

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

COMMITTEE OF THE WHOLE AGENDA

Tuesday, December 15, 2020, 11:30 a.m.

School Board Office - Gibsons, BC

494 South Fletcher Road

Gibsons, BC

	Pages
1. Call to Order - 11:30 am	
2. Goal 2.a. – Healthy & Inspired Team - 11:30 am	
3. School Growth Planning - 12:00 pm	
4. Board Evaluation Presentation Schedule - 12:20 pm	
5. BCSTA Trustee Academy Debrief - 1:00 pm	
6. Policy Review (standing item) - 1:10 pm	
a. Decentralized Decision Making (Policy 15)	1
b. Reports (Bylaw 61)	2
c. Evaluation of District Administration (Policy 14)	3
d. Committees (Bylaw 62)	4
7. Communication Plan (standing item) - 1:55 pm	6
8. Adjourn - 2:00 pm	

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~~
- 15.1 There will be a fair, equitable and understandable distribution of funding to schools and departments ~~the local level, along with an understandable explanation of the funds that are at the district level to cover district costs. An initial~~ This funding allocation system will be further developed, ~~and this will and be~~ reviewed on a regular basis.
- 15.2 There will be deliberate consideration of the benefits and implications of decentralization of responsibility and authority. Changes to the structures related to decentralization will be incorporated into the annual budget development process. (Policy 13)
- 15.3 Oversight and accountability measures will be developed and maintained to ensure appropriate, efficient and effective use of district resources.

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:

14 EVALUATION OF DISTRICT ADMINISTRATION

The Board of School Trustees of School District No. 46 (Sunshine Coast) recognizes evaluation as a key element of management of high-performing organizations, in order to facilitate feedback and reflection on practice, and planning for individual and professional growth. Part 3, Division 1, Section 15 of the *School Act* states that “(1) A board may employ and is responsible for the management of those persons that the board considers necessary for the conduct of its operation,” and “(2) A board must formulate policies for evaluating employees who are not covered by a collective agreement.” As per Policy **Error! Reference source not found.**, the Board evaluates the Superintendent of Schools and other key administrative personnel. As per Policy 11.8, the Superintendent is delegated with a responsibility to evaluate staff based only on fair and consistent criteria.

- 14.1 Each district administrator shall be evaluated at least every three years.
- 14.2 The Board directly evaluates the Superintendent of Schools, and delegates the evaluation of other District Administration and exempt staff to the Superintendent.
- 14.3 Evaluation of the Superintendent’s performance will be based upon criteria, including but not exclusive to contract, job description, Board policy, the Strategic Plan and the Achievement Contract, and clear timelines set by the Board in consultation with the Superintendent.
- 14.4 The Superintendent will inform the Board on the development of criteria, surveys and processes for the formative evaluations of other District Administration and exempt staff.
- 14.5 Evaluations of District Administration will be considered during personnel re-assignment or organizational reconfiguration.

Board Policy: December 2010
Revised:

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

		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		Draft School Calendar Review BCSTA Motions Communication (standing)
	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	8 - Conflict of Interest Letters of Support (New policy)
	Other				Guidelines around letters of support Education Committee discussion	Board Evaluation Schedule Trustee Academy Debrief	Reg 2140 - Review
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) Reg 4110 - Renovations
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	Reg 2140 - To be received	Reg 2050 - Circulating Reg 2150 - Circulating	Reg 3080 - Circulating	Reg 3190 - Circulating	SSCFGS Submission Reg 3120 - Circulating Reg 2050 - To be received Reg 2150 - To be received	
COMMITTEE OF THE WHOLE	Strat Plan				2 (d) leaders Reg 2050 - Final review Reg 2150 - Final review		
	Recurring	School Calendar Recommendation			SSCFGS Discussion	Strat Plan Review - Year 1 Trustee Eval. Process Communication (standing)	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	16 - Neighbourhood Schools 54 - Closed Meetings	
	Other	Reg 2050 - Conflict of Interest Reg 2150 - Working Alone	Reg 3080 - First Aid	Reg 3190 - Scent Considerate	Reg 3120 - Health and Safety	Risk Management Reg 3170 - Physical Restraint	
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		