

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

COMMITTEE OF THE WHOLE AGENDA

Tuesday, November 24, 2020, 12:00 p.m.
<https://www.youtube.com/user/SD46Schools>

	Pages
1. Call to Order - 12:00 p.m.	
2. External Committees Report - 12:00 p.m.	
3. Education Committee Discussion - 12:25 p.m.	1
4. Board Evaluation Presentation Schedule - 12:55 pm.	
5. Guidelines Around Letters of Support - 1:15 p.m.	
6. Policy Review (standing item)	
a. Decentralized Decision Making (Policy 15) - 1:30 p.m.	5
b. Reports (Bylaw 61) - 1:45 p.m.	6
7. Communication Plan (standing item) - 1:55 p.m.	7
8. Adjourn - 2:00 p.m.	

5 ROLE OF BOARD COMMITTEES

The Board may meet as a Committee of the Whole and will appoint Standing Committees and Ad Hoc Committees to help carry out its governance responsibilities in accordance with its Procedural Bylaw. Consequently, committees:

- 5.1 Are constituted to directly assist the Board by preparing policy alternatives, considering implications and recommending possible actions to be taken by the Board.
- 5.2 Shall support the work of the Board and will only speak or act for the Board if given the authority for specific, time-limited purposes.
- 5.3 Shall operate within the Terms of Reference approved by the Board, except when given other assignments by Board motion.
- 5.4 Shall be managed by Committee chairs. Every agenda item must be either assigned by the Board, or by the Board's agenda setting committee.
- 5.5 Should provide a means of receiving stakeholder/community input, when appropriate, in an open, inviting and efficient manner.
- 5.6 May serve as venues for staff, external or trustee presentations, within each committee's Terms of Reference.
- 5.7 Shall include but not be limited to:
 - (i) Education Standing Committee
 Terms of Reference: The Education Committee shall review and consider the governance of education issues including curriculum; programs; student assessment; and student achievement.
 - (ii) Operations Standing Committee
 Terms of Reference: The Operations Standing Committee shall discuss, review and make recommendations on governance issues including the annual budget consultation and development; the long-range facilities plan and on facility use; personnel; sustainability; and transportation services. Local government land-use and planning referrals that are significant to board operations will be reviewed when community consultation is needed and timeframe for feedback permits. Trustees appointed to the committee will serve as members of the Joint Use Committee, unless otherwise appointed by the chair.
 - (iii) Superintendent Evaluation Committee
 Terms of Reference: The Superintendent Evaluation Committee shall be responsible for promoting professional growth and development through ongoing dialogue with the Superintendent, providing opportunities for reflection and collaboration. The Committee shall be chaired by the Board Chair, and will include all trustees. Its meetings, called in coordination with the Superintendent Evaluation Cycle, will be Closed Sessions due to personnel matters.

(iv) Trustee Honorarium Committee

Terms of Reference: The Chair will strike a committee at the beginning of the second year of each Board's term, at a minimum, to review trustee honorariums and the committee shall bring recommendations to the Board on or before the regular Board meeting in March of that year.

(v) Committee of the Whole

Terms of Reference: The Committee of the Whole shall consider board orientation and evaluation; review existing policies and consider amendments or new policies to enhance the effectiveness of Board governance as a standing item; strategic planning and public consultation; appeals bylaw review and review school calendar and school growth plans each year. The Committee of the Whole shall act as the Audit Committee for the school district. The Committee of the Whole is also the forum where the Board as a whole may discuss emerging issues in the structure and planning of provincial education and educational organizations and authorities, e.g.: BCPSEA, BCSTA or Ministry of Education consultations or initiatives.

Board Policy: December 2010

Revised: December 2013, February 2015, September 2015, December 2015, December 2017, April 2019, November 2019

62 Committees

- 62.1 The Board will establish the mandate of each of its Standing Committees in Board Policy.
- 62.2 Appointments to Standing Committees shall be made annually at the December Regular Board Meeting and otherwise as required. There shall be no more than three trustees officially appointed to a Standing Committee with the exception of the Policy Standing Committee and the Committee of the Whole which shall consist of seven trustees.
- 62.3 Each Standing Committee shall choose a regular time to meet throughout the school year. The meetings shall be scheduled so that the meeting notes can be received by the Board Office eight (8) days prior to the Board's regularly scheduled meeting day, to be included in the next Board agenda package.
- 62.4 The Board may meet in a Committee of the Whole "working session" in order to review the Strategic Plan; prepare the Preliminary and Amended Budget; perform major hires and evaluations; conduct trustee orientations; discuss significant facility and program options and processes; and review the Governance section of board policies and bylaws.
- 62.5 Public Committee meetings will have their agendas confirmed in the regular public meeting agenda package and published on the School District No. 46 (Sunshine Coast) website at least seven (7) days prior to Committee Meetings. Committee meeting agenda packages will be distributed to Committee members at least four (4) days prior to the meetings.
- 62.6 The Superintendent of Schools and/or designate, should attend all Committee Meetings.
- 62.7 All Committees will be open to public attendance and participation, except when a Committee is specifically addressing confidential matters covered in Bylaw 54,1 Any trustee may attend any meeting of any Committee, and may participate in the proceedings
- 62.8 Committees' rules of order may be relaxed at the discretion of the Committee Chair to encourage open and in-depth discussion: a Committee including Committee of the Whole shall take no actions that replace debate or actions at a public Board meeting, hence will have no motions or formal votes. Speakers must still be recognized, speak no longer than five (5) minutes at one time, stay relevant to the agenda item under consideration, and the Chair shall offer speaking priority to those who have not yet participated in each discussion.
- 62.9 Committee recommendations to the Board will be reached by consensus. If a single recommendation cannot be agreed upon, the Committee Chair will ensure the notes reflect the differing points of view.

- 62.10 Committees shall make recommendations to the Board in writing, with final wording agreed upon at the Committee meeting. No recommendation of any Committee shall be binding on the Board until the action is formally approved by the Board.
- 62.11 Committees shall provide written reports to the Board on any matters discussed by the Committee. It is the responsibility of the Committee Chair (or designate) to record and confirm the meeting notes. The Chair of the Committee of the Whole must report any record or recommendations from Committee of the Whole to regular public Board meeting.
- 62.12 All Ad Hoc Committees are to be appointed by the Board Chair and shall follow the same operating procedures as those of Board Standing Committees. Ad Hoc Committees are time-limited and are normally appointed to complete a task, at which time they cease to exist.
- 62.13 By motion, the Board may move into Committee of the Whole at any regular or closed session to accommodate open and in-depth discussion when deemed necessary.

Board Policy: December 2010

Revised: May 2012, March 2014, September 2015, May 2018

15 DECENTRALIZED DECISION-MAKING

The Board of School Trustees of School District No. 46 (Sunshine Coast) realizes that the needs of students are diverse and, because of that, school operating decisions generally should be made at the school level rather than at the district level. This also allows for greater input into operating decisions by staff, students, parents and members of the public who are actively involved in the school community and are aware of a community's needs and can be called upon to assist in the local decisions.

- 15.1 Accordingly, district funding needs will be kept to the minimum and the balance of funds will be available for direct instruction wherever possible
- 15.2 There will be a fair, equitable and understandable distribution of funding to the local level, along with an understandable explanation of the funds that are at the district level to cover district costs. An initial funding allocation system will be developed, and this will be reviewed on a regular basis.

Board Policy: December 2010
Revised:

61 Reports

- 61.1 The Executive report will be received by motion, which requires a seconder and is not debatable. The motion requires a simple majority to pass.
- 61.2 Reports from Board representatives and committees will be received by motion and are not debatable. Recommendations contained therein require a motion to adopt and are debatable.

Board Policy: December 2010
Revised:

		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			MDI - review
	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	

		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	