

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

COMMITTEE OF THE WHOLE AGENDA

Tuesday, October 27, 2020, 12:00 p.m.

School Board Office - Gibsons, BC

494 South Fletcher Road

Gibsons, BC

	Pages
1. Call to Order - 12:00 PM	
2. Implementation Plan: Year 2 - 12:00 PM	
3. Goal 3.a. - Communication - 12:40 PM	
<i>"Our district will effectively communicate with students, staff, and the community."</i>	
4. Goal 3.b. – Visioning and Planning - 12:55 PM	
<i>"Our district will actively engage in visioning and planning with local governments."</i>	
5. Policy Review (standing item) - 1:05 PM	
a. Role of Board (Policy 2)	1
6. Federal Funding Discussion - 1:20 PM	2
7. Exempt Compensation Wage Freeze - 1:40 PM	4
8. Communication Plan (standing item) - 1:55 PM	
9. Adjourn - 2:00 PM	

2 ROLE OF THE BOARD

On behalf of the students and citizens of the Sunshine Coast, the Board shall:

- 2.1 Ensure the school district operates with a clear set of Values, a Vision and a Mission Statement that are reflective of our community, and our students' needs.¹
- 2.2 Develop, carry forward and regularly evaluate a Strategic Plan that sets direction for School District No. 46 (Sunshine Coast).
- 2.3 Adopt and review policies that establish a clear assignment of roles, responsibilities, accountability and evaluation among the Board and senior administration.
- 2.4 Protect the integrity of the community, students and public education by fostering an atmosphere of trust, respect and confidence free of discrimination, harassment, and any financial or ethical impropriety.⁸
- 2.5 Make decisions and communicate publicly as a corporate body, with individual trustees having no authority to direct staff, or act or speak for the Board or school district, unless otherwise delegated to do so in Board policy.
- 2.6 Adopt and amend an annual budget.¹³
- 2.7 Select and evaluate the Superintendent of Schools.^{11, 14}
- 2.8 Support the annual selection and participation of a student trustee and District Student Leadership Team (DSLTL).
- 2.9 Comply with other statutory responsibilities such as the appointment of an auditor; and ~~submission of Achievement Contract, School Plans, Superintendent's Report on Student Achievement, School Calendar and Capital Plan~~ the submission of reports required by the ministry.
- 2.10 Emphasize strong and balanced communications in support of the Board's Vision, Mission, Values and Strategic Plan by facilitating community involvement in district and school planning, and informing the community about (a) education issues; (b) services, programs and processes; and (c) local and provincial goals, plans and policies; and facilitating community involvement in district and school planning.
- 2.11 Create appropriate partnerships with other agencies to coordinate effective and efficient delivery of education and other services to the citizens of the Sunshine Coast.
- 2.12 Promote the continuity of governance capability by training and developing its trustees, including prompt orientation of new members.⁶

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 14th, 2020

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.**

Category	Description	Cost	Total
Health & Safety	Cleaning/ Custodial	\$ 180,000	\$ 531,000
	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	\$ 562,000
	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	\$ 63,000
		\$ 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. “

EXEMPT STAFF

ISSUES



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."

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.

Attachments:

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

2020-21 BOARD COMMUNICATION PLAN (DRAFT)

		AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
REGULAR BOARD MTG	Strat Plan		N/A 1 (a) Student Voice / DSLT 3 (f) transportation strategies	Vision 1 (c) core competencies 1 (k) fine arts 3 (c) partnerships	Mission 1 (d) literate 3 (a) communicate 3 (b) visioning and planning	Affirmation 1 (h) indigenous cultures & diversity 3 (g) int. student program	Ethics 1 (b) early years 1 (g) physical health 2 (a) healthy & inspired team
	Recurring		F/S Approval Student Trustee Appointment	BCSTA Prov Council Motions Enrolment Report	Board Elections	Committee Appointments PAC Appointments BCSTA AGM & Prov Motions BCPSEA AGM Motions	
	Other						
COMMITTEE OF THE WHOLE	Strat Plan		Board Evaluation	Implementation Plan (Year 2) 3 (a) communicate 3 (b) visioning and planning		2 (a) healthy & inspired team	
	Recurring				External Committees Report	School Growth Plans	Draft School Calendar Review School Visit Debrief
	Policies		Communication (standing) 2 - Role of the Board 58 - Motions	Communication (standing) 2 - Role of the Board	Communication (standing) 15 - Decentralized Decision 61 - Reports	Communication (standing) 14 - Evaluation of District Admin 62 - Committees	Communication (standing) 8 - Conflict of Interest
	Other				Guidelines around letters of support Education Committee discussion		
EDUCATION COMMITTEE	Strat Plan		3 (c) partnerships 1 (c) core competencies 1 (k) fine arts	1 (d) literate	1 (h) indigenous cultures & diversity 3 (g) int. student program	1 (b) early years 1 (g) physical health	1 (f) mental health 2 (c) inclusive education
	Recurring			MDI			
	Other						
OPERATIONS COMMITTEE	Strat Plan						
	Recurring		Summer Work Review	Prelim. Budget Timelines	Budget discussion		Amended Budget Joint Use Update
	Other		Zoning Referrals (standing)	Zoning Referrals (standing)	Zoning Referrals (standing)	Zoning Referrals (standing)	Zoning Referrals (standing)
OTHER	Annual Report to Community	BCPSEA Symposium Ad Hoc Equity Committee	Supt Evaluation Cmte Ad Hoc Equity Committee Ad Hoc Policy Prioritization	Intergovernmental Meeting Trustee Academy Board Evaluation / Presentations	Supt Evaluation Cmte	School Visits BCPSEA AGM DSL/Trustee Dinner	
CONSULTATIONS				Preliminary Budget Consults.	Preliminary Budget Consults.	Preliminary Budget Consults.	
EDUCATION MATTERS		Stacia	Sue - Due Oct 15	Amanda - Due Nov 19	Tonya - Due Dec 17	Stacia - Due Jan 21	

2020-21 BOARD COMMUNICATION PLAN (DRAFT)

		FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY
REGULAR BOARD MTG	Strat Plan	Inclusion 1 (f) mental health 2 (c) inclusive education	Collaboration & Equity 1 (e) numeracy 2 (b) professional development 2 (e) family engagement	Innovation	Respect & Responsibility 1 (j) digital literacy 2 (e) positive partnerships 1 (i) care of our planet 3 (d) environmental initiatives	Celebration 1 (l) graduate 3 (e) district facilities 2 (d) leaders 3 (f) transportation strategies	
	Recurring	Amended Annual Budget	School Calendar	BCSTA AGM Motions School Allocation Rates Min. Approved Projects / Capital Plan Bylaw	Budget Approval / Bylaw	District Report to Ministry Budget Approval (if required) Five-Year Capital Plan Motion	
	Other					SSCFGS Submission	
COMMITTEE OF THE WHOLE	Strat Plan				2 (d) leaders		
	Recurring	School Calendar Recommendation			SSCFGS Discussion	Strat Plan Review - Year 1	Board Evaluation
	Policies	Communication (standing) 20 - SOGI 59 - Debate	Communication (standing) 21 - District Email 71 - Access to Information	Communication (standing) 17 - Environmental Sustainability	Communication (standing) 12 - Role of the Secretary-Treasurer 53 - Special Meetings	Communication (standing) 16 - Neighbourhood Schools 54 - Closed Meetings	
	Other					Risk Management Trustee Eval. Process	
EDUCATION COMMITTEE	Strat Plan	1 (e) numeracy 2 (b) professional development 2 (e) family engagement		3 (d) environmental initiatives 1 (i) care of our planet 2 (e) positive partnerships	1 (l) graduate 1 (j) digital literacy	1 (k) fine arts	
	Recurring				District Report to Ministry	Untargeted Donations (if required)	
	Other						
OPERATIONS COMMITTEE	Strat Plan	3 (c) partnerships			3 (e) district facilities 3 (f) transportation strategies		
	Recurring	Prelim. Budget Considerations Prelim. Budget Discussion Enrolment Projections Zoning Referrals (standing)	Staffing Timelines Funding Announcement Prelim. Budget Considerations Zoning Referrals (standing)	Budget Summary Zoning Referrals (standing)	Five-Year Capital Plan AFG Plan Budget (if required) Zoning Referrals (standing)	Emergency Preparedness Zoning Referrals (standing)	
	Other						
OTHER		Review March cmte schedule BCSTA AGM Motion Deadline Supt Evaluation Cmte	Partners in Learning	Student Forum Service Recognition BCSTA AGM	Bursary Tea Intergovernmental Meeting Supt Evaluation Cmte	Retirement Celebration Grad Ceremonies ACE-IT Ceremonies	
CONSULTATIONS		Draft School Calendar Circulation					
EDUCATION MATTERS		- Due Feb 18	Pamm - Due Mar 18	Amanda - Due Apr 15	Samantha - Due May 19	Abby - Due June 17	