DSLT

Superintendent Bocking spoke to his written report, noting that the student leadership team was still in the process of appointing students to the team, due to delays relating to the spring closure.

2. Goal 3.f. - Transportation Strategies

Secretary-Treasurer Weswick spoke to his written report and highlighted changes to bussing practices in response to COVID-19. Additionally, the district is prioritizing active travel as an alternative to bussing. Secretary-Treasurer Weswick responded to inquiries regarding walk-limits, the prioritization of courtesy riders, safe walking routes to schools, and progress on an SCR D initiative in partnership with BC Transit.

c. Secretary-Treasurer's Report

Secretary-Treasurer Weswick reported on the following items:

- A recent announcement from the Conseil Scolaire Francophone (CSF) regarding their intention to shift to homogenous programming.
- An update on progress for the West Sechelt Elementary expansion project.
- An update on progress of the Sechelt Learning Centre daycare renovation.
- A newly signed license agreement with the Pender Harbour Community School that formalizes their use of a portable at Madeira Park Elementary.
- Information on the federal Safe Return to Class fund, which will increase the district budget by 1.6 million and must be fully expended by June 30, 2021.

1. Financial Statement Discussion and Analysis

The analysis report was provided as written.

2. Financial Statements

Secretary-Treasurer Weswick reported on the consolidated financial results and provided additional information on changes to the restricted and unrestricted surplus lines. In alignment with the board's surplus policy, the district will withhold 2% of the unrestricted surplus. A copy of Secretary-Treasurer's Weswick presentation will be included with these minutes.

**Moved:** Amaral

**Seconded:** Haines

**MOTION:** "THAT the Board of Education of School District No. 46 (Sunshine Coast) approve the 2020-21 Audited Financial Statements."

**Carried**

3. Larger Cheques Written in the Month of June, July and August 2020

The report was submitted as written.

d. Board Report

The report was submitted as written. Chair Ruth summarized trustee commitments over the summer months and thanked staff for their work in preparing for the September restart.

1. BCSTA Report

Trustee Haines reported that the Provincial Council motion submission deadline is September 18, 2020.

Chair Ruth noted that the Professional Learning Committee will be meeting on September 11, 2020 to review options for the November BCSTA Trustee Academy.

Vice-Chair Leech reported that the South Coast Branch is discussing items for consideration of shared training. The South Coast Branch is working on scheduling a meeting for the week of September 22, 2020.

2. BCPSEA Report

There were no items to report.

3. Student Trustee Report

Student Trustee Grunenberg reported that overall students are experiencing anxiousness and excitement for the return to school.

e. Committee of the Whole Notes - June 23, 2020

1. Statement on Anti-Racism Commitment

Trustee Hampvent, Trustee Leech, Trustee Ste. Marie, and Student Trustee Grunenberg were appointed to the newly created Ad Hoc Equity Committee.

**Moved:** Hampvent

**Seconded:** Ste. Marie

**MOTION:** "THAT the board establish an ad hoc committee to develop a policy that addresses the board's value of equity. The terms of reference and scope of the committee shall be determined at their first meeting and reported back to the board."

**Carried**

2. Bylaw 70 - Appeals

**Moved:** Leech

**Seconded:** Haines

**MOTION:** "THAT the updated bylaw, Appeal Bylaw 70.13, *"The Board shall conduct an annual review of this bylaw at least once per term, within the first year of the term."* be read for the first time."

**Carried**

**Moved:** Leech

**Seconded:** Haines

**MOTION:** "THAT the updated bylaw, Appeal Bylaw 70.13, *"The Board shall conduct an annual review of this bylaw at least once per term, within the first year of the term."* be read for second time."

**Carried**

Trustees agreed unanimously to move ahead with a third reading.

**Moved:** Leech

**Seconded:** Haines

**MOTION:** "THAT the updated bylaw, Appeal Bylaw 70.13, *"The Board shall conduct an annual review of this bylaw at least once per term, within the first year of the term."* be read for a third time, passed and adopted."

**Carried**

f. Operations Committee Notes - June 23, 2020

The notes were submitted as written.

g. Receipt of Reports

**Moved:** Amaral

**Seconded:** Ste. Marie

**MOTION:** "THAT the reports be received."

**Carried**

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

- A member of the public asked what percentage of families responded to the district survey. Superintendent Bocking indicated that roughly 66% of families responded to the survey and that principals were reaching out directly to families that hadn't yet responded.
- A member of the public asked if the district had been in contact with the shíshálh Nation to address any concerns with the September startup. Superintendent Bocking responded that the district is working with the shíshálh Nation to ensure a safe restart for all students.
- A member of the public asked why bus routes were not being considered on a case to case basis with the recent change to courtesy riders, citing a change in practice on a run to Langdale Elementary that transported students residing inside the walk area across the highway to school. Secretary-Treasurer Weswick responded that the district will need to take a look at the route and has contacted the RCMP to request additional enforcement in the area in the meantime.
- A member of the press requested information on the planned consultation process for newly announced federal restart funding, including how the spending will be reported. Superintendent Bocking responded that consultations would take place with the SCTA, CUPE, school principals, DPAC, the Indigenous Advisory Committee in addition to the Operations Committee. Secretary-Treasurer Weswick indicated that the spending will be reported as part of the amended budget, as well as any additional reporting through the secretary-treasurer's report to the board.
- A member of the press asked if the chair supported recent requests from the SCTA to consult with individual families on remote options and provide those families with additional supports if necessary, as well as a request for smaller class sizes at

schools. Chair Ruth responded that the board has confidence in Superintendent Bocking's ongoing communication plan and that changes are taking place quickly at the current time. She further reported that communications with the SCTA are taken seriously. Superintendent Bocking provided information on the online learning option that has been made available to families.

- A member of the press asked for an update on custodial hiring. Secretary-Treasurer Weswick responded that the hiring process has begun for on-call custodians.
- A member of the press asked what "DISC Recovery / Local Education Agreement" meant. Secretary-Treasurer Weswick responded that it relates to a funding item for local education agreements with first nations in the province.
- A member of the press asked if reports from the closed meeting could be made available. Chair Ruth responded that those details could not be disclosed to the public.
- A member of the press asked if there is a way to improve public access for public board meetings. Chair Ruth responded that there isn't sufficient space to allow the public to be physically present at their meetings and would continue to use the "questions@sd46.bc.ca" email address for the purpose of public participation.

9. Next Meeting

The next public board meeting will be held on October 14, 2020.

a. Committee Agendas

Superintendent Bocking requested that the implementation report for year 2 of the strategic plan be shifted to the October Committee of the Whole.

**Moved:** Amaral

**Seconded:** Ste. Marie

**MOTION:** "TO approve the committee agendas, with "Implementation Plan: Year 2" removed from the the Committee of the Whole agenda."

**Carried**

10. Adjournment

There being no further business, the meeting adjourned at 9:12 pm.

**Moved:** Ste. Marie

**Seconded:** Amaral

**MOTION:** "TO adjourn."

**Carried**

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Pammila Ruth - Board Chair

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Nicholas Weswick - Secretary-Treasurer

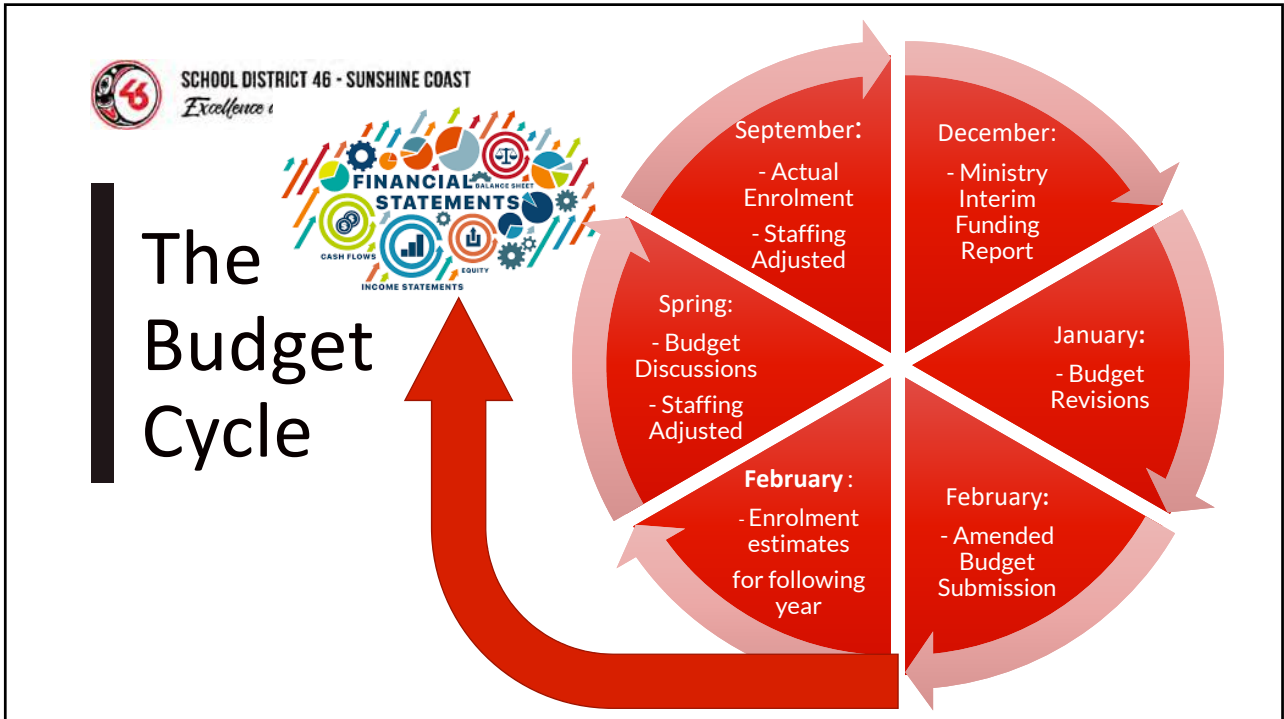




SCHOOL DISTRICT 46  
SUNSHINE COAST

# 2019-20 FINANCIAL STATEMENTS

School Board Meeting – September 9, 2020





# CONSOLIDATED FINANCIAL RESULTS

**School District No. 46 (Sunshine Coast)**  
Statement of Financial Position  
As at June 30, 2020

Statement 1

	2020 Actual	2019 Actual
<b>Financial Assets</b>	\$	\$
Cash and Cash Equivalents	16,346,824	12,863,479
Accounts Receivable		
Due from Province - Ministry of Education	147,663	171,165
Other (Note 2)	842,963	203,180
<b>Total Financial Assets</b>	<u>17,337,450</u>	<u>13,237,824</u>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities		
Other (Note 4)	4,302,293	3,882,632
Taxpayers' Revenue (Note 5)	23,189	50,590
Deferred Revenue (Note 6)	1,579,548	1,884,787
Deferred Capital Revenue (Note 7)	44,656,321	43,071,505
Employee Pension Benefits (Note 8)	1,884,344	1,840,755
Debt (Note 10)	438,610	881,745
<b>Total Liabilities</b>	<u>52,972,840</u>	<u>50,722,104</u>
<b>Net Debt</b>	<u>(35,635,390)</u>	<u>(37,484,280)</u>
<b>Non-Financial Assets</b>		
Tangible Capital Assets (Note 11)	50,342,647	50,491,661
Prepaid Expenses	145,361	117,165
<b>Total Non-Financial Assets</b>	<u>50,488,008</u>	<u>50,608,826</u>
<b>Accumulated Surplus (Deficit)</b>	<u>14,556,958</u>	<u>13,022,900</u>

**School District No. 46 (Sunshine Coast)**  
Statement of Operations  
Year Ended June 30, 2020

Statement 2

	2020 Budget	2020 Actual	2019 Actual
<b>Revenues</b>	\$	\$	\$
Decreased Grants			
Ministry of Education	41,840,071	40,962,880	38,814,274
Other	45,000	30,000	54,190
Tuition	71,000	81,005	121,170
Other Revenue	1,810,729	1,705,046	1,885,211
Grants and Loans	60,000	73,857	75,222
Investment Income	150,000	215,670	230,110
Amounts of Deferred Capital Revenue	1,746,552	1,750,445	1,720,730
<b>Total Revenue</b>	<u>48,313,352</u>	<u>46,858,943</u>	<u>45,550,807</u>
<b>Expenses</b>			
Salaries	41,252,900	37,482,138	36,123,555
Physical Administration	2,281,157	2,165,388	2,039,442
Operations and Maintenance	7,007,374	6,673,208	6,806,030
Transportation and Housing	1,586,835	1,432,872	1,554,145
Tuition Services	-	13,381	(1,014)
<b>Total Expenses</b>	<u>52,128,266</u>	<u>48,410,074</u>	<u>46,522,102</u>
<b>Surplus (Deficit) for the year</b>	<u>(3,814,914)</u>	<u>1,448,869</u>	<u>1,271,105</u>
<b>Accumulated Surplus (Deficit) from Operations, beginning of year</b>		<u>13,082,000</u>	<u>11,810,895</u>
<b>Accumulated Surplus (Deficit) from Operations, end of year</b>		<u>14,556,958</u>	<u>13,082,000</u>



# CONSOLIDATED FINANCIAL RESULTS

**School District No. 46 (Sunshine Coast)**  
Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2020

Schedule 1 (Unaudited)

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Actual	2019 Actual
	\$	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	5,773,403		7,308,687	13,082,090	11,810,985
<b>Changes for the year</b>					
Surplus (Deficit) for the year	1,932,248		(463,380)	1,468,868	1,271,105
Interfund Transfers					
Tangible Capital Assets Purchased	(18,505)		18,505	-	-
Other	(142,839)		142,839	-	-
<b>Net Changes for the year</b>	<u>1,770,904</u>	<u>-</u>	<u>(302,036)</u>	<u>1,468,868</u>	<u>1,271,105</u>
<b>Accumulated Surplus (Deficit), end of year - Statement 2</b>	<u>7,544,307</u>	<u>-</u>	<u>7,006,651</u>	<u>14,550,958</u>	<u>13,082,090</u>

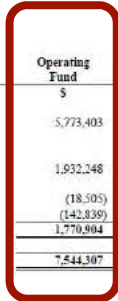


# CONSOLIDATED FINANCIAL RESULTS

**School District No. 46 (Sunshine Coast)**  
 Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
 Year Ended June 30, 2020

Schedule 1 (Unaudited)

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Actual	2019 Actual
	\$	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	5,773,403		7,308,687	13,082,090	11,810,985
Changes for the year					
Surplus (Deficit) for the year	1,932,248		(463,380)	1,468,868	1,271,105
Interfund Transfers					
Tangible Capital Assets Purchased	(18,505)		18,505	-	-
Other	(142,839)		142,839	-	-
Net Changes for the year	1,770,904		(302,036)	1,468,868	1,271,105
Accumulated Surplus (Deficit), end of year - Statement 2	7,544,307		7,006,651	14,550,958	13,082,090



OPERATING OPERATIONS



**School District No. 46 (Sunshine Coast)**  
 Schedule of Operating Operations  
 Year Ended June 30, 2020

Schedule 2 (Unaudited)

	2020 Budget	2020 Actual	2019 Actual
	\$	\$	\$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	40,095,059	40,843,057	39,149,703
Other	35,000	30,000	53,430
Tuition	71,060	81,085	121,178
Other Revenue	798,061	775,851	731,117
Rentals and Leases	60,000	73,557	75,272
Investment Income	175,000	204,557	217,036
<b>Total Revenue</b>	<b>41,234,180</b>	<b>42,007,907</b>	<b>40,347,726</b>
<b>Expenses</b>			
Instruction	36,118,917	32,508,963	30,952,532
District Administration	2,281,157	2,165,388	2,098,442
Operations and Maintenance	4,685,209	4,352,003	4,328,429
Transportation and Housing	1,502,768	1,049,305	1,257,718
<b>Total Expense</b>	<b>44,588,051</b>	<b>40,075,659</b>	<b>38,637,121</b>
<b>Operating Surplus (Deficit) for the year</b>	<b>(3,353,871)</b>	<b>1,932,248</b>	<b>1,710,605</b>
<b>Budgeted Appropriation (Retirement) of Surplus (Deficit)</b>	<b>3,353,871</b>		
<b>Net Transfers (to) from other funds</b>			
Tangible Capital Assets Purchased		(18,505)	(56,622)
Other		(142,839)	(101,725)
<b>Total Net Transfers</b>		<b>(161,344)</b>	<b>(158,347)</b>
<b>Total Operating Surplus (Deficit), for the year</b>		<b>1,770,904</b>	<b>1,552,258</b>
<b>Operating Surplus (Deficit), beginning of year</b>		<b>5,773,403</b>	<b>4,221,145</b>
<b>Operating Surplus (Deficit), end of year</b>		<b>7,544,307</b>	<b>5,773,403</b>
<b>Operating Surplus (Deficit), end of year</b>			
Internally Restricted		4,421,084	4,211,119
Unrestricted		3,123,223	2,073,690
Unfunded Accrued Employee Future Benefits			(511,406)
<b>Total Operating Surplus (Deficit), end of year</b>		<b>7,544,307</b>	<b>5,773,403</b>



## RESTRICTED OPERATING SURPLUS

The District restricts a portion of its surplus for spending in subsequent years, as part of its multi-year approach to allocation of resources. The following schedule designates the current year's restricted surplus of \$4,421,084:

School Surpluses	\$1,893,949	
Years 2-3 Pilot Project - Behaviour Intervention	526,000	
Subsequent Year Budget Allocation	1,032,284	
Teacher Pro-D	68,399	
CUPE Pro-D	80,784	
Contractual Obligations		149,183
Indigenous Education	300,159	
Donations re: Aboriginal Journey	2,861	
English as a Second Dialect	79,701	
English Language Learning	15,788	
BC Ed Plan	88,716	
Curriculum	8,328	
Band Instruments	200,307	
Careers Program (Plumbing)	94,944	
Capital Projects	28,864	
District Programs		819,668
<b>Total Restricted Surplus</b>	<b>\$4,421,084</b>	

### Prior Year (2018/19)

School Surpluses	\$1,105,774	
Financial Provision	900,000	
Subsequent Year Budget Allocation	1,519,026	
MSP/EHT	\$220,000	
Teacher Pro-D	56,087	
CUPE Pro-D	64,697	
PEBT Contingency	8,248	
Contractual Obligations		349,032
Indigenous Education	115,990	
Donations re: Aboriginal Journey	4,016	
English as a Second Dialect	66,290	
English Language Learning	22,831	
BC Ed Plan	49,833	
Gr. 10 to 12 Curriculum Implementation	8,610	
Student Transportation Fund	16,704	
Website Development	17,299	
Capital Project Consultants	28,864	
BCTEA - LEA Grant	6,850	
District Programs		337,287
<b>Total Restricted Surplus</b>	<b>\$4,211,119</b>	

## UNRESTRICTED OPERATING SURPLUS



	Estimates	Unspent / (Overspent) Budgets	Covid Pandemic	Total
<b>Salaries &amp; Wages:</b>				
Teachers	276,000	( 303,000)		( 27,000)
Principals/Other Professionals	12,000			12,000
Support Staff	134,000	( 140,000)		( 6,000)
<b>Benefits:</b>				
Teachers	269,000	( 96,000)		173,000
Principals/Other Professionals	25,000			25,000
Support Staff	448,000	( 54,000)		394,000
<b>Other:</b>				
Financial Provision - Surplus Policy Change		900,000		900,000
Sick Leave		285,000	155,000	440,000
Supplies & Services		455,000	( 70,000)	385,000
Transportation		95,000	150,000	245,000
Utilities		95,000		95,000
Other (Miscellaneous)		145,000	( 5,000)	140,000
Other Absences		23,000	40,000	63,000
Unfunded Employee Benefits Retired		( 511,000)		( 511,000)
<b>Revenue:</b>				
Labour Settlement Funding		562,000		562,000
Mid-Year Enrolment Changes		180,000		180,000
Investment Income	30,000			30,000
<b>Total</b>	<b>1,194,000</b>	<b>1,636,000</b>	<b>270,000</b>	<b>3,100,000</b>



## SURPLUS POLICY

- 24.3 The Board of Education will withhold an amount of unrestricted surplus during the budget process to address unforeseen events and fluctuations in budgetary estimates. The amount of the unrestricted operating surplus withheld will target approximately 2% of actual operating revenue of the previous fiscal year.
- i. Should the value of the unrestricted operating surplus exceed that target, funds in excess of that value will be included in the subsequent year's budget process.
  - ii. If the value of unrestricted operating surplus is lower than the 2% target, the Secretary-Treasurer will work to identify reductions in expenditures and allocations during the Amended Budget process. Surplus spending included in the operating budget would be reviewed as part of that process. Any remaining discrepancy will be included in the subsequent year's budget process.
  - iii. Priorities for use of unrestricted surplus funds are as follows:
    1. Ensure the District's operating budget is balanced
    2. Provisions for unforeseen/extraordinary events
    3. Supplemental allocations to school and departmental budgets
    4. Support for one time programs and purchases



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

Wednesday, September 9, 2020, 6:00 p.m.  
School Board Office – Gibsons, B.C.

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)

**Call to Order**

The meeting was called to order at 6:06 p.m. by Vice-Chair Leech.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
  - Property
    - Property Update
    - Civil Claim
- **Financial Audit**
- **Correspondence**
- **Items for Disclosure**
  - The transportation review will be disclosed in the Secretary-Treasurer's Report to the September Regular Meeting.
  - The renewal of the superintendent's contract will be reported as part of the board report to the September Regular Meeting.

**Adjournment**

The meeting adjourned at 6:50 p.m.

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Pammila Ruth - Board Chair

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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  
October 14, 2020

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### 1. CIRCLE OF CARE: STUDENTS

- a. Students continue to demonstrate kindness and a remarkable ability to adapt to our new normal and we couldn't be prouder! Kindness is the energy that sustains us now, and kindness will be our greatest memory when this is over. (1b)
- b. Elementary families who have chosen the 'Option 2: Transition Phase' will receive the final education package of this phase on October 26<sup>th</sup> and will be able to choose to return to in-class learning or to register for Sunshine Coast Online by November 9<sup>th</sup>.
- c. StrongStart Early Years opened on September 29<sup>th</sup>. This year there is a registration process for the fall sessions with an attendance limit of 5 families per session. Much of the program will be based outdoors and will continue to bring joy to early learning. (1b)
- d. September 30<sup>th</sup> was Orange Shirt Day: Every Child Matters and SD46 staff and students were wearing orange! Orange Shirt Day is a grassroots event that encourages Canadians to learn about and acknowledge the harm that the residential school system had on generations of Indigenous families and their communities. (1h)
- e. Many universities and colleges are currently providing virtual information sessions for secondary students and their families. These events have been shared with secondary principals and counsellors and on the district's Facebook page. (1l)

### 2. CIRCLE OF CARE: STAFF

- a. On October 5<sup>th</sup>, World Teachers' Day was celebrated throughout our district and all staff were acknowledged on this important day for their incredible work in making the Sunshine Coast the very best place to get an education! (2a)
- b. Our first Professional Development Day Day was on September 28<sup>th</sup>. We were pleased to have Shelley Moore working with our teachers to ensure that the Board's Mission that each child be successful is ever closer to reality. (2b)

### 3. CIRCLE OF CARE: COMMUNITY

- a. The SD46 & VCH Town Hall was on September 24<sup>th</sup>. The Facebook feed has seen over 2.7 K views. The feedback was positive. Many people reached out to let us know how helpful and informative this was in addressing the health related frequently asked questions from our community. (3a)
- b. SD46 and Vancouver Coastal Health have communicated to our community how school exposures will be shared. There are no current school exposures in School District 46 schools. (3a)
- c. Fire Prevention Week started October 4<sup>th</sup>. Fire Prevention Week works to educate people about the simple but important things they can do to keep themselves and those around them safe from fire in their kitchens and homes. Many schools worked with the local fire departments to teach their students about fire safety during this week. (3c)

- d. Active Travel Week started September 28<sup>th</sup>. SD46 works closely with TraC to provide our students and families with information on alternative transportation and removing the barriers to active travel. (3f)



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

## STRATEGIC PLAN REPORT: CORE COMPETENCIES

Submitted by Director Kerr

October 14<sup>th</sup>, 2020

- 1c Our students will engage in ongoing reflection, experiential learning, and personalized inquiry through the application of **Core Competencies**.

*“Our soul is the core of who we are, our humanity, our essence. Soulful education is about self-actualization. Discovering who we are, where our passions lie, and what gives our lives meaning and purpose.”*

— Shelley Moore

### Background:

The Core Competencies are sets of intellectual, personal, and social and emotional proficiencies that all students need in order to engage in deep, lifelong learning. Along with literacy and numeracy foundations, they are central to British Columbia’s K-12 curriculum and assessment system and directly support students in their growth as educated citizens.

### Discussion:

- The Core Competencies make the curricular competencies more meaningful and relevant to students.
- They are rooted in the First People’s Principals of Learning,
  - Learning is holistic, reflexive, reflective, experiential, and relational (focused on connectedness, on reciprocal relationships, and a sense of place).
  - Learning recognizes the role of indigenous knowledge. Learning Involves recognizing that some knowledge is sacred and only shared with permission and/or in certain situations.
  - Learning is embedded in memory, history, and story.
  - Learning requires exploration of one’s identity. Learning ultimately supports the well-being of self, the family, the community, the land, the spirits, and the ancestors.
  - Learning involves recognizing the consequences of one’s actions. Learning involves generational roles and responsibilities.
  - Learning involves patience and time. Learning involves generational roles and responsibilities.
  - Learning is embedded in memory, history and story. Learning is holistic, reflexive, reflective, experiential, and relational (focused on connectedness, on reciprocal relationships, and a sense of place).
  - Learning requires exploration of one’s identity. Learning involves recognizing the consequences of one’s actions.

- The student voice is critical with the core competencies in order to consider self-reflection, the knowing of themselves.
- Demonstrating how the Core Competencies can be used for younger students. Example: “Can you think of a time when:
  - You used your ears to listen to someone else?
  - You used your mouth to share an idea?
  - You used your brain to think of an idea?
  - You used your heart to be kind to others?”
- The Competency Based Individual Education Plan (IEP): How do we align the IEPs of our students to reflect student voice, agency, and be strength based?
- A rich, meaningful and inclusive educational experience is at the heart of the new curriculum and Competency Based IEPs. The inclusion of student voice within the planning and implementation process is encouraged and students and parents are invited to attend meetings and offer input into their Learning Profile section of the document:
  - **My Interests**
  - **My Learning Preferences**
  - **What You Need to Know About Me**
- Students, parents and the school team also work together to include a child’s strengths and stretches in 3 areas: Personal, Social and Intellectual

**Next steps include:**

- Shelley Moore presents on Competency Based Individual Education Plan (November 23)
- Professional Development at monthly Inclusion Support Teacher Meetings
- Continue to update and share resources through the Engage! Sharepoint platform.
- Continue to embed learning for staff to provide innovative ways to engage parents/students in process and to show reflection and learning of students K-12.

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

## STRATEGIC PLAN REPORT: FINE ARTS

Submitted by Superintendent Bocking  
October 14th, 2020

1k Our students will actively participate in expanded *fine arts* programs.

*“The arts are an essential element of education, just like reading, writing, and arithmetic...music, dance, painting, and theater are all keys that unlock profound human understanding and accomplishment.”*

~William Bennett, Former US Secretary of Education.

### Background:

The arts are key for many students' joyful engagement in inquiry, Core Competency development, and sense of community. The BC Arts Curriculum states: *The Arts Education curriculum strives to encourage students' artful habits of mind through engaged arts learning. The curriculum includes a general arts program, as well as four core discipline-specific programs – dance, drama, music, and visual arts – that capture the language, activities, and experiences unique to each of those disciplines.* The district Fine Arts Committee is beginning its exploration of marrying the curriculum with the talents of our staff and the unique opportunities possible on the Sunshine Coast and beyond.

### Discussion:

The Education Committee reviewed the BC Arts Curriculum which considers:

- Self-expression
- Understanding of identity
- Connection with artists
- Art processes
- Artwork
- Arts learning in students' own community
- First Peoples Principles of Learning
- Diversity in the Arts
- Lifelong learning
- Options for in-depth study for Grades 10 to 12
- Know-Do-Understand model of learning
- Core Competencies in the arts
- Emotional Safety
- Working with the arts community

**Next Steps:**

The District Fine Arts Committee has reviewed the curriculum as outlined above and is developing a three-year vision and plan to move students' Arts learning forward. Themes of the discussion included:

- Connection to Indigenous Communities
- How to infuse creativity in our learning together
- Emotional Safety to try boldly to, "Dance like no one is watching"
- Celebrating the Arts broadly

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

### STRATEGIC PLAN REPORT: COLLABORATION AND PARTNERSHIPS

Submitted by Director Kerr

October 14<sup>th</sup>, 2020

- 3c Our district will pursue opportunities that enhance **collaboration and deepen partnerships** throughout our local and global community.

*“Alone we can do so little; together we can do so much.”*

— Helen Keller

#### Background:

The school district is a partner in the Sunshine Coast Child and Youth Mental Health and Substance Youth Local Action Team. This team meets monthly to discuss emergent issues arising for our children and youth pertaining to mental health and substance use. The partners who sit around the table are Ministry of Children and Families, Child and Youth Mental Health, Division of Family Practice, Family Smart, Sunshine Coast Community Services, shíshálh Nation, Vancouver Coastal Health, RCMP, and a parent representative who chairs the meetings.

#### Discussion:

- Strengthens partnerships between community agencies who support children and youth.
- Through this partnership and the support of the BC Children’s Rural Hospital Grant the team collaborated on process for supporting mental health and substance use and developed the
  - <https://sd46.bc.ca/wp-content/uploads/Pathways-to-Care-Document-June-2020-Version.pdf>
- This document gives resources and supports for our local context on the Sunshine Coast and helps families and students navigate those supports along a continuum of care.
- This is one example of the benefit of partnership and collaboration with agencies who also support youth.

#### Next steps include:

- Share with counselling team
- Share with principals and vice principals to share with school staff
- Share with families and students
- Share at applicable committee meetings (Healthy Schools).
- Share with all community partners

# ADMINISTRATIVE REGULATIONS

TITLE: VISUAL IDENTITY

CATEGORY: PERSONNEL

NUMBER: 2140

**CIRCULATING UNTIL DECEMBER 23, 2020**

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**I. Rationale:**

The purpose of the School District 46's Visual Identity is to promote a consistent brand across the district and throughout the community.

**II. General:**

A. Principals and managers must ensure that district departments, programs and schools follow the guidelines set in the School District 46's brand guidelines. This document provides direction for all print, digital/electronic communications, spirit wear, logo usage, district/school colours, and layout.

B. Logos are available in multiple formats for each school and district department, along with a suite of templates.

C. Schools and district departments are not authorized to change their logo or colour palette without permission from the superintendent or district communications officer.

D. Any work done by external designers must comply with the district's brand guidelines.

E. For questions regarding use of logos or brand guidelines, staff should contact the district communications officer.

**Received:**

**References:**

# ADMINISTRATIVE REGULATIONS

TITLE: PROCESS FOR ADMINISTRATIVE REGULATIONS  
 CATEGORY: EDUCATION  
 NUMBER: 1230

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## I. Rationale

Having clear processes to develop regulations ensures all community members can discuss and provide input for our district obligations.

## II. Process

A. The following process must be followed when a new administrative regulation is developed or when an existing regulation requires revision.

1. New regulation or revision to existing regulation developed by Superintendent of Schools.
2. Draft regulation or draft revision forwarded to relevant Board committee.
3. Draft regulation or draft revision presented to Board of Education.
4. Draft regulation or draft revision circulated and posted by management at all centres for input. (Note: all centres = Board, Management Staff, all school sites, PACs, DPAC, CUPE, SCTA)
5. Input (in writing) received for 10 weeks.
6. Input reviewed by Superintendent of Schools.
7. Changes to regulation reviewed by relevant Board committee.
8. Final draft presented to Board of Education for receipt.
9. Received/signed regulation distributed to regulation manual holders and web site updated.
10. The following information shall be included with each regulation:
  - a) Regulation approval:
    - (1) Date Received
  - b) References: (if applicable)
    - (1) The School Act/Ministerial Orders
    - (2) School District No. 46 Board Policy

B. The following process must be followed when an administrative regulation is to be repealed:

1. Decision to repeal a regulation by Superintendent of Schools.
2. Regulation to be repealed forwarded to relevant Board committee.
3. Regulation to be repealed presented to Board of Education.
4. Regulation to be repealed circulated and posted by management at all centres for input.



## ADMINISTRATIVE REGULATIONS

TITLE: PROCESS FOR ADMINISTRATIVE REGULATIONS  
CATEGORY: EDUCATION  
NUMBER: 1230

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5. Input (in writing) received for 10 weeks.
6. Input reviewed and considered by Superintendent of Schools.
7. Changes to repeal decision, if any, reviewed by relevant Board committee.
8. Regulation to be repealed presented to Board of Education.
9. Notification of repealed regulation distributed to all centres and web site updated.
10. In the event that a regulation must be repealed due to matter of urgency, the above process will be suspended and the repealed regulation will be addressed at the next board meeting.

**Received:**

**References:** Board Policy 11.19, *School Act* Section 85





# ADMINISTRATIVE REGULATIONS

TITLE: FOOD IN SCHOOLS  
 CATEGORY: HEALTH AND SAFETY  
 NUMBER: 3090

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## I. Rationale

The Board of Education of School District 46 (Sunshine Coast) acknowledges that eating well is linked to good health, and that healthy children are better able to learn. Promoting students' health is a shared responsibility with parents/guardians, the health sector and the community. A key component of a healthier school environment is the provision of good nutritional choices amongst the items sold or promoted through the school. The Guidelines for Food and Beverage Sales in B.C. Schools define the minimum nutrition standard that schools are required to apply to all food and beverage items sold to students.

## II. Practices

### A. Regulation

1. School personnel will create a safe, supervised, pleasant and positive eating environment, including adequate time and space to eat, and trust students to eat according to their appetite.
2. School personnel, school community partners and volunteers will model healthy behaviours and attitudes around food at school and during school sponsored and endorsed activities or events. (E.g. Using positive messages such as: "eating a variety of foods gives you energy to play and think" rather than "x food is not healthy.")
3. Any foods given to students or sold to students by teaching or support staff in school cafeterias, vending machines, fundraising events and school or school district special events shall be chosen based on the Guidelines for Food and Beverage Sales in BC Schools. Due consideration shall also be given to life-threatening allergies (see Administrative Regulation - Anaphylaxis).
4. Parent Advisory Councils, lunch program volunteers and other parent volunteers who give food or sell food to students through a Parent Advisory Council Program or at a parent sponsored will consider the nutritional value of the foods being served, based on the Guidelines for Food and Beverage Sales in BC Schools.
5. While all members of the school community have a role to play in supporting a healthy food environment, it is the responsibility of each Principal to implement measures to support students to make healthy food choices for themselves, their communities and the environment.

# ADMINISTRATIVE REGULATIONS

TITLE: FOOD IN SCHOOLS  
CATEGORY: HEALTH AND SAFETY  
NUMBER: 3090

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B. Guidelines

1. Vending machines will be stocked with pure fruit juices, water and milk products, as per the Guidelines for Food and Beverage Sales in BC Schools.
2. Parent Advisory Councils, staff and students must be consulted prior to vending machines being installed in schools. Present vending machines are grandfathered.
3. Vending machine contracts must be approved by the Superintendent or designate.
4. The School Community will consider the Food and Beverage Guidelines when choosing food as a celebration with students
5. Food based fund raising activities will be reflective of the Food and Beverage Guidelines.
6. Principals will review food services for students with the school's Parent Advisory Council.
7. Schools will ensure that all food and beverages sold or distributed in schools will support the nutrition education curriculum.
8. Choices from the "choose most" list must be provided wherever food or beverages are sold in schools.
9. Pricing should encourage the selection of healthy food and beverage choices.

**Received:**

**References:** Board Policy 11.6; Ministry of Education: *Guidelines for Food and Beverage Sales in BC Schools*

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

## SECRETARY-TREASURER'S REPORT

Submitted by Secretary-Treasurer Nicholas Weswick  
October 14<sup>th</sup>, 2020

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### HVAC SYSTEMS IN DISTRICT FACILITIES

In response to Covid and to keep our schools as safe and healthy as possible, the district has implemented the following:

1. Improved sealing around filters to prevent air bypass.
2. Ventilation systems run 2 hours before occupancy and 2 hours post-occupancy.
3. Ventilation systems run with as much outdoor air as possible
4. Exhaust fans in washrooms run 24/7
5. Early morning ventilation purge of all facilities.
6. During building occupancy, Variable Frequency Drives (VFDs) are set to 100% speed (manually) in the Building Management System (BMS) to increase airflow.
7. The district continues to investigate other measures that can enhance safety, including UV sanitizing lights inside HVAC ducting.

The Minimum Efficiency Reporting Value (MERV) indicates the efficiency of an air filter at its lowest performing level. MERV 8 filters are currently in place throughout district facilities. MERV 8 filters have 90 percent efficiency on particles that are 3 to 10 micrometers in size.

The district has ordered and hopes to take delivery of MERV 13 filters soon, in the event that we move away from 100% outdoor air damper settings. This anticipates the potential for us to begin recirculating air within the buildings, which may be required to ensure we can maintain suitable building temperature in colder months. According to ashrae.org, MERV 13 filters are “are efficient at capturing airborne viruses”. These are typically found in general surgery suites, smoking lounges and commercial buildings with superior HVAC systems.

Wherever possible, MERV 13 filters will be installed, although increased filter efficiency generally results in increased pressure drop through the filter. Staff will need to ensure that HVAC systems can handle filter upgrades without negative impacts to pressure differentials and/or air flow rates prior to changing filters.

Regardless, we will continue to bring in as much outdoor air as possible.

### LANGDALE ELEMENTARY CROSSWALK

The Langdale Elementary PAC has recently sent a request to the Ministry of Transportation and Infrastructure (MOTI) to advocate for improvements around highway safety for pedestrians.

Specifically, they are requesting:

- A crosswalk with flashing lights similar to Mission Rd and Highway 101 in Davis Bay, along with appropriate signage.
- Improved speed limit signage to ensure drivers are aware of pedestrian traffic along the Port Mellon Hwy.
- Specified walk/bike lanes along Port Mellon Highway.

The district reached out to the RCMP earlier in the year to help address concerns when preliminary changes to the bus routes limited availability for students residing inside the walk area. Prior to this, the low enrolment and ridership allowed for students within the walk area to access Langdale bus routes as courtesy riders, in order to avoid walking across the highway unsupervised.

The RCMP reported back that supervision of the area showed a small number of students crossing the highway afterschool and did not identify any excessive speeding in the area. Their review also identified existing crosswalk signage that seems to not have been approved or placed by MOTI. The local area manager for MOTI has confirmed that there has never been a crosswalk at that location as warrant numbers had not been met in the past.

### HARBOUR LEARNING CENTRE UPGRADES

The Pender Harbour Community School and Pender Rotary have approached the district to inquire about potential upgrades on our property. The community school Society currently owns the Harbour Learning Center building, and licenses the land from the Board for \$1 per year. This relationship is beneficial to both parties, with many supportive programs taking place in the facility for students as well as the broader community.

Because it was once a temporary, portable classroom, the building itself is reaching the end of its useful life. There are also limitations to what can be offered at the site due to the amount of space and lack of bathroom facilities. Staff from SD46 will continue to explore potential opportunities for enhancing the facility alongside staff from the Society and volunteers from Rotary.

### WEST SECHELT ELEMENTARY DAYCARE

The district issued a request for expressions of interest and qualifications for childcare service providers for the daycare being built as part of the West Sechelt Elementary Expansion project. Two proponents submitted applications which were evaluated against the selection criteria. We are pleased to announce that the YMCA was selected as the lead proponent.

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

### ENROLMENT REPORT

Submitted by Secretary-Treasurer Nicholas Weswick  
October 14<sup>th</sup>, 2020

Early enrolment results are in, which are reasonably accurate in most cases but have not been confirmed through the provincial “echo check” process. The ‘Actual FTE’ column displays these numbers, and the remainder of the chart indicates the financial implications at each site. It’s evident that sites vary in terms of both enrolment decline and surplus carried forward with which they can address enrolment decline at each school.

	Budgeted FTE	Actual FTE**	Net Change	% Change	Financial Impact	School Surplus	Planned Surplus Utilization	Impact Less Surplus
Cedar Grove	238	224	(14)	-6%	(62,837)	53,587		(9,250)
Davis Bay	203	184	(19)	-9%	(94,687)	73,874	(45,000)	(65,813)
Gibsons	361	342	(19)	-5%	(90,496)	156,281		65,785
Halfmoon Bay	204	183	(21)	-10%	(97,443)	165,628	(90,000)	(21,815)
Kinnikinnick	253	211	(42)	-17%	(228,452)	19,959		(208,493)
Langdale	95	88	(7)	-7%	(33,401)	19,590		(13,811)
Madeira Park	79	70	(9)	-11%	(45,763)	20,173	(10,000)	(35,590)
Roberts Creek	258	260	2	1%	20,832	171,264	(100,000)	92,096
West Sechelt	270	250	(20)	-7%	(111,066)	174,318	(40,000)	23,252
Pender Harbour	71.4	98.3	27	38%	130,983	71,903		202,886
Chatelech Sec.	487.8	436.6	(51)	-10%	(271,033)	269,343	(100,000)	(101,690)
Elphinstone Sec.	542.8	520.3	(23)	-4%	(107,655)	252,586	(140,000)	4,931
SCAS	126.0	115.9	(10)	-8%	(50,998)	270,183	(20,000)	199,185
<b>Total</b>	<b>3,188.9</b>	<b>2,983.1</b>	<b>(206)</b>	<b>-6%</b>	<b>(1,042,017)</b>	<b>1,718,689</b>	<b>(545,000)</b>	<b>131,672</b>
** Actual FTE are early results and have not been cross-checked or finalized for funding purposes.								(456,463)

Descriptions of columns shown above:

- The ‘Financial Impact’ column highlights the total decrease in enrolment-based funding
- The ‘School Surplus’ column shows the amount of surplus that was carried orward from the prior year as a Restricted Surplus item.
- The ‘Planned Surplus Utilization’ column shows the amount of surplus that each site built into their budget for the current school year
- The ‘Impact Less Surplus’ column indicates the net financial position of each site when these factors are all taken into account.

Although this shows variances to estimated enrolment from the Spring, staffing was largely based on enrolment estimates at a time when Sunshine Coast Online (SCO) had not yet been conceived.

Enrolment at SPIDER, which is the umbrella for existing DL programs, has jumped from an estimated 73 FTE to current enrolment of 212 FTE. This represents an increase in DL funding allocated to the Distributed Learning (DL) programs, including SCO of approximately \$684,000.

Although some level of enrolment fluctuation is normal at this time of year, it is evident that the major factor influencing the decline in school budgets is the creation of the Sunshine Coast Online program.

Recommendation: That the Board provide a combination of Federal Safe Return to Class funding and a mid-year distribution of unrestricted surplus in order to avoid mid-year layoffs or staff transfers between sites and programs. The requested motion may be found at the end of the report on unrestricted surplus and the federal Safe Return to Class fund.

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

### UNRESTRICTED SURPLUS AND FEDERAL SAFE RETURN TO CLASS FUND

Submitted by Secretary-Treasurer Nicholas Weswick  
October 14<sup>th</sup>, 2020

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#### UTILIZATION OF UNRESTRICTED SURPLUS

Recommendation: a partial distribution of unrestricted surplus funds to schools. Due to the significant enrolment decline at several sites and in order to maintain current staffing levels despite enrolment decline and to continue to offer suitable supports to all students in the district, **we are recommending a distribution of \$500,000 of Unrestricted Surplus to be issued immediately to schools.** This is in addition to the proposed Federal funding distribution discussed below, which includes a further \$150,000 of funding to maintain staffing levels in schools. Distribution of these funds would include a per-pupil allocation based on number of students now attending Sunshine Coast Online (SCO), as well as consideration of school surpluses.

Any unrestricted surplus funds not utilized for this purpose will be allocated in accordance with the District's Surplus policy, to balance the current year's Amended Budget or supplement funding as part of next year's Preliminary Budget process.

#### FEDERAL SAFE RETURN TO CLASS FUND

On September 3, the Provincial Government announced the disbursement of funding received from the Federal Government to support a safe return to school. The Ministry is allocating the first phase of the Federal Safe Return to Class Fund (\$121.2M) as follows:

- \$101.1 million to public school districts
- \$7.96 million to independent schools
- \$12.1 million holdback for emerging COVID-related issues between September and December 2020.

This one-time funding will be allocated to public school districts based primarily on student headcount for the 2019/20 school year with a minimum allocation of \$300,000 per school district. Allocations for the second phase of funding will be announced later in the year when confirmation has been received from the Federal government that the funding is forthcoming

The allocation for the first part of the year is \$578,349. It is expected, though not confirmed, that the allocation for the second half of the year should be for a similar amount. The expectation of full-year impact to SD46 from this funding is an increase of \$1.16 million. Staff will work to ensure the district maximizes the utility and impact of these funds, which are required to be fully expended by June 30, 2021.

FEDERAL SAFE RETURN TO CLASS FUND (CONT'D)

Since the September Board Meeting, staff has met with the Indigenous Advisory Circle, District Principals and leaders, and the presidents of both CUPE 801 and the SCTA. During conversations with leadership and stakeholders, the criteria for spending and initial thoughts were reviewed and discussed. All feedback was valued and considered in this proposed plan. **The plan assumes the previously mentioned allocation of unrestricted surplus as part of a comprehensive plan to support students and schools this Fall.**

<b>Category</b>	<b>Description</b>	<b>Cost</b>	<b>Total</b>
Health & Safety	Cleaning/ Custodial	\$ 180,000	<b>\$ 531,000</b>
	Facility Upgrades	\$ 80,000	
	Sick leave costs	\$ 85,000	
	Utilities costs (HVAC-Related)	\$ 60,000	
	Technology Sanitization	\$ 31,000	
	School Cleaning Supplies	\$ 50,000	
	Plexiglass Barriers & PPE	\$ 25,000	
	Health & Safety Planning	\$ 20,000	
Learning & Supports	Outdoor learning facilities	\$ 250,000	<b>\$ 562,000</b>
	Outdoor Learning School-Determined	\$ 50,000	
	School Enrolment Decline Funding	\$ 150,000	
	Food supports	\$ 50,000	
	Option 2 Transitional Programming	\$ 12,000	
	Indigenous Education Remote Supports	\$ 10,000	
	Audio Supports	\$ 10,000	
	Online learning options	\$ 30,000	
Transportation	transportation improvements	\$ 63,000	<b>\$ 63,000</b>
		\$ 1,156,000	\$ 1,156,000

**REQUESTED MOTION:** “THAT the Board of Education of School District No.46 (Sunshine Coast) approve both the recommended plan for the Federal Safe Return to Class fund as well as the distribution of \$500,000 of Unrestricted Surplus to schools. “



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

### BYLAW AMENDMENTS TO ALLOW REMOTE VOTING BY BALLOT

Submitted by Secretary-Treasurer Nicholas Weswick  
October 14<sup>th</sup>, 2020

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Discussions at the most recent Committee of the Whole concluded that “changes related to meeting participation via Zoom should be considered, including voting.” Staff has undertaken an analysis of bylaws that should be amended and proposed changes to accelerate the process prior to voting in November. The attached bylaw amendments are recommended to allow for voting, both by way of a roll call and by electronic ballot, when attending board meetings via Zoom or teleconference. The rationale for the suggested changes are presented below.

#### **Remote Attendance and Regular Voting**

In addition, Robert’s Rules of Order do not recognize anything called a ‘speakerphone vote’ so this terminology must be updated in Bylaw 60 in subsections 60.4 and 60.6. Voting by roll call allows for trustees to vote when attending via speakerphone or when video is not available in Zoom for a show of hands. The proposed amendments below allow for roll call voting and also clarify that trustees may attend meetings via telephone or other electronic means, such as Zoom.

#### **60. Voting:**

60.4 Voting shall be by show of hands **or roll call** and votes in the negative shall be recorded.

60.6 When a trustee cannot be present **in person but is participating in the meeting via telephone or other electronic means**, the Chair may permit a **speakerphone roll call** vote where that is deemed necessary and appropriate.

#### **Voting by Ballot**

The intent of a vote by ballot is to preserve secrecy of the vote, and as a result cannot be taken with a show of hands or roll call. Because our bylaws require voting by ballot for positions of Chair, Vice Chair, BCSTA representative and BCPSEA representative, the bylaw must be amended if the Board’s intent is to accommodate trustees who elect to attend meetings via Zoom or teleconference. The proposed language below would provide a mechanism for that to occur. The ‘Inaugural Meetings’ bylaw is referenced elsewhere in the bylaws which specify the election process to follow in subsequent years.

### 50. Inaugural Meetings:

50.3 The Secretary-Treasurer shall call for nominations for Board Chair (seconding is not necessary) and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board Chair for the ensuing year. **When a trustee cannot be present in person but is participating in the meeting via telephone or other electronic means, the Chair may permit that trustee to vote by electronic ballot, in a manner that preserves the secrecy of the ballot.** If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if after a second ballot a tie shall occur, the election shall be decided by drawing lots.

### Minor Reorganization for Clarity

Additionally, section 55.5 and 55.6 from the 'Presiding Officers' bylaw, could be shifted the 'Voting' bylaw, although this is an administrative change only and **not** required to allow remote voting to occur.

55.5 The chair votes only when either:

(a) the vote is by ballot, in which case the chair votes along with and at the same time as all other members, or

(b) the chair's vote will change the result of the vote.

55.6 The chair shall declare the question to be resolved in the negative should there be an equal number of votes for and against the motion.

The full text of the bylaws, including suggested revisions, are included in the attachments to this report. These are accompanied by recommended motions.

## 50 Inaugural Meetings

- 50.1 The Secretary-Treasurer for the school district shall convene a first meeting of the Board within thirty (30) days from November 1 immediately following a general local election.
- 50.2 The Secretary-Treasurer shall announce the results of trustee elections and confirm that all trustees have completed the declaration and taken the oath of office as required by the *School Act*.
- 50.3 The Secretary-Treasurer shall call for nominations for Board Chair (seconding is not necessary) and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board Chair for the ensuing year. When a trustee cannot be present in person but is participating in the meeting via telephone or other electronic means, the Chair may permit that trustee to vote by electronic ballot, in a manner that preserves the secrecy of the ballot. If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if after a second ballot a tie shall occur, the election shall be decided by drawing lots.
- 50.4 The Chair so elected shall assume the chair for the remainder of the meeting.
- 50.5 The Board shall proceed to elect a Vice-Chair, a BC Public School Employers' Association representative and a BC Trustees' Association representative in the same manner as the election of the Chair.
- 50.6 Following the elections the order of business shall be:
- (a) passage of banking resolutions and appointment of signing officers;
  - (b) appointment of time and place for meetings.

Board Policy: December 2010  
Revised: May 2018

### Recommended Motions:

"THAT the amendments to bylaw 50 (Inaugural Meetings) be read for the first time."

"THAT the amendments to bylaw 50 (Inaugural Meetings) be read for the second time."

"THAT the amendments to bylaw 50 (Inaugural Meetings) be read for a third time, passed and adopted"

## 55 Presiding Officers

- 55.1 A Chair and a Vice-Chair shall be elected annually, at the first public meeting of the Board in November, according to the procedure outlined in Bylaw 50.3. During the second, third and fourth years of the Board's term of office, the elections will occur as the last item of business at the November public meeting.
- 55.2 The Board may elect a new Chair and/or Vice-Chair at any time.
- 55.3 If the Chair is absent or unable to act, the Vice-Chair shall preside at meetings of the Board. If the Vice-Chair is absent or unable to act, the members present shall elect one of their number to preside at the meeting.
- 55.4 The Chair may vacate the chair to enter debate or propose or second a motion, in which case the Vice-Chair, if present, or another member appointed by the Chair shall preside until the issue is disposed of (which should seldom be done).

### ~~55.550.1 The chair votes only when either:~~

- ~~(a) the vote is by ballot, in which case the chair votes along with and at the same time as all other members, or~~
- ~~(b)(a) the chair's vote will change the result of the vote.~~

### ~~55.650.1 The chair shall declare the question to be resolved in the negative should there be an equal number of votes for and against the motion.~~

Board Policy: December 2010  
Revised: May 2018

### Recommended Motions:

"THAT the amendments to bylaw 55 (Presiding Officers) be read for the first time."

"THAT the amendments to bylaw 55 (Presiding Officers) be read for the second time."

"THAT the amendments to bylaw 55 (Presiding Officers) be read for a third time, passed and adopted"

## 60 Voting

- 60.1 It is expected that all trustees present at a meeting will vote on each issue unless they are in a conflict of interest. ~~Procedural Bylaw 55.5 specifies when the Chair may vote.~~
- 60.2 If a trustee has a conflict of interest they must not vote and the quorum will not be affected.
- 60.3 Any declared conflicts of interest shall be recorded.
- 60.4 Voting shall be by show of hands or roll call and votes in the negative shall be recorded.
- 60.5 All questions shall be decided by a majority of the votes of the trustees present and voting unless otherwise provided by these bylaws or by the *School Act*.
- 60.6 When a trustee cannot be present in person but is participating in the meeting via telephone or other electronic means, the Chair may permit a roll call ~~speakerphone~~-vote where that is deemed necessary and appropriate.
- 60.7 The chair votes only when either:
- (a) the vote is by ballot, in which case the chair votes along with and at the same time as all other members, or
  - (b) the chair's vote will change the result of the vote.
- 60.8 The chair shall declare the question to be resolved in the negative should there be an equal number of votes for and against the motion.

Board Policy: December 2010  
Revised:

### Recommended Motions:

"THAT the amendments to bylaw 60 (Voting) be read for the first time."

"THAT the amendments to bylaw 60 (Voting) be read for the second time."

"THAT the amendments to bylaw 60 (Voting) 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-Oct-2020 07:52 AM

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

PAGE 1

START DATE: 01-Sep-2020 TO END DATE: 30-Sep-2020

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
-----						
ON-LINE CHEQUES : ISSUED BETWEEN 01-Sep-2020 AND 30-Sep-2020						
00LCET4330	0001	*****	28093	RECEIVER GENERAL FOR CANADA	03-Sep-20	40,282.73
00LCET4332	0001	*****	30209	TEACHERS' PENSION PLAN	03-Sep-20	43,954.60
00LCET4334	0001	*****	28094	RECEIVER GENERAL FOR CANADA	10-Sep-20	14,252.66
00LCET4335	0001	*****	28094	RECEIVER GENERAL FOR CANADA	10-Sep-20	27,753.16
00LCET4338	0001	*****	23290	MUNICIPAL PENSION PLAN	03-Sep-20	25,798.47
00LCET4339	0001	*****	28093	RECEIVER GENERAL FOR CANADA	18-Sep-20	200,000.00
00LCET4342	0001	*****	28094	RECEIVER GENERAL FOR CANADA	24-Sep-20	14,497.55
00LCET4343	0001	*****	28094	RECEIVER GENERAL FOR CANADA	24-Sep-20	48,273.88
00LCET4352	0001	*****	23290	MUNICIPAL PENSION PLAN	22-Sep-20	43,142.93

TOTALS FOR BANK - 0001

457,955.98

TOTAL NUMBER OF CHEQUES

9

TOTAL NUMBER OF CHEQUES WITH MICR

0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Sep-2020 AND 30-Sep-2020

2169000002	0001	0000054473	15590	ALLIED PLUMBING, HEATING &	09-Sep-20	169,592.07
2169000004	0001	0000054475	12012	BC HYDRO & POWER AUTHORITY	09-Sep-20	10,660.53
2169000016	0001	0000054487	13810	QUANTUM LIGHTING, INC.	09-Sep-20	19,134.26
2169000019	0001	0000054490	17338	SUNCOAST INDUSTRIES INC.	09-Sep-20	14,981.12
2169ET0006	0001	*****	17377	ASTRA ENERGY SERVICES CORP	09-Sep-20	12,724.95
2169ET0021	0001	*****	14493	CORPORATE EXPRESS CANADA, INC.	09-Sep-20	17,954.46
2169ET0024	0001	*****	15521	DDP CIVIL WORKS LTD.	09-Sep-20	29,890.16
2169ET0046	0001	*****	23257	MORNEAU SHEPELL LTD.	09-Sep-20	55,758.23
2169ET0051	0001	*****	26207	PACIFIC BLUE CROSS/MSA	09-Sep-20	85,088.91
2169ET0052	0001	*****	13952	PIKE SHEET METAL	09-Sep-20	11,753.44
2169ET0072	0001	*****	30025	TRANE CANADA ULC	09-Sep-20	258,499.02
2170000004	0001	0000054501	14045	DISTRICT OF SECHELT	16-Sep-20	66,819.21
2170000011	0001	0000054508	29035	SECHELT INDIAN BAND	16-Sep-20	55,119.00
2170ET0002	0001	*****	11229	ALKINS PROJECT SERVICES INC.	16-Sep-20	15,706.77
2170ET0011	0001	*****	14493	CORPORATE EXPRESS CANADA, INC.	16-Sep-20	18,186.95
2170ET0031	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	16-Sep-20	30,000.00
2170ET0034	0001	*****	14647	TEMPLETON PROJECT MANAGEMENT LTD.	16-Sep-20	14,490.60
2170ET0041	0001	*****	17273	WEB ENGINEERING LTD	16-Sep-20	14,432.72
2171000002	0001	*****	19062	INSTA GLASS	23-Sep-20	12,396.76
2171ET0013	0001	*****	14493	CORPORATE EXPRESS CANADA, INC.	23-Sep-20	25,271.02
2171ET0022	0001	*****	18163	HABITAT SYSTEMS INC.	23-Sep-20	135,224.32
2172000001	0001	0000054521	12012	BC HYDRO & POWER AUTHORITY	30-Sep-20	11,055.52
2172ET0006	0001	*****	12021	BC TEACHERS FEDERATION	30-Sep-20	32,819.31
2172ET0007	0001	*****	12111	BC TEACHERS FEDERATION	30-Sep-20	30,999.61
2172ET0025	0001	*****	15998	COSMO MUSIC	30-Sep-20	11,190.06
2172ET0028	0001	*****	13387	CUSTOM FLOORING CENTRES LTD-WAREHOUSE	30-Sep-20	11,284.74
2172ET0031	0001	*****	15521	DDP CIVIL WORKS LTD.	30-Sep-20	29,342.04
2172ET0049	0001	*****	16886	INSIGHT CANADA INC	30-Sep-20	33,159.04
2172ET0061	0001	*****	14286	M3 ARCHITECTURE INC.	30-Sep-20	35,168.03
2172ET0068	0001	*****	23257	MORNEAU SHEPELL LTD.	30-Sep-20	24,281.43
2172ET0072	0001	*****	26207	PACIFIC BLUE CROSS/MSA	30-Sep-20	88,838.93
2172ET0088	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	30-Sep-20	11,896.60

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

DATE 01-Oct-2020 07:52 AM

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

PAGE 2

START DATE: 01-Sep-2020 TO END DATE: 30-Sep-2020

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
-----						
TOTALS FOR BANK - 0001						1,393,719.81
TOTAL NUMBER OF CHEQUES						32
TOTAL NUMBER OF CHEQUES WITH MICR						7
ON-LINE CHEQUES : ISSUED BETWEEN 01-Sep-2020 AND 30-Sep-2020						
00LCET4356	0005	*****	12144	BANK OF MONTREAL	09-Sep-20	74,163.31
TOTALS FOR BANK - 0005						74,163.31
TOTAL NUMBER OF CHEQUES						1
TOTAL NUMBER OF CHEQUES WITH MICR						0
GRAND TOTAL						1,925,839.10
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,925,839.10
GRAND TOTAL NUMBER OF CHEQUES						42
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						7

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

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

## CHAIR'S REPORT

Submitted by Chair Pammila Ruth  
October 14<sup>th</sup>, 2020

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*"In what continues to be a year like no other, we find ourselves in the midst of a provincial election. The sustained spotlight that has been held on public education since March 17 has provided boards of education with an opportunity unlike any previous provincial election in recent memory [...] It is vital that we make certain public education is both a short-term and long-term priority for whatever party forms government. [...] As co-governors of our province's public education system we must continue to do our part to ensure stable, sustainable and predictable resourcing of the public education system remains a priority."*

~Stephanie Higginson, President, BCSTA

The last few weeks have been a time of transition. Students transitioning back into the school system after, for some, the longest Spring Break ever; Teachers and Educational Assistants transitioning back into the classrooms with new health and safety guidelines, as our students work through the usual back-to-school sniffles and sore throats, but now with enhanced attention. Our new Distance Learning staff have been working with families and IT to create learning programs for those who have chosen to not return to the in-class setting. Our Custodians, and Maintenance workers have been keeping our schools clean, our areas accessible and our communications open. And of course, our Leadership Teams are working diligently from dawn till (well past) dusk making sure that these transitions go smoothly, with as little interruption to students as possible. As best they can in these unprecedented times.

Everyone is doing their part to keep our district moving forward, to keep our schools safe and healthy. To make these transitions as painless as possible for our students.

With the recent call for a provincial election, more transition is expected, regardless of who wins. Changes to the balance of power could mean changes to our relationship with the Provincial Government. This could possibly mean changes in our Capital Funding, our COVID-19 guidelines, funding and implementation of our Mental Health and Wellness Plans and our progress on Indigenous Education. We have worked very hard to get our students through this unstable period, with as little disruption as possible... It will be important at all candidates' meetings to ask the candidates what plans their party has to ensure a safe successful school year for students and staff.

I'm not going to tell you who to vote for... but please... VOTE. #EducationMatters



## 9.1 Climate Change Working Group

**SUBMITTED BY:** *Metropolitan Branch and SD62 (Sooke)*

### **BE IT RESOLVED:**

That BCSTA establish a Climate Change Working Group comprised of staff and trustees to:

- inform the BCSTA Board of Directors about the ability of school districts, under the provincial government's current capital funding programs (including the Carbon Neutral Capital Program (CNCP)), to meet the CleanBC goal for public buildings to reduce emissions by 50% by 2030;
- consider examples of schools that demonstrate low/no emissions;
- provide recommendations on how the 50% emissions reduction target could be achieved; and,
- assist BCSTA in collaborating with the relevant provincial ministries to create and implement a plan to achieve the 50% emissions reduction target.

### **RATIONALE:**

At the 2019 BCSTA AGM, the following motion was passed:

(1) That BCSTA urge the Minister of Education and Minister of Environment and Climate Change Strategy to uphold the mandated standards set by CleanBC by implementing aligned capital funding for new school construction and the retrofitting of district buildings and facilities; and,

(2) That BCSTA request the Ministries develop and provide, in a timely manner, operational guidelines to help school districts to meet CleanBC's 2032 standards to reduce emissions.

CleanBC's climate change accountability process outlines that ministries are to "reflect commitment to CleanBC funded and approved policies and programs and implement funded and approved policies and programs" in their annual service plans.

Under the *Climate Change Accountability Act* "a public sector organization must manage the risks to the public sector organization that could reasonably be expected to result from a changing climate and minimize the public sector organization's adverse environmental effects" (section 6.1). Districts have an obligation to meet the emissions targets set by CleanBC and the *Climate Change Accountability Act*. The October 21, 2019 letter from Minister George Heyman to BCSTA President Stephanie Higginson refers school districts to the Carbon Neutral Capital Program (CNCP). As the minister states, the province's CNCP has an annual allotment of \$14.5 million, with only \$5.0 million allocated to the Ministry of Education. This level of funding is not adequate for the province's 60 school districts to meet the CleanBC reductions targets. The 2020 provincial budget indicates that the school district portion of the CNCP has increased to \$17.2 million.

An initial analysis for SD39 is that under current capital funding programs available, including the CNCP, the SMP and incentive funding from utilities, the 50% reduction target by 2030

would be very challenging. It would be even more difficult for school districts without seismic replacement projects to achieve these reduction targets.

A climate change working group would create an opportunity for districts to share best practices on climate action; identify issues in implementing strategies to reach CleanBC's emissions targets; advocate for resources and funding to reduce emissions; and build partnerships to create opportunities. The climate change working group can offer the opportunity for districts to share the financial and operational burdens inherent in working to achieve the goals set by CleanBC and the *Climate Change Accountability Act*. The working group may wish to invite representatives from BC Ministry of Environment and Climate Change and the BC Ministry of Education to meet with it.

#### REFERENCES:

- [Government of British Columbia: CleanBC – Our Nature, Our Power, Our Future](#)
- [Government of British Columbia: Carbon Neutral Capital program](#)
- [CleanBC Highlights Report](#)
- [Climate Change Accountability Act](#)
- [Government of BC News Release, March 9, 2020 “Greener, more energy efficient schools, buses for BC students”](#)

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

## 9.2 Video Options for Winter Meetings

**SUBMITTED BY:** *Kootenay Boundary Branch*

**BE IT RESOLVED:**

That BCSTA consider enabling meeting participants to attend meetings by video conference if meetings, such as Provincial Council, must be held from November to February.

**RATIONALE:**

This motion is needed because delegates to Provincial Council who travel from the Northern and Interior districts are often travelling in dangerous road conditions to either get to the Lower Mainland or to the closest airport. Some airports are difficult to fly out of due to the weather conditions during the winter.

For delegates from outside the Lower Mainland, a video conference option would offer them a chance to participate in the meeting without the potential danger of travel on winter roads.

Also, a delegate who opts for a video link would be reducing their environmental footprint.

The cost to hold Provincial Council in person is approximately \$50,000. It is unknown what the cost would be to hold Provincial Council with some delegates participating in-person and some delegate participating remotely. Some travel costs would be saved by allowing some delegates to attend Provincial Council online. There would also be some IT costs associated with allowing online participation.

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

### 9.3 Safe Routes to Schools as part of the Provincial Active Transportation Strategy

**SUBMITTED BY:** *SD39 (Vancouver)*

**BE IT RESOLVED:**

That BCSTA work with the Ministry of Education and Ministry of Transportation and Infrastructure on opportunities to include and improve Safe Routes to Schools recommendations as a part of the new provincial Active Transportation Strategy.

**RATIONALE:**

The Province of British Columbia, on June 17, 2019, released its [Active Transportation Strategy](#). The Strategy both (a) “provide(s) incentives that encourage safe active transportation for all ages and abilities” and (b) “encourage(s) communities, non-profits, health partners and educational institutions to share data with the Province and to conduct research and data collection to track increase in mode shift.”

The program will address infrastructure as a barrier to active transportation. An Active Transportation Strategy addresses ALL forms of active transportation – **schools are just a part of the broad focus**. BCSTA should advocate for government to ensure a focus on active transportation to and from public schools is a priority. Some school districts have already reached out to the province.

A quote on the BC website states, “Active Transport is a great way for me to spend time with my family; getting the kids to school and activities.”

**REFERENCES:**

- [BC Active Transportation Strategy](#)
- [CleanBC Move. Commute. Connect. BC’s strategy for cleaner, more active transportation](#)

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

## 9.4 Funding for Trades

**SUBMITTED BY:** *SD42 (Maple Ridge-Pitt Meadows)*

**BE IT RESOLVED:**

That BCSTA advocate for the Ministry of Education and the Ministry of Advanced Education to provide funding for all students under the age of 19 years who have graduated from secondary school to enable them to continue the trades program in which they were enrolled prior to graduation.

**RATIONALE:**

This motion is needed because in 2014, it was identified that lack of funding after secondary school graduation was a barrier to students completing the trades program that they started in a secondary school. School districts were encouraged to enroll trades students in Grade 13 and funding for Youth Apprentices was provided by the Ministry of Education.

Recently, the Industry Training Authority (ITA) changed the definition of Youth Apprentice, resulting in graduated students under 19 years of age no longer being eligible to receive funding from the Ministry of Education to complete the trades programs that they started before graduation.

- 2014 Definition: The ITA defines "Youth Apprentices" as apprentices between the ages of 15 and 19 years of age. Active Youth Apprentices are converted to adult apprenticeship status on their 20<sup>th</sup> birthday, or on their graduation date plus 150 days, whichever occurs first.
- 2019 Definition: The ITA defines "Youth Apprentices" as apprentices who are school-age (i.e., up to completion of the school year in which the student turns 19) for the purposes of receiving Ministry of Education funding.

**REFERENCE:**

- [2016/17 K-12 Regular Enrolment Audit Program](#)

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

## 9.5 Provincial Funding to Improve Access to Educational Programming in Correctional Facilities

**SUBMITTED BY:** *SD42 (Maple Ridge-Pitt Meadows)*

### **BE IT RESOLVED:**

That BCSTA request that the Ministry of Education and Ministry of Public Safety and Solicitor General allocate special-purpose funding to school districts to provide year-round educational services in provincial correctional facilities based on the level of service required in each community.

### **RATIONALE:**

This motion is needed because low literacy can be a key contributor to the root causes of crime. BC Corrections works with local school districts and literacy organizations to help people under supervision make a new start by teaching them to read, write and learn the skills they need to live independently.

The programs help them to:

- obtain their high school or high school equivalency diplomas;
- earn certificates and accreditation to aid in their future job searches; and,
- prepare for college.

Currently funding is provided following the funding model for continuing education. This does not allow school districts to maintain a consistent level of staffing to provide the educational services required.

In school districts where a correctional facility is located, access to a provincial resource program is required to improve the current levels of educational programming to all detainees, regardless of time spent in the facility.

### **REFERENCES:**

- [Government of BC, Corrections – Literacy and Education](#)
- [Ministry of Education Policy: Adult Funding](#)
- [Funding Model Implementation: Adult and Continuing Education Working Group Report, October 4, 2019](#)

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

## **9.6 Additional Supports for Letter of Permission Teachers and Non-Certified Teachers Teaching On-Call**

**SUBMITTED BY:** *SD60 (Peace River North)*

### **BE IT RESOLVED:**

That BCSTA advocate to the Ministry of Education for additional funding for districts to support teachers with Letters of Permission and non-certified teachers teaching on call by providing resources such as classroom management assistance, education assistants, and professional development.

### **RATIONALE:**

This motion is needed because given the recruitment and retention issues across the province, teachers are being hired who require extra supports and districts are incurring higher costs related to these employees. Additional support provided to teachers with Letters of Permission and non-certified teachers teaching on call may include:

- classroom management assistance from school principals and vice-principals;
- professional development and training;
- assistance from education assistants;
- assistance to develop supporting professional networks within and beyond the district.

For example, School District 60 has 15 teachers on Letters of Permission and 47 non-certified teachers on call.

There needs to be a recognition that districts are facing increased costs to provide support on an ongoing basis.

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

## **9.7 Timelier Response from Teacher Regulation Branch**

**SUBMITTED BY:** *SD60 (Peace River North)*

### **BE IT RESOLVED:**

That BCSTA advocate to the Ministry of Education to ensure that credential reviews by the Teacher Regulation Branch (TRB) are completed on a timelier basis.

### **RATIONALE:**

This motion is needed because the current wait times contribute to recruitment and retention challenges. 25% of the province's new teachers are coming from out of province. The TRB website indicates that people wanting to come to the province should apply six months to one year ahead of when they want to teach in BC. This wait is not an attractant.

As a northern district, we recruit heavily out of province (46% of our new teachers). In some cases, it is taking the TRB more than one year to complete credential reviews for teachers.

Once the TRB process is complete, documentation goes to the Teacher Qualification Service (TQS). While new hires are waiting for these processes to complete, they are paid at a base scale that is not consistent with their training and experience. In some cases, the teacher will not get retroactive pay back to the date when they started working.

In addition to being frustrating for the teachers, the workload for school district's human resources and accounting departments is increased by the delays.

Ideally, the TRB can complete most credential reviews within three months.

### **REFERENCE:**

- [Government of BC – Applying for a B.C. Teaching Certificate](#)

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



## 9.8 Aligning School Construction with Enrollment Projection

**SUBMITTED BY:** *SD57 (Prince George)*

### **BE IT RESOLVED:**

That BCSTA urge the Minister of Education and the Minister of Finance to request that capital funding for new schools and expansions be consistently provided on the basis of a five year projection for enrollment rather than on the current enrollment.

### **RATIONALE:**

Capital projects are typically being approved based on the existing enrollment in buildings being replaced, or the actual number of students currently residing in the catchment area for a new development.

In some instances, there is supportable evidence showing that districts, neighbourhoods and feeder schools are growing. However, despite this enrollment growth, construction projects are approved at capacities which result in newly opened schools being at or over capacity.

### **REFERENCE:**

- [Area Standards](#)

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

## 10.1 An Enhanced Co-Governance Approach for the Recovery Stage of the COVID-19 Global Pandemic

**SUBMITTED BY:** *The Board of Education of School District No. 68 (Nanaimo-Ladysmith)*

### **BE IT RESOLVED:**

That BCSTA urge the Ministry of Education, in collaboration with BCSTA, to implement an enhanced co-governance approach which:

- will strengthen communication and collaboration between the Ministry of Education, and boards of education; and,
- will provide additional opportunities with manageable timelines for boards of education to contribute input during the recovery phase of the COVID-19 emergency management cycle.

### **RATIONALE:**

Our motion is emergent due to the COVID-19 global pandemic. A comprehensive, coordinated and responsive approach to education through collaboration between the Ministry of Education and boards of education will allow for increased responsiveness during the recovery stage. The COVID-19 global pandemic will continue for an indeterminate amount of time. Implementing an enhanced co-governance approach at this time ensures that boards of education are well-positioned to be proactive with a coordinated approach to the COVID-19 emergency management cycle.

The COVID-19 global pandemic is constantly evolving and unpredictable. The Provincial State of Emergency has been further extended and the number of confirmed COVID-19 cases is currently on the rise.

The current environment for decision-making in the education sector has been moving at a rapid pace since the declaration of the global pandemic. Boards should have enhanced opportunities to participate in providing feedback for both the planning and implementation of the provincial COVID-19 strategy so that there is alignment with the BCSTA co-governance principles (see 2.2.1P Co-Governance Principles). The motion is also consistent with the BCSTA policy on Roles and Responsibilities (see 2.1.2P Roles and Responsibilities) as the motion would provide an enhanced opportunity for boards of education to more efficiently implement provincial requirements in locally responsive ways.

Implementing an enhanced co-governance approach allows boards of education the opportunity to more adequately address the unique needs of our school communities during this pandemic.

Finally, there are no cost implications associated with this emergent motion.

**REFERENCES:**

- [BCSTA Policy Book](#)
- [BC Emergency Management System 2016](#)
- [EmergencyInfoBC – Provincial State of Emergency: COVID-19 Information and Resources](#)
- [Government of BC News, July 29, 2020, Plan to safely bring K-12 students back to class full time](#)

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

**This motion relates to Policy Statement No. 2.1FS (Co-governance).**

## 10.2 Action on Anti-Black Racism

**SUBMITTED BY:** *The Board of Education of School District No. 39 (Vancouver) and the Board of Education of School District No. 41 (Burnaby)*

### BE IT RESOLVED:

That BCSTA advocates that the Ministry of Education:

- Investigate the root structural causes of anti-Black racism in the education system.
- Develop and implement mandatory anti-racism education for staff and students alike.
- Create a database to keep track of all incidents of racism in BC Schools against students and staff.
- Take immediate action to incorporate Canadian Black history into the BC K-12 curriculum for the next school year. The revised curriculum would include contributions of Black Canadians and a recognition of the adverse effects of policies and racism on Black Canadians. The curriculum development process would involve fulsome and meaningful consultation with Black-led organizations.

### RATIONALE:

This motion is emergent because the Ministry of Education has created the Community Roundtable on Anti-Racism in education that will support the development of an anti-racism action plan for K-12 and it had its first meeting in July of 2020.

This motion is needed because structural racism exists in the BC education system. All 60 BC school districts have codes of conduct or policies in place that align with the BC *Human Rights Code* to ensure schools remain free of discrimination against a person based on **race, colour, ancestry, place of origin**, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons.

In recent months, the Ministry of Education has commented on provincial support for curriculum and resources relating to Canadian Black history. There is great potential to collaborate at the provincial level to support all students, and in particular Black students, families and staff, across British Columbia in having Black history and the contributions made by Black Canadians better reflected in their learning.

Creating a database of incidents of racism in BC schools will enable us to be better informed about what our students are experiencing. With province-wide information about incidents of racism, provincial agencies as well as school districts will be better able to provide anti-racism education aimed at prevention and better prepared to respond to incidents when

they occur. In addition, a provincial database would provide an important barometer of the extent and range of racism in the education system.

While our districts have started this anti-racism work, there is a need for greater support with these initiatives and the ability to engage the rest of the province in this work.

Meaningful change will take place when all students see positive representations of themselves in the curriculum; teachers and staff learn how to be anti-racist; and, school districts are able to track and address incidents of racism in BC schools.

#### **REFERENCES:**

- [BC Human Rights Code](#)
- [Community Roundtable on Anti-Racism](#)
- [Vancouver School Board Statement: Addressing Systemic Racism, June 22, 2020](#)
- [Action on Racism: Burnaby Board of Education](#)

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

**This motion relates to Foundational Statement 9.1FS (Safe Environment)**

**This motion relates to Policy Statements 4.2.7P (Bullying) and 5.4.1P (Multiculturalism: Goals and Objectives)**

### 10.3 Public Sector Executive Wage Freeze

**SUBMITTED BY:** *The Board of Education of School District No. 45 (West Vancouver)*

**BE IT RESOLVED:**

That BCSTA advocate to the BC Public School Employers' Association, Public Sector Employers' Council and the Ministry of Finance to exempt the K-12 sector from the Public Sector Executive Compensation Freeze Policy.

**RATIONALE:**

On August 31, 2020, the Minister of Finance announced a public sector executive compensation freeze policy. The bargaining units in the K-12 sector achieved wage increases of 2% per year through to 2022. Executive leaders have played a critical role in leading education through the pandemic and should not be excluded from performance driven wage considerations.

**REFERENCES:**

- [BCPSEA Exempt Staff Bulletin, August 31, 2020](#)
- [PSEC, Public Sector Bargaining Mandates and Agreements](#)
- [BCPSEA Exempt Staff Overview](#)

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

**2020-04** August 31, 2020

By E-mail: Two Pages Plus Attachments

## Provincial Government Announces Public Sector Executive Compensation Freeze Policy

Arising from the "...high level of uncertainty regarding the magnitude and duration of the economic decline caused by the pandemic," the provincial government has today announced a policy to freeze public sector executive compensation for the 2020-2021 performance year.

In a letter issued to the BCPSEA Board Chair this morning (attached), the Minister of Finance advises that effective today, August 31, 2020, "...public sector employers currently subject to compensation plans under the *Public Sector Employers Act* will be required to amend their plans to indicate there will be no increases or adjustments paid to executive-level employees for the 2020/21 performance year."

**2020-08** September 23, 2020

By E-mail: Three Pages

*Distribution of this Bulletin:* Please ensure this bulletin is circulated to all administrative staff in both the district office and schools as appropriate.

## COVID-19: Issues and Resources

*NOTE: The information and advice in this bulletin is subject to review and amendment as matters related to COVID-19 continue to evolve.*

As districts proceed with implementation of the K-12 Restart Plan, we are receiving requests to review employment-related issues for consistency with that Plan. To assist districts in this regard, we have compiled the following information. Given that each district has its own set of collective agreement provisions and established policies and practices, this information will need to be reviewed to ensure its alignment with individual circumstances.

**2020-09** September 28, 2020

By E-mail: Two Pages plus Attachment

*Distribution of this Bulletin:* Please ensure this bulletin is circulated to all administrative staff in both the district office and schools as appropriate.

## Remedy Calculations in a Quarterly System

BCPSEA and the BCTF have a tentative agreement on how remedy will be calculated in a quarterly system for the 2020/2021 school year. The following advice is consistent with that agreement.

### ❖ Formula

The formula for calculating the quantum of remedy is set out in paragraph 16.B of LoU No. 12 and is not changed by this advice.

$$(V) = (180 \text{ minutes}) \times (P) \times (S1 + S2)$$

**2020-04** August 31, 2020

By E-mail: Two Pages Plus Attachments

## Provincial Government Announces Public Sector Executive Compensation Freeze Policy

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In acknowledging that boards of education in the K-12 public education sector have sole purview to determine compensation decisions for the position of Superintendent of Schools, the Minister goes on to state as follows:

"I am confident that Boards will see the value in ensuring this policy direction is applied equitably across all executive positions in the school system and that Superintendent compensation will, like other executives in the public sector, not be increased during this time."

As directed by the Minister in her letter, BCPSEA will be proceeding to amend the exempt staff compensation management plan for the K-12 public education sector (BCPSEA Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the *Public Sector Employers Act*, "...to indicate there will be no increases or adjustments paid to executive-level employees for the 2020/21 performance year."

### ❖ What positions are considered "executive positions" in the K-12 public education sector and therefore subject to the freeze?

The executive positions in the K-12 public education sector include:

- Superintendent of Schools
- Secretary Treasurer
- Second-level education-side position regardless of position title — Deputy/Assistant/Associate Superintendent.



❖ **What is the 2020-2021 “performance year”?**

The 2020-2021 performance year for the purpose of compensation increases in the K-12 public education sector is the period July 1, 2020 – June 30, 2021 OR August 1, 2020 – July 31, 2021, depending on the specific contract year.

❖ **My district hasn’t yet completed (or received approval from BCPSEA) our submission for proposed increases under the Public Sector Employers’ Council (PSEC) exempt staff compensation policy direction for calendar 2020. Does this mean those proposed increases are affected by today’s compensation freeze announcement?**

No. BCPSEA will continue to be able to process districts’ submissions for proposed increases under the calendar 2020 compensation policy direction, which addresses increases for executive and exempt employees based on the prior performance year.

For the calendar 2021 executive and exempt staff compensation submission process, however, districts will not be able to propose — and BCPSEA will not be able to approve — any increases to salary or other elements of the total compensation package for the executive positions.

❖ **Does the policy apply just to salary increases or does it also apply to other elements of the compensation package?**

The policy applies to all forms of increases or adjustments, including salary, benefit improvements, pension adjustments and any other form of compensation.

❖ **Does the public sector executive compensation freeze policy mean that executive salary ranges will also be frozen and not updated for July 1/August 1, 2021 as they have been in the past?**

No. It’s important to note that BCPSEA will continue to be able to “age” the district-based executive and exempt staff salary structure to reflect the increases provided to unionized teachers under the Provincial Collective Agreement between BCPSEA and the BC Teachers’ Federation. The salary ranges were most recently “aged” and distributed to school districts effective July 1/August 1, 2020. We will be able to “age” and distribute revised district-based executive and exempt staff salary structures in the new year that will be effective July 1/August 1, 2021.

Please see the attached Frequently Asked Questions document, prepared by the PSEC Secretariat, for further information.

## Questions

If you have any questions, please contact Deborah Stewart, Executive Director, Corporate Services and Communications, at 604 730 4506 or [deborahs@bcpsea.bc.ca](mailto:deborahs@bcpsea.bc.ca).

Attachments:

- Letter from Minister of Finance dated August 31, 2020
- PSEC Secretariat Frequently Asked Questions, BC Public Sector Executive Compensation Freeze Policy

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

Tuesday, September 22, 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, S. Haines,  
M. Hampvent, S. Leech, T. Ste. Marie

STAFF: P. Bocking, Superintendent, N. Weswick, Secretary-Treasurer,  
K. Kerr, Director of Instruction, J. Shelemey, SCTA President,  
J. Evans, CUPE 801 President, E. Reimer, Executive Assistant  
(Recording Secretary)

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1. Call to Order

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

2. Board Evaluation

Chair Ruth proposed a process for the trustee evaluation process whereby trustees would complete the online trustee evaluation on the BCSTA Hub. Trustees would then self-identify any weakness that were identified through the evaluation. Two trustees would have an opportunity to then “learn by teaching” to their fellow trustees at either the October Committee of the Whole or at a standalone meeting/retreat.

Trustees agreed to the process and will complete their individual evaluations by October 9, 2020. A short discussion will take place at the regular board meeting on October 14, 2020 with a broader discussion and learning opportunity at either the October Committee of the Whole, or at a separate meeting.

The committee discussed training opportunities with the South Coast Branch and selected the following for upcoming training opportunities:

- Best strategies and engagement in community practices.
- Managing expectations of the public, communication.

3. Policy Review (standing item)

a. Policy 2 - Role of the Board

The committee identified items in 2.9 that were outdated and no longer required, specifically the “submission of the Achievement Contract” and the “Superintendent’s Report on Student Achievement.”

The committee agreed that the policy would be better discussed upon completion of the board/trustee evaluations. Trustees suggested including clear references to related bylaws and policies. The policy will be brought back to the October meeting for further discussion, with edits to the identified items in item 2.9 and including reference to related policies and bylaws.

b. Bylaw 58 - Motions

The committee discussed the following:

- Board meetings are governed under Robert’s Rules of Order. The board’s bylaws provide amendments to Robert’s Rules
- Changes related to meeting participation via Zoom should be considered, including voting.

The committee reviewed the bylaw and discussed the following points:

- Lengthy and complex motions should be submitted in writing to the recording secretary, either in advance or at the meeting, to ensure accurate recording.
- A motion must be germane to an item on the agenda, or added to the agenda in advance, with the exception of motions to rescind or amend a previously adopted motion.
- Bylaw 58.4 (“An amendment to an amendment must be germane to the first amendment and cannot be amended.”) limits the amount of amendments that can be made before the motion should be defeated and restated.
- Bylaw 58.5 (“It is debatable if the motion proposed to be reconsidered is debatable and the debate can be on the merits of the original question.”) speaks to motions that are debatable as determined by Robert’s Rules of Order.
- Bylaw 58.5 (“No question can be reconsidered more than once, unless materially amended by the previous reconsideration.”) limits the amount of time reconsideration of a motion can take place, providing there has been a material shift.

There were no changes suggested to the bylaw.

4. Regulations for Review

a. Reg 2140 - Visual Identity

Superintendent Bocking presented the district brand guide and spoke to the newly developed regulation which reinforces the use of the district brand.

5. Communication Plan (standing item)

The committee agreed to add:

- Education Matters – Trustee Girard will provide the October submission and Trustee Amaral agreed to provide the November submission.
- Review of the Education Committee meeting schedule and consideration of a quarterly meeting schedule, to the November Committee of the Whole.

6. Adjourn

The meeting adjourned at 1:43 pm.



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

Tuesday, September 22, 2020, 2:30 p.m.  
School Board Office - Gibsons, BC  
494 South Fletcher Road  
Gibsons, BC

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

STAFF: P. Bocking, Superintendent; K. Kerr, Director of Instruction; P.  
Bishop, Director of Instruction; J. Evans, CUPE President;  
J. Shelemey, SCTA President; E. Reimer, Executive Assistant  
(Recording Secretary)

1. Call to Order

The meeting was called to order at 2:32 p.m. by Trustee Girard.

2. Positive Partnerships (2e) - 2:30 PM

*{Correction: A report was provided on Strategic Goal 3.c. "Collaboration and Partnerships" due to a miscommunication. Strategic Goal 2.e. "Positive Partnerships" will be scheduled for discussion at a future committee meeting}*

*"Our district will pursue opportunities that enhance collaboration and deepen partnerships throughout our local and global community."*

Director Kerr reported on the Pathways to Care initiative that was created in partnership with BC Children's Hospital, the Ministry of Children and Family Development, Family Smart, Sunshine Coast Community Services, Vancouver Coastal Health and the Sunshine Coast Division of Family Practice. These same agencies also form the Sunshine Coast Child and Youth Mental Health local action team who meet monthly, with Marilyn Baines as the committee chair.

The committee reviewed a newly developed document that lists valuable resources for crisis prevention, housing need, recreation supports, nutritional supports and legal resources. The document also outlines clear paths for families who are experiencing issues with mental health or substance use.

The information is being distributed widely and is also available on the district website at <https://sd46.bc.ca/wp-content/uploads/Pathways-to-Care-Document-June-2020-Version.pdf>.

3. Core Competencies (1c)

*"Our students will engage in ongoing reflection, experiential learning, and personalized inquiry through the application of the Core Competencies"*

Director Kerr shared strategies that allow younger students to describe their understanding of their core competencies and provided several examples of ways in which core competencies are integrated at the primary level. A copy of Director Kerr's presentation is available on the district website at <https://sd46.bc.ca/wp-content/uploads/2020-09-Ed-Presentations.pdf>.

4. Fine Arts (1k)

*"Our students will actively participate in expanded fine arts programs."*

Superintendent Bocking reported on the provincial approach to arts education. A copy of his presentation is available at <https://sd46.bc.ca/wp-content/uploads/2020-09-Ed-Presentations.pdf>.

The committee discussed:

- the format of the Fine Arts Committee, which consists of a principal, five teachers, the superintendent and a community school coordinator.
- the continuation of ASSAI funding to support arts programming through after school programs,
- challenges in offering a variety of in-depth fine arts studies in grades 10-12 due to small school communities.
- a commitment from educators to provide a diverse course offering.

5. Adjourn

The meeting adjourned at 3:29 p.m.

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

Tuesday, September 22, 2020, 10:00 a.m.  
School Board Office - Gibsons, BC  
494 South Fletcher Road  
Gibsons, BC

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

STAFF: P. Bocking, Superintendent; N. Weswick, Secretary-Treasurer;  
R. Collison, Manager of Facilities; P. Luporini, District Principal  
of Technology; J. Evans, CUPE President; J. Shelemey, SCTA  
President; E. Reimer, Executive Assistant (Recording Secretary)

1. Call to Order

The meeting was called to order at 10:04 a.m. by Trustee Hampvent.

2. Summer Work Review

Manager of Facilities and Transportation, Rob Collison, reported on work completed over the summer months:

- Installation of heat pumps at Kinnikinnick Elementary (capital project)
- Drainage improvements to the playground at Kinnikinnick Elementary
- Rebuilt deck and soffit on modular building at Cedar Grove Elementary
- Installation of vertical, ducted-in unit ventilators at Halfmoon Bay Elementary (capital project)
- Completed renovations to office and staff room at Halfmoon Bay Elementary
- Replaced library carpet at Halfmoon Bay Elementary

- Replaced ridge cap and repaired metal roof at Halfmoon Bay Elementary
- Repaired damage section of running track and repainting lines at Elphinstone Secondary
- Pressure washed and cleaned exterior cladding at Roberts Creek Elementary
- Completed renovation to computer lab and library at Pender Harbour Secondary
- Repainted gym exterior with elastomeric coating to resolve leaking envelope issue at the Sechelt Learning Centre
- Repainted back of school exterior at Elphinstone Secondary
- Lighting study at Chatelech Secondary, Elphinstone Secondary and Langdale Elementary (partially funded by BC Hydro)
- Replaced playground and play area surfacing at Roberts Creek Elementary (capital project)
- Non-structural seismic review of all facilities

### 3. Transportation Review

Secretary-Treasurer Weswick reported on:

- Active Travel:
  - Upcoming Active Transportation week in late September,
  - "Best Routes to School" maps developed for several schools, will be vetted by school PACs to ensure the routes meet the needs of the school community,
  - Response from RCMP in supporting the Langdale community by increasing a highway presence during the school start and end times,
  - Commitment from the District of Sechelt to enhance maintenance of bike routes,
- Changes to District Bussing due to Covid-19:
  - Communications to families regarding changes to practice for courtesy riders on school buses to reduce density,
  - Working on refining bus lists and developing seat assignments for October,



- Courtesy riders living inside the walk limit may now be able to access service in certain areas, provided density is limited to one child per row.
- Courtesy riders who travel cross boundary may be removed from the bus if it is deemed necessary to decrease density on that route.

The committee discussed challenges to active travel that are often cited by families, including weather, wildlife and terrain in rural areas. The committee also discussed the stigma and uncertainty associated with allowing younger children to walk to school on their own. Secretary-Treasurer Weswick noted that the MCFD has indicated that the benefit of active travel often outweighs any perceived risk.

The committee reviewed a bell schedule and route optimization report that was developed in 2017 by a consultant.

The committee discussed the parameters and scope of the transportation review and considered:

- length of rides,
- before-school and after-school wait times, when supervision is required,
- consulting with parents to determine current concerns or gaps in service,
- using the strategic plan values to inform the scope (ie: improving equity by improving service to areas not served by public transportation)
- considering the environmental impact and benefits of bussing,
- ensuring that clear parameters are set and that schools and families are aware that change could improve service to some students while negatively affecting others.

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

The committee reviewed the application and determined that the district was unaffected by the change.

5. Adjourn

The meeting adjourned at 11:35 a.m.



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

Wednesday, September 30, 2020, 7:00 p.m.  
School Board Office - Gibsons, BC  
494 South Fletcher Road  
Gibsons, BC

**PRESENT:** M. Hampvent (Committee Chair); S. Leech; T. Ste. Marie;  
A. Grunenberg, Student Trustee

**STAFF:** P. Bocking, Superintendent; K. Mahlman, District Principal;  
E. Reimer, Executive Assistant (Recording Secretary)

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1. Call to Order

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

2. Terms of Reference

The committee discussed and recommended terms of reference.

**RECOMMENDATION:**

*"The committee shall develop a policy outlining the board's commitment to creating a safe, welcoming, respectful, inclusive and affirming environment for all individuals.*

*This policy will enable the board to create and promote a vision among our students, staff and community that expects equity, inclusion and an affirmation of anti-racism."*

3. Scope of Committee

**RECOMMENDATION:**

The committee recommended the scope of the committee:

- Membership: As appointed.
- Meeting Notes: Meeting notes will be included in the regular board meeting agenda and posted to the district website upon receipt.
- Decision Making: The committee will use a consensus decision making model. When not possible, decisions shall be made by a majority vote.

- Timeline: The committee will endeavor to present a draft policy to the board at their February regular meeting.
- Meeting Schedule: The ad hoc committee will meet monthly from October to February.
- Reporting: The draft terms of reference and scope will be presented at the regular board meeting for approval. The draft policy will be shared with the Indigenous Advisory Circle (IAC) and the District Student Leadership Team (DSLTL) prior to final discussion at the January Ad Hoc Committee meeting.
- Outcome: A draft policy on equity and diversity.

The ad hoc committee will use the "Guiding Questions for Boards of Education" from the *Implications for Equity Framework* as discussion points at their October meeting.

A draft policy will be made developed by Superintendent Bocking and District Principal Mahlman, for review at the October meeting prior to presenting to the IAC and the DSLTL for comment.

The ad hoc committee agreed to meet again on October 21, 2020 at 7:00 p.m.

#### 4. Adjournment

The meeting adjourned at 8:21 p.m.



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

**BOARD COMMITTEE MEETING SCHEDULE**

2020-2021

MONTH	OPERATIONS COMMITTEE	COMMITTEE OF THE WHOLE	EDUCATION COMMITTEE
September 22, 2020	10:00 to 11:30 AM	12:00 to 2:00 PM	2:30 to 4:00 pm
<b>October 27, 2020</b>	<b>10:00 to 11:30 AM</b>	<b>12:00 to 2:00 PM</b>	<b>2:30 to 4:00 pm</b>
November 24, 2020	10:00 to 11:30 AM	12:00 to 2:00 PM	2:30 to 4:00 pm
December 15, 2020	10:00 to 11:30 AM	12:00 to 2:00 PM	2:30 to 4:00 pm
January 26, 2020	10:00 to 11:30 AM	12:00 to 2:00 PM	2:30 to 4:00 pm
February 23, 2020	10:00 to 11:30 AM	12:00 to 2:00 PM	2:30 to 4:00 pm
March 30, 2021	10:00 to 11:30 AM	12:00 to 2:00 PM	2:30 to 4:00 pm
April 27, 2021	10:00 to 11:30 AM	12:00 to 2:00 PM	2:30 to 4:00 pm
May 25, 2021	10:00 to 11:30 AM	12:00 to 2:00 PM	2:30 to 4:00 pm
June 22, 2021	10:00 to 11:30 AM	12:00 to 2:00 PM	2:30 to 4:00 pm
<b>OCTOBER AGENDAS:</b>	<ol style="list-style-type: none"> <li>1. Preliminary Budget Timelines</li> <li>2. Transportation Review</li> <li>3. West Sechelt Expansion/SLC Daycare Update</li> <li>4. Local Government OCP and Zoning Referrals (standing item)</li> </ol>	<ol style="list-style-type: none"> <li>1. Implementation Plan: Year 2</li> <li>2. Goal 3.a. - Communication</li> <li>3. Goal 3.b. - Visioning and Planning</li> <li>4. Policy Review (standing item)               <ol style="list-style-type: none"> <li>a. Role of Board (Policy 2)</li> </ol> </li> <li>5. Communication Plan (standing item)</li> </ol>	<ol style="list-style-type: none"> <li>1. Goal 1.d. - Literacy</li> <li>2. Middle Years Developmental Index (MDI)</li> </ol>

**AD HOC COMMITTEE MEETINGS:**

- Ad Hoc Policy Prioritization Committee meets on October 19, 2020 from 4:30-5 p.m.
- Ad Hoc Equity Committee meets on October 21, 2020 from 7-8:30 p.m.

Agenda packages, minutes and notes are available on the district website at <https://sd46.bc.ca/district-information/board-of-education-and-governance/board-meeting-schedule/>

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