

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

## REGULAR MEETING AGENDA

Wednesday, December 9, 2020, 7:00 p.m.  
<https://www.youtube.com/user/SD46Schools>

---

|  | <b>Pages</b> |
|--|--------------|
| 1. <u>Call to Order</u>  |              |
| 2. <u>Celebrating Education: Celebrating Indigenous Learning</u>   |              |
| 3. <u>Process for Questions from the Public</u>  |              |
| Questions and enquiries from the public are invited by email to <a href="mailto:questions@sd46.bc.ca">questions@sd46.bc.ca</a> for discussion at the end of the meeting. |              |
| 4. <u>Adoption of the Agenda</u>   |              |
| <b>MOTION:</b> "THAT the agenda of December 9, 2020 be adopted."   |              |
| 5. <u>Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings</u>  | 1            |
| a. Regular Meeting Minutes - November 4, 2020  |              |
| b. Record of Closed Meeting - November 4, 2020   |              |
| <b>MOTION:</b> "THAT the Regular Meeting of November 4, 2020 and the Record of Closed Meeting of November 4, 2020, be approved."   |              |
| 6. <u>Reports</u>  |              |
| a. Superintendent's Report   | 9            |
| b. Strategic Plan Reports  |              |
| 1. Goal 1.h. - Indigenous Cultures and Diversity   | 11           |
| 2. Goal 3.g. - International Student Program   | 13           |
| c. Secretary-Treasurer's Report  |              |
| 1. Larger Cheques Written in the Month of November 2020  | 14           |
| d. Board Report  | 16           |
| 1. Committee and PAC Appointments  | 17           |
| 2. BCSTA Report  | 19           |
| 3. BCPSEA Report   | 20           |
| 4. Student Trustee Report  |              |
| e. Ad Hoc Equity Committee Notes - November 16, 2020   | 23           |

|    |   |    |
|----|---|----|
| f. | Committee of the Whole Notes - November 24, 2020  | 24 |
| 1. | Guidelines on Letters of Support  |    |
|    | Recommendation: "That the board develop a policy to assess requests for letters of support."  |    |
| g. | Education Committee Notes - November 24, 2020   | 26 |
| 1. | BAA Course Framework - Community Television Broadcasting  | 29 |
|    | Recommendation: "That the board approve the Board/Authority Authorized Community Television Broadcasting course framework for grades 10, 11, and 12." |    |
| h. | Operations Committee Notes - November 24, 2020  | 36 |
| i. | Receipt of Reports  |    |
|    | <b>MOTION:</b> "THAT the reports be received."  |    |
| 7. | <u>Questions and Enquiries from the Public Relating to the Board Meeting</u>  |    |
| 8. | <u>Next Meeting</u>   |    |
|    | The next public board meeting will be held on January 14, 2021.   |    |
| a. | Committee Agendas   | 38 |
|    | <b>MOTION:</b> "TO approve the committee agendas."  |    |
| 9. | <u>Adjournment</u>  |    |



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

Wednesday, November 4, 2020, 5:45 p.m.  
School Board Office - Gibsons, BC  
494 South Fletcher Road  
Gibsons, BC.

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

STAFF: P. Bocking, Superintendent; N. Weswick, Secretary-Treasurer;  
K. Kerr, Director of Instruction; S. Murawsky, Executive Assistant  
(Recording Secretary)

REGRETS: P. Bishop, Director of Instruction

**Call to Order**

The meeting was called to order at 5:45 p.m. by Vice-Chair Leech.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
  - Staff
    - Superintendent Evaluation Committee – October 14, 2020
  - Property
    - Property Update
  - Legal/Liability
    - Civil Claim
- **Items for Disclosure**
  - There were no items.

**Adjournment**

The meeting adjourned at 6:12 p.m.

Amanda Amaral - Board Chair

Nicholas Weswick - Secretary-Treasurer



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

Wednesday, November 4, 2020, 7:00 p.m.  
School Board Office - Gibsons, BC  
494 South Fletcher Road  
Gibsons, BC

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

STAFF: P. Bocking, Superintendent; N. Weswick, Secretary-Treasurer;  
K. Kerr, Director of Instruction; S. Murawsky, Executive Assistant  
(Recording Secretary)

REGRETS: P. Bishop, Director of Instruction

1. Call to Order

The meeting was called to order at 7:00 pm.

Chair Ruth acknowledged that the meeting was taking place on the unceded territory of the Squamish Nation and welcomed those in attendance.

2. Celebrating Education: Chatelech Secondary Concert Band - P. Bocking

Superintendent Bocking shared a recording of the Chatelech Secondary Concert Band practice of O'Canada recorded by Teacher Tom Kellough. Physical distancing, masks and health and safety protocols are observed.

Continuing with celebrating education, Superintendent Bocking described his recent visit to Langdale Elementary. From learning about animal habitats to reading Charlotte's Web to Remembrance Day understanding and class discussion, Superintendent Bocking commented that "The learning that is going on in our classrooms right now is incredible!"

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:** Trustee Amaral

**Seconded:** Trustee Girard

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

**Carried.**

5. Approval of Minutes of Prior Meetings

a. Regular Meeting Minutes - October 14, 2020

**Moved:** Trustee Amaral

**Seconded:** Trustee Hampvent

**MOTION:** "THAT the Regular Meeting of October 14, 2020, be approved."

**Carried.**

6. Reports

a. Superintendent's Report

Superintendent Bocking and Director Kerr highlighted:

- Fun and safe Halloween celebrations at schools.
- "Social Media Awareness" session, which highlights the digital footprint through the use of social media, was shared with DSLT and secondary students.
- Elementary counsellors focusing on anxiety support with EASE (Everyday Anxiety Strategies for Educators) curriculum.
- Supports developed by the Physical Health and Education Committee which provide guidance on physical education programs during the pandemic.
- Staff well-being working group began in February, met in June, and most recently developed a conversation resource.
- Mental Health First Aid and Crisis Prevention training opportunities continue to take place.
- Health and Safety Committee providing training opportunities to support first aid and staff mental health.
- District professional day on November 23 focus on Diversity, Equity, Inclusion, Social Justice, and Anti-Racism.
- Recent completion of *Parenting through Difficult Times* 6-week series.
- District wide communication strategy for health and safety signage, developed by Communication Officer Stephanie Murawsky, in consultation with principals.

- Nicholas Sonntag Marine Education Centre grade 3 program continues for third year.
- Environmental Initiatives Poster developed and shared widely, celebrating environmental education and initiatives.

b. Strategic Plan Reports

1. Goal 1.d. – Literacy

Superintendent Bocking reported on this goal in the October Education Committee and the full report is available in the meeting package. Superintendent Bocking stated that, “We take it very seriously that by the end of Grade 3 all our students read at their grade level.” He outlined the goals of the literacy committee chaired by District Principal Kirsten Deasey.

2. Goal 3.a. – Communication

Superintendent Bocking highlighted the various ways the district communicates with staff, students and their families. A copy of the full report is available in the meeting package.

3. Goal 3.b. - Visioning and Planning

Chair Ruth reported that an Intergovernmental meeting planned for last April was postponed due to the pandemic. It is now being planned for this winter by the SCRD. Also planning for meetings with the following: Town of Gibsons, Sechelt Nation government and MLA (once election dust settles).

c. Secretary-Treasurer's Report

Secretary-Treasurer Weswick spoke to his written report, highlighting final enrolment figures and FTE. For reporting and funding purposes, SC Online enrolment is combined under the SPIDER umbrella of programs.

1. Larger Cheques Written in the Month of October 2020

The report was submitted as written.

d. Board Report: submit as written.

1. BCSTA Report:

The report was submitted as written.

Trustee Ruth provided overview of the upcoming Trustee Academy.

Vice-Chair Leech reported on the recent South Coast Branch meeting and plans for a joint training opportunity with Theresa Nicholson on public engagement and social media in early January.

2. BCPSEA Report:

The report was submitted as written.

3. Student Trustee Report:

Student Trustee Grunenberg reported that the DSLT is in the process of surveying secondary students with broad questions to get a sense of where students are at right now during the pandemic. Once the DSLT has final data, they will process it and report back to the board.

e. Ad Hoc Policy Prioritization Committee Notes - October 19, 2020

The notes were submitted as written.

f. Ad Hoc Equity Committee Meeting - October 21, 2020

Trustee Hampvent reported that a draft policy will be reviewed at the November meeting prior. The board discussed ways in which the board could support the BCSTA in their work towards developing an anti-racism policy.

g. Committee of the Whole Notes - October 27, 2020

**Moved:** Amaral

**Seconded:** Hampvent

**MOTION:** " To approve the revisions to Policy 2 - Role of the Board."

**Carried**

h. Education Committee Notes - October 27, 2020

The notes were submitted as written. Trustee Girard reflected on the meeting. MDI data will be reviewed again at the January Education Committee. The 2020 data <http://earlylearning.ubc.ca/maps/mdi/nh/sd46/>

i. Operations Committee Notes - October 27, 2020

**Moved:** Hampvent

**Seconded:** Ste. Marie

**MOTION:** "THAT the board draft letters to the Ministry of Transportation and Infrastructure and to local governments requesting that they prioritize infrastructures that support active travel for students."

**Carried**

**Moved:** Hampvent

**Seconded:** Girard

**MOTION:** "THAT the board support the SCRCD in their lobby to use gas tax revenues to improve bike and pedestrian lanes "

**Carried**

**Moved:** Hampvent

**Seconded:** Amaral

**MOTION:** "THAT the board draft a letter to the province regarding the NDP's policy in support of active transportation, as indicated in their campaign."

**Carried**

j. Receipt of Reports

**Moved:** Ste. Marie

**Seconded:** Amaral

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

**Carried**

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

- A member of the public asked for clarification regarding the bus optimization report provided School Bus Logistics included in an Operations Committee meeting package. Secretary-Treasurer Weswick clarified that the report was provided for information only and did not constitute proposed changes. The board will consult with families before making any changes due to the potential for impacts on parents and families. It was noted that in the Operations Committee notes from October, staff stressed that there would be no contemplated changes to bell schedules or bus routes until September 2021 arising from this transportation review.
- A member of the public asked if local trades were being used in the ongoing construction project. Secretary-Treasurer Weswick responded that the district seeks tenders from contractors and local contractors are encouraged to submit a bid. Several local companies have been successful in securing contracts for portions of the work.
- A member of the press asked if the final enrolment numbers matched the preliminary data presented at the last board meeting. Secretary-Treasurer Weswick responded that there had been only minor changes, with no impact on staffing due to the adjustments.
- A member of the public asked for an update secondary schools travel club refunds. Superintendent Bocking reported that the families are still waiting on their refunds and continue to seek resolution.

8. Next Meeting

The next public board meeting will be held on December 9, 2020.

a. Committee Agendas

**Moved:** Girard

**Seconded:** Hampvent

**MOTION:** "TO approve the committee agendas."

**Carried**

9. Board Elections



a. Board Chair:

Secretary-Treasurer Weswick assumed the role of chair for the purpose of the board chair election.

Trustee Amaral and Trustee Leech were nominated for the role of board chair. Having both accepted the nominations, the board proceeded with a secret ballot vote.

Upon recording the results, Trustee Amaral was elected chair of the board and assumed the role for the remainder of the meeting.

b. Vice-Chair

Trustee Hampvent was nominated for the role of Vice-Chair and accepted the nomination. Trustee Leech was also nominated for the role and accepted the nomination.

Upon recording the results, Trustee Hampvent was elected to the role of Vice-Chair.

c. BC Public School Employers' Association (BCPSEA) Trustee Representative

Trustee Ruth was nominated for the role of BCPSEA Trustee Representative and accepted the nomination.

Seeing no further nominations, Trustee Ruth was acclaimed to the role.

d. BC School Trustees' Association (BCSTA) Provincial Council Representative

Trustee Ste. Marie was nominated for the role of BCSTA Provincial Council Representative and accepted the nomination.

Seeing no further nominations, Trustee Tonya Ste. Marie was acclaimed to the role.

10. Adjournment

There being no further business, the meeting adjourned at 8:36 pm.

**Moved:** Ruth

**Seconded:** Hampvent

**MOTION:** "TO adjourn."

**Carried**

---

Pammila Ruth - Board Chair

---

Nicholas Weswick - Secretary-  
Treasurer

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

**SUPERINTENDENT'S REPORT**

Submitted by Superintendent Patrick Bocking  
December 9<sup>th</sup>, 2020

---

**1. CIRCLE OF CARE: STUDENTS**

- a. Remembrance Day ceremonies and activities looked a little different this year. Our community found creative and caring ways to honour the day: collaborative school displays, pre-recorded online ceremonies displaying classroom projects, poetry and songs, and a school wide paper crane making project, to name a few. (1b)
- b. Elementary report cards went home at the end of November and virtual teacher/parent/caregiver meeting options were offered the following week during early dismissal days. (1b)
- c. The Ministry of Education introduced the three-year Equity Scan process to staff and trustee representatives in November. Through this process we will learn how we can continuously improve our support for our indigenous students and community in line with the calls to action of the Truth and Reconciliation Commission. (1h)
- d. Davis Bay Elementary became the 43rd Bee School in Canada through Bee City Canada. Thank you to Grace Lewis for bringing this forward and to NEST Teacher Jenny Groves who aided and added to the application in a big way. Yippbee! (1i)
- e. SORA (Digital Literacy): District Principals Deasey and Luporini have worked with Teacher Librarians to support digital access to our students for thousands of books through the "SORA" platform. This important initiative is rolling out over the next few months! (1j)
- f. A VSO virtual subscription has been acquired for K-12 classes for the remainder of the school year. Teachers will be receiving access details shortly. (1k)
- g. Completion Rates: Our staff has supported our students to achieve their highest completion rate ever from Sunshine Coast Schools! (1l)

**2. CIRCLE OF CARE: STAFF**

- a. November 23<sup>rd</sup> Pro D Day Speakers: The November ProD Day focused on equity and inclusion. The day began with a powerful and moving presentation from special guest speaker, Dr. Kevin Lamoureux followed by the continuation of our work with Shelley Moore. (2b)
- b. SOGI with Spillious: Learning about LGBTQ2S+ identities and inclusion through spoken word by Trevana Spilchen aka Spillious is being offered to Grade 6-12 students and SD46 staff on December 10<sup>th</sup> at 1 pm via ZOOM. (2c)

**3. CIRCLE OF CARE: COMMUNITY**

- a. The District Family Engagement Committee hosted the COVID-19: Copying with Anxiety ZOOM Webinar with special guest Dr. Kirstin Buhr on November 26<sup>th</sup> and the recording

- is available on our website and social media. (3a)
- b. PAC ZOOM Visits: An opportunity to check-in with families regarding their experience this fall and during school restart. (3a)
  - c. Public Budget Consultation Webinar took place on ZOOM on November 25<sup>th</sup> and meetings with stakeholders have taken place during November. (3a)
  - d. The Sechelt Hospital Foundation has funded the creation of 3 ply masks which are then sewn by Julie Astalnok, Christine Ritz and their enthusiastic team to our students at the secondary and elementary schools. (3c)

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

## STRATEGIC PLAN REPORT: INDIGENOUS EDUCATION

Submitted by Superintendent Bocking  
December 9<sup>th</sup>, 2020

- 1j Our students will explore Indigenous cultures in our community and the diversity of cultures in the world.

“Education is what got us here, and education is what is going to get us out.”  
- Justice Murray Sinclair

### Background:

School District 46 has a proud tradition of working in close partnership with the Sechelt Indian Band and the Squamish Nation and all students of Indigenous ancestry. Additionally, staff in all of our schools work with determination, understanding and compassion to ensure that each of our students achieves success in their learning and in their communities. We continue this effort as we respond to the Calls to Action of the Truth and Reconciliation Commission.

### Discussion:

- The structures in place begin with the Board’s Strategic Plan Affirmation, *The Board affirms its commitment to Indigenous Peoples and Reconciliation by building relationships and deepening understanding o Indigenous history, worldviews, and ways of knowing.*
- The Indigenous Education Team supports all staff to ensure that Indigenous students have the supports they require to attain success, and that all of our students understand indigenous worldviews, history, and ways of knowing.
- District staff and school principals review the academic success of students on an ongoing basis as the data becomes available. From this, they determine areas of improvement in our learning opportunities.

### Data Interpretation:

- EDI data indicate significant vulnerabilities for our youngest students in most scales except for language and cognitive development.
- Foundation Skills Assessment (FSA) indicates that our indigenous students are mostly achieving above the 75<sup>th</sup> percentile for Indigenous students in BC in literacy and numeracy.
- Indigenous students are not consistently performing on the FSA at the same level as “all our students” in literacy and numeracy.
- After many years of steady improvement in Indigenous completion rates, and a dip last year, the Indigenous student completion rate has attained its highest level ever.

**Next/ New Steps:**

- The district has begun its Equity Scan process with a committee that includes teacher, CUPE, school and district leadership and trustee representatives, all with Ministry of Education support. We look forward to a three-year process that will further enable our district to support our Indigenous students and community.
- District and SIB staff are supporting some of our SIB students on their lands during COVID to provide support until all students' families feel comfortable sending their children back to schools.
- Careful analysis of the academic and completion data continues as a part of the annual school cycle. From this review further plans regarding professional development and student support will be developed.
- Elders in Schools program with handbook support for school staffs is being prepared.
- Cultural baskets are available to all schools to support learning about Indigenous culture.
- English First Peoples has continued at Elphinstone and Chatelech as well as offering through SPIDER

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

## STRATEGIC PLAN REPORT: INTERNATIONAL EDUCATION

Submitted by Superintendent Bocking  
December 9th, 2020

---

- 3g Our district will recruit students from around the world to live and learn with us in a welcoming international student program.
- 

### Background:

Our international program is a high-quality program as expected by students and agents overseas along with our partners across British Columbia and national affiliates across Canada. The International Education program is a significant benefit to our local students as well by providing global awareness and cross-cultural learning opportunities. The program reflects the beautiful and natural location that we are fortunate to call home.

### Discussion:

This year we have 2 International students in our district, down from 13 last year. We look forward to a return to former international students enrolment when the restrictions of the Coronavirus are a memory.

### Next Steps:

- We will continue to develop our relationships with agents overseas to further diversify the agents and countries with which we work.
- We will collaborate with the Sea to Sky School District for mutually beneficial program opportunities.
- We will develop a group of students as cultural ambassadors.
- We will work to increase the number of homestay parents.

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

DATE 01-Dec-2020 07:55 AM

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

PAGE 1

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

| CHEQUE #   | BANK | MICR # | VENDOR # | VENDOR NAME                        | ISSUE DATE | CHEQUE AMOUNT              |
|--|------|--------|----------|------------------------------------|------------|----------------------------|
| -----  |      |        |          |                                    |            |                            |
| ON-LINE CHEQUES : ISSUED BETWEEN 01-Nov-2020 AND 30-Nov-2020 |      |        |          |                                    |            |                            |
| 00LCET4385   | 0001 | *****  | 28093    | RECEIVER GENERAL FOR CANADA        | 04-Nov-20  | 218,217.43                 |
| 00LCET4386   | 0001 | *****  | 28095    | RECEIVER GENERAL FOR CANADA        | 04-Nov-20  | 12,657.24                  |
| 00LCET4387   | 0001 | *****  | 30209    | TEACHERS' PENSION PLAN             | 04-Nov-20  | 470,740.95                 |
| 00LCET4388   | 0001 | *****  | 28094    | RECEIVER GENERAL FOR CANADA        | 04-Nov-20  | 13,599.93                  |
| 00LCET4389   | 0001 | *****  | 28094    | RECEIVER GENERAL FOR CANADA        | 04-Nov-20  | 86,956.97                  |
| 00LCET4394   | 0001 | *****  | 28094    | RECEIVER GENERAL FOR CANADA        | 18-Nov-20  | 13,023.71                  |
| 00LCET4395   | 0001 | *****  | 28094    | RECEIVER GENERAL FOR CANADA        | 18-Nov-20  | 89,740.52                  |
| 00LCET4398   | 0001 | *****  | 23290    | MUNICIPAL PENSION PLAN             | 12-Nov-20  | 64,825.19                  |
| 00LCET4399   | 0001 | *****  | 28093    | RECEIVER GENERAL FOR CANADA        | 18-Nov-20  | 200,000.00                 |
| 00LCET4400   | 0001 | *****  | 28095    | RECEIVER GENERAL FOR CANADA        | 18-Nov-20  | 14,750.81                  |
| 00LCET4401   | 0001 | *****  | 30209    | TEACHERS' PENSION PLAN             | 18-Nov-20  | CANCEL 18-Nov-20 38,546.27 |
| 00LCET4411   | 0001 | *****  | 29105    | SUNSHINE COAST CHEVROLET BUICK GMC | 03-Nov-20  | 42,885.33                  |
| TOTALS FOR BANK - 0001                                       |      |        |          |                                    |            | 1,265,944.35               |
| TOTAL CANCELLED CHEQUES                                      |      |        |          |                                    |            | 38,546.27                  |
| NET CHEQUE TOTAL   |      |        |          |                                    |            | 1,227,398.08               |
| TOTAL NUMBER OF CHEQUES                                      |      |        |          |                                    |            | 12                         |
| TOTAL NUMBER OF CHEQUES WITH MICR                            |      |        |          |                                    |            | 0                          |

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

|                                   |      |            |       |                                     |           |              |
|-----------------------------------|------|------------|-------|-------------------------------------|-----------|--------------|
| 2177000003                        | 0001 | 0000054617 | 15590 | ALLIED PLUMBING, HEATING &          | 04-Nov-20 | 16,818.64    |
| 2177000004                        | 0001 | 0000054618 | 12012 | BC HYDRO & POWER AUTHORITY          | 04-Nov-20 | 26,720.84    |
| 2177000005                        | 0001 | 0000054619 | 14291 | CENTRAL COAST CONCRETE              | 04-Nov-20 | 14,792.61    |
| 2177000006                        | 0001 | 0000054620 | 15619 | CROWE MACKAY LLP                    | 04-Nov-20 | 16,898.25    |
| 2177000014                        | 0001 | 0000054628 | 32006 | VANCOUVER COMMUNITY COLLEGE         | 04-Nov-20 | 14,807.55    |
| 2177ET0005                        | 0001 | *****      | 12021 | BC TEACHERS FEDERATION              | 04-Nov-20 | 37,354.55    |
| 2177ET0006                        | 0001 | *****      | 12111 | BC TEACHERS FEDERATION              | 04-Nov-20 | 32,456.93    |
| 2177ET0010                        | 0001 | *****      | 12337 | BRAVO FLOORS & DECOR INC            | 04-Nov-20 | 38,168.96    |
| 2177ET0019                        | 0001 | *****      | 15521 | DDP CIVIL WORKS LTD.                | 04-Nov-20 | 26,447.93    |
| 2177ET0023                        | 0001 | *****      | 15064 | ELITE FIRE PROTECTION LTD           | 04-Nov-20 | 12,371.10    |
| 2177ET0029                        | 0001 | *****      | 17057 | GIBSONS LANDING COMMUNITY SOCIETY   | 04-Nov-20 | 13,084.00    |
| 2177ET0034                        | 0001 | *****      | 18112 | HALFMOON BAY-CHATELECH COMMUNITY    | 04-Nov-20 | 10,641.00    |
| 2177ET0053                        | 0001 | *****      | 23257 | MORNEAU SHEPELL LTD.                | 04-Nov-20 | 58,115.33    |
| 2177ET0058                        | 0001 | *****      | 26207 | PACIFIC BLUE CROSS/MSA              | 04-Nov-20 | 92,570.04    |
| 2177ET0070                        | 0001 | *****      | 13324 | SECHLT COMMUNITY SCHOOLS SOCIETY    | 04-Nov-20 | 14,234.00    |
| 2177ET0078                        | 0001 | *****      | 29102 | SUNSHINE COAST TEACHERS ASSOCIATION | 04-Nov-20 | 12,460.56    |
| 2177ET0081                        | 0001 | *****      | 14647 | TEMPLETON PROJECT MANAGEMENT LTD.   | 04-Nov-20 | 13,186.73    |
| 2177ET0087                        | 0001 | *****      | 17273 | WEB ENGINEERING LTD                 | 04-Nov-20 | 13,043.31    |
| 2178ET0026                        | 0001 | *****      | 15521 | DDP CIVIL WORKS LTD.                | 18-Nov-20 | 21,378.00    |
| 2178ET0068                        | 0001 | *****      | 14286 | M3 ARCHITECTURE INC.                | 18-Nov-20 | 15,435.00    |
| 2178ET0111                        | 0001 | *****      | 30172 | THIRDWAVE BUS SERVICES              | 18-Nov-20 | 206,836.88   |
| 2178ET0119                        | 0001 | *****      | 11904 | UNITECH CONSTRUCTION MGT. LTD.      | 18-Nov-20 | 344,133.35   |
| TOTALS FOR BANK - 0001            |      |            |       |                                     |           | 1,051,955.56 |
| TOTAL NUMBER OF CHEQUES           |      |            |       |                                     |           | 22           |
| TOTAL NUMBER OF CHEQUES WITH MICR |      |            |       |                                     |           | 5            |



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

DATE 01-Dec-2020 07:55 AM

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

PAGE 2

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

| CHEQUE #   | BANK | MICR # | VENDOR # | VENDOR NAME      | ISSUE DATE | CHEQUE AMOUNT |
|--|------|--------|----------|------------------|------------|---------------|
| -----  |      |        |          |                  |            |               |
| ON-LINE CHEQUES : ISSUED BETWEEN 01-Nov-2020 AND 30-Nov-2020 |      |        |          |                  |            |               |
| 00LCET4413   | 0005 | *****  | 12144    | BANK OF MONTREAL | 09-Nov-20  | 99,994.54     |
| TOTALS FOR BANK - 0005                                       |      |        |          |                  |            | 99,994.54     |
| TOTAL NUMBER OF CHEQUES                                      |      |        |          |                  |            | 1             |
| TOTAL NUMBER OF CHEQUES WITH MICR                            |      |        |          |                  |            | 0             |
| GRAND TOTAL  |      |        |          |                  |            | 2,417,894.45  |
| CANCELLED TOTAL  |      |        |          |                  |            | 38,546.27     |
| NET GRAND TOTAL  |      |        |          |                  |            | 2,379,348.18  |
| GRAND TOTAL NUMBER OF CHEQUES                                |      |        |          |                  |            | 35            |
| GRAND TOTAL NUMBER OF CHEQUES WITH MICR                      |      |        |          |                  |            | 5             |

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 Amanda Amaral  
December 9<sup>th</sup>, 2020

---

November saw increased COVID cases and the board returning to virtual meetings only. On a positive note transmissions rates and cases in schools are low allowing us to continue to deliver face to face education to our learners. We feel privileged to continue to have our schools be safe places to learn.

This past month, Trustees across the province met for our annual BCSTA Trustee Academy where we engaged in virtual learning sessions on a variety of professional development topics. Trustee Ste. Marie will be able to provide more details of the wonderful event.

As a board, we continue to work through our transportation review and are excited to launch into consultation with those registered at School District 46.

November also saw a change in board leadership with myself being elected chair and Trustee Hampvent being elected Vice Chair. We are settling into our new roles and responsibilities and look forward to serving the board, district and community in these roles. The appointments to school Parent Advisory Committees and internal and external committees have been made. There are a few changes; however, the majority of trustees expressed a desire to continue with their appointments for another year.

December provides us with a break to connect with family and celebrate the variety of winter holidays. We hope that all are able to find ways to celebrate and make this season special despite the fact that it will likely look different this year. We wish you all Happy Holidays and look forward to connecting again in 2021!

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

### COMMITTEE APPOINTMENTS

Submitted by Chair Amanda Amaral  
December 9<sup>th</sup>, 2020

#### INTERNAL COMMITTEES

##### Trustee PAC Liaisons

| PAC                          | Trustee            |
|------------------------------|--------------------|
| Cedar Grove Elementary PAC   | Trustee Girard     |
| Chatelech Secondary PAC      | Trustee Hampvent   |
| Davis Bay Elementary PAC     | Trustee Ste. Marie |
| Elphinstone Secondary PAC    | Trustee Ruth       |
| Gibsons Elementary PAC       | Trustee Ruth       |
| Halfmoon Bay Elementary PAC  | Trustee Haines     |
| Kinnikinnick Elementary PAC  | Trustee Hampvent   |
| Langdale Elementary PAC      | Trustee Girard     |
| Madeira Park Elementary PAC  | Trustee Girard     |
| Pender Harbour Secondary PAC | Trustee Haines     |
| Roberts Creek Elementary PAC | Trustee Leech      |
| SC Alternative School PAC    | Trustee Ste. Marie |
| West Sechelt Elementary PAC  | Trustee Amaral     |

**Operations Committee** Chair Trustee Haines. Members Trustees Haines, Leech & Ste. Marie

**Education Committee** Trustee Girard will remain as chair. Members Trustee Girard, Hampvent, Ruth

**DPAC:** Trustee Leech will be the DPAC Representative with Trustee Hampvent as alternate

**Indigenous Advisory Circle:** Trustee Hampvent with Trustee Amaral as the alternate.

**Joint Use Committee:** Trustees Hampvent, Haines and Leech with Trustee Girard as an alternate.

#### EXTERNAL LIAISON COMMITTEES

**Healthy Schools Committee:** Trustee Haines with Trustee Ste. Marie as alternate.

**Ferry Advisory Committee:** Trustee Ruth, with Trustee Haines as alternate.

**Vancouver Coastal Health Liaison Committee:** Trustee Leech, with Trustee Ste. Marie as the alternate.

**SCYAAC:** Trustee Ste. Marie, with Trustee Leech as the alternate

**SCRD Policing Committee:** Trustee Girard with Trustee Ruth as alternate

**SCRD Transportation Committee:** Trustee Girard with Trustee Ruth as alternate

## section\_manager **AGM 2021 Important Dates**

[side\\_1](#)

- Formal call for motions – January 4, 2021
- Last day for extraordinary motions to be submitted – February 4, 2021
- Last day for substantive motions to be submitted – February 16, 2021
- Agenda package to boards – March 16, 2021
- Board of Directors nominations close – March 16, 2021
- AGM business meeting – April 17, 2021

# AGM<sup>27</sup>



1

Online AGM

November 4, 2020

By E-Mail: Four pages plus attachments

## Annual General Meeting First Notice: Call for Proposed Resolutions and Nominations for Election to the Board of Directors

The 27th Annual General Meeting (AGM) of the British Columbia Public School Employers' Association (BCPSEA) is scheduled for **January 28, 2021**.

Due to the COVID-19 pandemic, the 2021 AGM will be facilitated in an online format with the specialized support of Data on the Spot/Simply Voting. More information will follow in the AGM Second Notice, which will be distributed in December.

**Please note: This AGM will address business and governance issues, including debate of any proposed resolutions and elections to the Board of Directors (staggered cycle by region).**

### Attendance at the AGM

Each board of education is represented by a Trustee Representative who must not be in a conflict of interest situation as defined by the association's bylaws:

- “2.4 No person with a direct or indirect pecuniary interest, within the meaning of the *School Act*, in teacher or support staff collective bargaining is eligible
- a. to be elected to the Board of Directors of the Association,
  - b. to represent a member at any general meeting of the Association,
  - c. to represent a member at any other function of the Association.”

The Trustee Representative carries the vote of their board of education at the AGM.

### Submission of Proposed Resolutions

The submission of proposed resolutions to the AGM is governed by the following rules:

1. There shall be two kinds of resolutions for conducting the business at a general meeting: special and ordinary.

**SPECIAL RESOLUTIONS** are for:

- a. a change in the bylaws of the association (note: all bylaw changes must be approved by the Minister of Finance)
- b. a change in the objectives of the association.

**ORDINARY RESOLUTIONS** are for providing direction to the Board of Directors for conducting BCPSEA business.

2. Resolutions may be submitted by member boards or the Board of Directors to the Governance Committee, which shall be appointed each year by the Chair.
3. Resolutions must not be inconsistent with the legislation governing the association; e.g., *Public Sector Employers Act*, *Public Education Labour Relations Act*, *Societies Act*.
4. Notice of all special and ordinary resolutions to be dealt with at a general meeting shall be submitted to the Governance Committee no later than 50 calendar days prior to the general meeting (by December 9, 2020). The Governance Committee will forward the resolutions to be presented to the general meeting to the members no later than 30 calendar days prior to the meeting.

**The deadline for submitting special and ordinary resolutions for consideration at the AGM is December 9, 2020. Please see the attached Form for Submission of Proposed Resolutions.**

**Please e-mail the resolutions to [donnav@bcpsea.bc.ca](mailto:donnav@bcpsea.bc.ca) or fax to 604 730 0787.**

5. Notices of resolutions submitted after the requirements in 4. above must arise out of an event subsequent to the deadline (i.e., an event subsequent to December 9, 2020). The decision to present a late resolution to the general meeting shall be made by the Governance Committee; a negative decision may be appealed to the general meeting.

If you have any questions on the process of submitting proposed resolutions, please contact Donna Verones at 604 730 4501 or [donnav@bcpsea.bc.ca](mailto:donnav@bcpsea.bc.ca); or Deborah Stewart at 604 730 4506 or [deborahs@bcpsea.bc.ca](mailto:deborahs@bcpsea.bc.ca).

## Election of Directors

At this AGM, the members will be electing one Trustee Director from each of the following regions based on the staggered three-year election cycle as set out in Schedule 3 of the Bylaws (attached):

- Vancouver Island/Coastal
- Fraser Valley.

Candidates MUST be a trustee from one of the boards of education in the specific region as noted above.

**Please see the attached Summary of AGM 27 (2021) Elections Process: Trustee Directors.**

The rules governing the nominations process are as follows:

1. Candidates for the elected directors' positions in the specific regions as set out above may be nominated "from the floor" at the AGM prior to that section of the business that features speeches by the nominated candidates. **(Nominations "from the floor" will take place on Thursday, January 28; candidate speeches and voting will follow.)**

2. Candidates are encouraged to take advantage of the pre-nomination process in order to have their name and statement circulated to all members prior to the AGM.
3. **Pre-nominations, signed by at least two trustees, must be mailed, faxed, or e-mailed to the BCPSEA office. A nomination form is attached to this notice.** Those who are pre-nominated shall also provide their candidate statement (no longer than 500 words please) and a photograph. The candidate statement and photo can be mailed to the BCPSEA office, or e-mailed to [donnav@bcpsea.bc.ca](mailto:donnav@bcpsea.bc.ca).

**If the ENTIRE pre-nomination package (nomination form, candidate statement and photo) is not received by December 9, 2020, the candidate's information will NOT be included in the pre-AGM publicity package.**

**The deadline for pre-nominations (in order to take advantage of the pre-AGM publicity) is December 9, 2020.**

**Please e-mail the candidate statement and photo to [donnav@bcpsea.bc.ca](mailto:donnav@bcpsea.bc.ca) or mail to the BCPSEA office.**

4. Nominations received after December 9 will have to be made “from the floor” of the AGM (Thursday, January 28) and those candidates will not be eligible to have their information circulated prior to the AGM.

At least 30 calendar days prior to the AGM, BCPSEA will distribute to boards by email an information package including proposed resolutions as well as candidates' names and statements. This information will also be available on the BCPSEA public website.

## **Program and Registration: Registration is Open**

The AGM program will be distributed with the AGM Second Notice in December.

**Registration is now open. As in prior years, there is no registration fee for the “Designated Voting Trustee Representative.”**

**Given that the AGM will be facilitated in an online format this year, there is also no registration fee for attendees other than the “Designated Voting Trustee Representative” as referenced on page one. To register for the AGM, please visit our [online registration site](#).**

**Further information with respect to the logistics of accessing and participating in the online AGM, including voting procedures, will be included with the AGM Second Notice.**

Attachments:

- Form for Submission of Proposed Resolutions
- Trustee Director Nomination Form
- Summary of Elections Process





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

Wednesday, November 18, 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)

---

1. Call to Order

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

2. Proposed Draft Policy - Language Update

The committee reviewed a draft policy, developed by District Principal Mahlman and Superintendent Bocking, in detail.

The committee discussed:

- Adding the word “may” to item XX.3 to allow for different personal experiences,
- Shifting the consequences of racism, identified in XX.4 to the rationale of the policy,
- Adding a reference to by-standing in the policy,
- Including a statement to acknowledge that racism exist.

The feedback suggested will be incorporated into a revised policy which will be shared with other groups, including the Indigenous Education Advisory Circle, DPAC and DSLT, before returning to the December meeting for further review.

3. Adjournment

The meeting adjourned at 7:45 p.m.



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

Tuesday, November 24, 2020, 12:00 p.m.  
Online via Zoom

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

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

1. Call to Order

The meeting was called to order at 12:00 p.m.

2. External Committees Report

Trustees discussed their roles on external committees and considered the relevancy of those committees to the board. Trustees appointed to external committees agreed to provide a brief synopsis of their assigned committee's purpose and sponsor, in addition to general information regarding who attends the meeting to the board chair prior to the December Regular Board meeting.

The committee debated the value of continuing to take part in the BC Ferries Advisory Committee and whether that committee should be attended by a trustee or a staff member. Trustees agreed that continued participation on that committee by a trustee is warranted.

3. Education Committee Discussion

Trustees shared their thoughts on the format and structure of the Education Committee. The committee agreed that the Education Committee provides a valuable accountability and reporting opportunity for progress towards strategic plan goals. Trustees suggested:

- providing more opportunity for interactions during the reports,
- ensuring sufficient time is provided for discussion on the agenda items,
- providing an opportunity for gap analysis in governance and policy,
- ensuring opportunities and requests for board advocacy are highlighted.

4. Board Evaluation Presentation Schedule

Vice-Chair Hampvent reported that a survey had been distributed to trustees to evaluate strengths and areas of growth as identified through individual trustees' completion of the BCSTA Self-Assessment tool. The survey results will be compiled and brought back to the December Committee of the Whole for discussion on next steps.

5. Guidelines Around Letters of Support

The committee discussed the value of developing a policy to help the board determine when to issue a letter of support. The committee discussed the benefits of developing criteria and guidelines for that policy.

**RECOMMENDATION:** "That the board develop a policy to assess requests for letters of support."

6. Policy Review

a) Decentralized Decision Making (Policy 15)

Secretary-Treasurer Weswick suggested that the policy could use additional refinement to ensure an appropriate balance between centralized supports and decentralized decision making. Draft language will be provided to the December Committee of the Whole for consideration. The committee suggested including additional information on the value of decentralized decision making in the policy's preamble.

b) Reports (Bylaw 61)

The committee discussed whether a motion to receive a report was required or of particular value. The committee agreed to reflect on the bylaw and consider any changes at the December Committee of the Whole.

7. Communication Plan

Superintendent Bocking indicated that a broader discussion around school growth plans would take place at the December Committee of the Whole as school Principals have not been asked to update their formal plans at this time, as well as to have a discussion on a substitute for the annual trustee school tour, which will not take place due to Covid restrictions.

8. Adjourn

The meeting adjourned at 2:05 p.m.



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

Tuesday, November 24, 2020, 2:30 p.m.  
Online via Zoom

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

**STAFF:** P. Bocking, Superintendent; K. Kerr, Director of Instruction;  
C. Mahlman, District Principal of Indigenous Education;  
B. Finotti, Indigenous Education Support Teacher; G. Guzak,  
Indigenous Education Support Teacher; T. Saigeon, Indigenous  
Student Success Teacher; J. Brisebois, Principal;  
S. Mackenzie, CUPE 801 President; J. Kowalczyk, Education  
Director, *shíshálh* Nation; E. Reimer, Executive Assistant  
(Recording Secretary)

1. Call to Order

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

2. BAA Course Framework - Community Television Broadcasting

The committee reviewed a brief presentation on the Ministry's requirements for Board/Authority Authorized (BAA) Courses and discussed a proposed BAA course developed at Elphinstone Secondary for Community Television Broadcasting. The proposed BAA course differs from the ministry's Film and Television curriculum in that it focuses on community involvement, mobile broadcasting, and provides work experience opportunities for students.

The committee discussed the learning outcomes of the proposed course and considerations towards Indigenous world views. Principal Brisebois suggested the unique course could benefit students planning to pursue a post-secondary education in broadcasting and film production due the focus on mobile broadcasting.

The course would be provided off time-table to align with community events and provide an opportunity to earn credits and continue their learning outside of school hours.

**RECOMMENDATION:** "That the board approve the Board/Authority Authorized Community Television Broadcasting course framework for grades 10, 11, and 12."

3. Goal 1.h. - Indigenous Cultures and Diversity

District Principal Mahlman, highlighted goals in the strategic plan and the environmental education plan that explore Indigenous cultures and understanding of the connection between the care of the planet and the Traditional Ecological Knowledge of Indigenous Peoples.

District Principal Mahlman shared information on:

- an Indigenous community-based climate monitoring project that allows for opportunities for virtual contact between Indigenous and non-Indigenous students on the Sunshine Coast with communities in Inuvialuit and other northern first nations communities to monitor climate and understand the impact of climate change on traditional ways of living.
- plans for virtual field trips with Indigenous and non-Indigenous students on the Sunshine Coast students with other local first nations as well as an Indigenous community in Australia.
- a recent donation of Salish Weave prints which presents an opportunity for teachers to integrate the prints into the curriculum and build capacity of students to curate the collection.
- six additional culture baskets have been added to the collection and are specific to secondary students in career education programs.

Bonnie Finotti, an Indigenous Education Support Teacher, shared information on how she teaches the Indigenous ways of knowing to guide students in their interactions with nature, including the honorable harvest, the honorable hunt and honorable ways of fishing.

Tammy Saigeon, an Indigenous Student Success Teacher, provided information on the Caring Careers in Hospitality program, which follows the four directions and seasonal rounds in teaching practice.

Gustav Guzek, an Indigenous Education Support Teacher, shared information on the Mosaic Tile Art project which explores Indigenous learning through a cultural art focus and has taken place at Roberts Creek Elementary, Cedar Grove Elementary, Langdale Elementary and Gibsons Elementary. Students and staff work collaboratively to create a mosaic which reflects a unique Indigenous focus at each school.

4. Goal 3.g. - International Programs

Superintendent Bocking provided an update on international student programs for the current school year, noting that the program has been very modestly attended due to the pandemic. Currently, two international students are attending local schools, both of whom are returning students. The district has tentative plans to consider adding more students in the 2021-22 school year.

5. Adjourn

The meeting adjourned at 3:54 p.m.



# SCHOOL DISTRICT 46 SUNSHINE COAST

## BOARD/AUTHORITY AUTHORIZED COURSE FRAMEWORK TEMPLATE

|   |  |
|---|--|
| School District/Independent School Authority Name:<br>School District No. 46 (Sunshine Coast) | School District/Independent School Authority Number (e.g. SD43, Authority #432):<br>SD46 |
| Developed by:<br>Emily Sheridan   | Date Developed:<br>October 2020  |
| School Name:<br>Elphinstone Secondary   | Principal's Name:<br>John Brisebois  |
| Superintendent Approval Date (for School Districts only):                                     | Superintendent Signature (for School Districts only):                                    |
| Board/Authority Approval Date:  | Board/Authority Chair Signature:   |
| Course Name:<br>Community Television Broadcasting   | Grade Level of Course:<br>10-12  |
| Number of Course Credits:<br>4  | Number of Hours of Instruction:<br>100   |

### Board/Authority Prerequisite(s):

N/A. (though Media Arts or Film & Television courses are recommended)

### Special Training, Facilities or Equipment Required:

This course would work in coordination with Eastlink Community TV. Eastlink would provide use of technical equipment in their television studio (video cameras, microphones and other technical gear) and mobile production unit. Eastlink's mobile production unit allows for large live mobile productions within the community, including sporting events, forums, performances, and community events. Students would also have access to additional equipment belonging to the Elphinstone Television Production Program (gimbals, computer editing facilities) for projects of their own.

### Course Synopsis:

This course would be an off-timetable opportunity for students to get course credit for training and experience working together with Eastlink Community Television on community television broadcasting. Students would have a combination of scheduled workshops, on-assignment video

journalism projects, and participation in both in-studio and mobile production unit multi-camera video productions. Students would learn a variety of hands-on technical skills by training and working directly in the industry.

**Goals and Rationale:**

Our partnership with Eastlink Community Television gives Elphinstone students the opportunity to gain unique experience within the television industry. This hands-on experience gives our students a significant advantage when applying to film and television programs for post-secondary. In addition to this experience, students also are given an opportunity to engage with their community by taking part in a variety of community events. The type of experience available to students, due to the access to Eastlink's mobile production unit, is unparalleled by any other high school film and television program. Many of our students over the years have gone on to careers in sports media, film and television broadcasting. The skills and training students will develop in this course are easily transferable to the film industry. Students in this course will also have the opportunity to make important community connections, interacting with a diverse group of community members and leaders.

**Aboriginal Worldviews and Perspectives:**

This course aligns closely with the following First Peoples Principles of Learning:

- Learning is holistic, reflexive, reflective, experiential, and relational (focused on connectedness on reciprocal relationships, and a sense of place.)
- Learning involves recognizing the consequences of one's actions.
- Learning is embedded in memory, history, and story.
- Learning involves patience and time.
- Learning requires exploration of one's identity.
- Learning involves recognizing that some knowledge is sacred and only shared with permission and/or in certain situations.

Eastlink TV has worked closely with the Sechelt Nation over the years to cover cultural events and create community video content. This has included events at the Long House, the Pulling Together canoe journey, as well as many other community events over the years. Participating in filming these cultural events gives students a fantastic learning opportunity, and a chance to build relationships.



**BIG IDEAS**

Video is an excellent medium for sharing information and telling stories.

Taking part in community events can give us a sense of belonging, identity, and purpose.

Creating video productions records evidence of our community's history and culture, and is relevant and informative.

Journalists are responsible for recording evidence in an unbiased and objective way.

Working as part of a team fosters responsibility, cooperation and a sense of belonging. A sense of community can be enhanced by sharing events and information through visual media.

**Learning Standards**

| Curricular Competencies  | Content  |
|--|--|
| <p><i>Students are expected to do the following:</i></p> <ul style="list-style-type: none"> <li>- Plan, produce, and create video media that is relevant to the community</li> <li>- Visually record events and issues relevant to our community</li> <li>- Use knowledge of visual composition and storytelling to create videos that are relevant to our community</li> <li>- Use technical knowledge of video cameras, audio, and lighting to enhance their productions.</li> <li>- Work as team members in live multi-camera productions of community events.</li> </ul> | <p><i>Students are expected to know the following:</i></p> <ul style="list-style-type: none"> <li>-</li> <li>- Process of set-up, take-down, and operations of multi-camera video productions</li> <li>- Industry language, terminology and vocabulary</li> <li>- Techniques of video journalism: interviewing, script-writing, storytelling.</li> <li>- Responsibilities of each technical role in multi-camera video productions</li> <li>- Protocols and procedures for multi-camera video productions</li> </ul> |

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>- Gain experience working in specific roles in multi-camera broadcasting productions (camera operations, audio control, graphics, switching, directing, producing)</li><li>- Use video journalism techniques to create stories.</li><li>- Participate in mobile and in-studio multi-camera video productions</li><li>- Take on projects 'on-assignment' to gather video footage and interviews</li><li>- Research and gather information to build stories and share valuable information to our local community</li><li>- Become actively engaged in their community and gain knowledge about community events and issues</li><li>- Understand the components that make for a good, newsworthy story</li><li>- Work together with community organizations to promote information and educate the community.</li></ul> | <ul style="list-style-type: none"><li>- Basics of video camera operation</li><li>- Basics of audio operation (microphones, sound boards)</li><li>- Media Production Skills: (pre-production, production, post-production)</li><li>- Role of community television in informing, educating and entertaining our local community</li><li>- Components of visual composition and storytelling</li></ul> |
|---|---|

## Big Ideas – Elaborations

**Video is an excellent medium for sharing information and telling stories** - stories can be shared with the purpose of informing, entertaining, and teaching the community about specific, relevant topics.

**Taking part in community events can give us a sense of belonging, identity, and purpose** - community events may include local government talk shows, artistic performances, local sporting events, and magazine news shows.

**Creating video productions records evidence of our community's history and culture, and is relevant and informative** - productions are archived by Eastlink TV who have video productions from the past 40 years on the Sunshine Coast. This historical record is valuable to our community.

**Journalists are responsible for recording evidence in an unbiased and objective manner** - following the principles of journalism: truthfulness, accuracy, objectivity, impartiality, fairness, and public accountability.

**Working as part of a team fosters responsibility, cooperation and a sense of belonging** - students would be part of a video production team working together to create visual stories.

**A sense of community can be enhanced by sharing events and information through visual media** - visual media includes video and multi-media productions.

## Curricular Competencies – Elaborations

**Video media** may include journalistic stories, entertainment pieces, and real-time live events.

**Technical knowledge** includes operation of video cameras, knowledge of cable connections, basics of audio recording, and lighting design.

**Visual composition** includes using guidelines of composition to create visually pleasing camera shots and capture the interest of viewers.

**Storytelling** refers to the creation of a visual story in film that has a purpose, a sense of audience, and clear elements of story (beginning/middle/end)

**Multi-camera productions** refers to the recording of events using multiple cameras all connected to a control centre where a director can switch the program from one camera to another in real-time.

**Video journalism techniques** include interviewing skills, camera operations, sound recording, and editing to create an informative story.

**In-studio productions** include talk shows, meetings, and forums that are filmed in a multi-camera production in the Eastlink TV studio at Elphinstone Secondary.

**'On-assignment' productions** are specific tasks that students are assigned (ie. video coverage of a school event, an interview with a community member)

## Content – Elaborations

**Process of set-up, take down** - includes knowledge of placement of cameras and equipment, running and connecting cables, disconnecting equipment, and returning equipment appropriately.

**Industry language, terminology and vocabulary** - includes technical names for equipment and operations vocabulary (iris, lens, gain, tilt, dolly, zoom, pan, etc)

**Responsibilities of technical roles in multi-camera productions** - typical roles include camera operator, audio controller, graphics operator, switcher, director, producer.

**Protocols and procedures for multi-camera productions** - including set etiquette, order of operations for set-up of equipment, understanding the roles played by themselves and others together as a team

**Media Production Skills** - this includes the pre-production (planning, storyboarding, script-writing), production (filming process), and post-production (editing video and creating a final product).

**Components of visual composition** - this includes lighting, camera angles, use of lines, framing, rule of thirds, simplicity of backgrounds, etc.

### Recommended Instructional Components:

Workshops - technical workshops to train students in specific technical skills - camera operation, studio roles, editing, studio set-up, mobile production, audio, lighting, script-writing, storyboarding, etc. (25%)

On-Assignment Projects - students use video journalism techniques to shoot video and gather stories related to events and topics relevant to the community. (25%)

Multi-Camera Live Productions - students participate in hands-on experience as part of a production team. (50%)

It is recommended that this course would run as a linear, out-of-timetable course so that students would be working on it throughout the entire year.

### Recommended Assessment Components: Ensure alignment with the [Principles of Quality Assessment](#)

Students will demonstrate learning of each skill in which they have been trained. They will complete a prescribed number of hours in multi-camera production, and will be expected to progress from basic to more complex roles. Students will be required to submit reports and self-evaluations of their work, and will receive evaluations from the teacher and Eastlink TV's staff, based on the progress of their skills and abilities.

### Learning Resources:

The Manager and Producer at Eastlink Community TV will be available as technical resources for training. Students will also be provided with a variety of course materials (colour and lighting theory, guidelines to visual composition, etc) to supplement their hands-on training. Students will have access to Eastlink TV's professional video production equipment. There is also the possibility of workshops with local film makers, journalists, and industry professionals.

**Additional Information:**

This course would formalize and streamline a process that is already in existence. By creating an off-timetable course, students would have a clearer commitment to the program, be ensured course credits for their learning experience, and it would create better opportunities for video projects related to activities happening outside of regular class hours (ie. sporting events, community meetings, performances, etc.). Elphinstone's unique relationship with Eastlink TV gives us the opportunity to provide students with a set of skills that many high school students would never get. This gives our students who are interested in pursuing careers or education in the film and television industry a distinct advantage. In addition, this could provide opportunities for partnerships with community organizations, the school district, and other local groups to create commissioned video content. Running this course as a linear, out-of-timetable course would ensure that students would be able to be involved in recording events throughout the entire year.



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

Tuesday, November 24, 2020, 10:00 a.m.  
Online via Zoom

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

STAFF: P. Bocking, Superintendent; N. Weswick, Secretary-Treasurer;  
R. Collison, Manager of Facilities and Transportation; P.  
Luporini, District Principal, Technology; J. Shelemey, SCTA  
President;, S. Mackenzie, CUPE 801 President; E. Reimer,  
Executive Assistant (Recording Secretary)

1. Call to Order

The meeting was called to order at 10:00 a.m.

2. Budget Discussion

Secretary-Treasurer Weswick shared a presentation developed for the Public Budget Consultation taking place on November 25 and sought feedback from the committee on the format of the presentation and the information provided. A copy of the presentation is available in the agenda package at <https://sd46.bc.ca/district-information/board-of-education-and-governance/board-meeting-schedule/>

3. Transportation Review

The committee reviewed a draft survey, developed to inform the board's transportation review. The committee discussed possible enhancements, including:

- Adding a preamble to the survey to provide context
- Including a statement to encourage families to involve their children while completing the survey,
- Clarifying that the board is seeking input on pre-Covid bus service levels,
- Adding a question that asks if being deemed ineligible for bussing is a barrier to attending school.
- Soliciting student feedback in addition to the survey.

The committee discussed the benefits and drawbacks of including questions relating to household income and family structures. Secretary-Treasurer Weswick indicated that the question could help to determine if household income has an impact on the number of families who rely on school bus transportation.

The revised survey will be shared with members of the Operations Committee prior to being provided to the broader school community. Several committee members suggested that the survey should be provided to all SD46 families and not just registered riders.

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

There were no zoning referrals.

6. Adjourn

The meeting adjourned at 11:29 a.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  |
| October 27, 2020         | 10:00 to 11:30 AM  | 12:00 to 2:00 PM   | 2:30 to 4:00 pm  |
| November 24, 2020        | 10:00 to 11:30 AM  | 12:00 to 2:00 PM   | 2:30 to 4:00 pm  |
| <b>December 15, 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>   |
| 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>DECEMBER AGENDAS:</b> | <ol style="list-style-type: none"> <li>1. Transportation Review</li> <li>2. Local Government OCP and Zoning Referrals (standing item)</li> </ol> | <ol style="list-style-type: none"> <li>1. Goal 2.a. – Healthy &amp; Inspired Team</li> <li>2. School Growth Planning</li> <li>3. Board Evaluation Presentation Schedule</li> <li>4. BCSTA Trustee Academy Debrief</li> <li>5. Policy Review (standing item)               <ol style="list-style-type: none"> <li>a. Decentralized Decision Making (Policy 15)</li> <li>b. Reports (Bylaw 61)</li> <li>c. Evaluation of District Administration (Policy 14)</li> <li>d. Committees (62)</li> </ol> </li> <li>6. Communication Plan (standing item)</li> </ol> | <ol style="list-style-type: none"> <li>1. Goal 1.b. – Early Years</li> <li>2. Goal 1.g. – Physical Health</li> </ol> |

**AD HOC COMMITTEE MEETINGS:**

- Ad Hoc Equity Committee meets on December 16, 2020 from 7-8:00 p.m. via Zoom.

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/>