

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

COMMITTEE OF THE WHOLE AGENDA

Tuesday, January 26, 2021, 12:00 p.m.
<https://www.youtube.com/user/SD46Schools>

	Pages
1. Call to Order - 12:00 pm	
2. Draft School Calendar Review - 12:00 pm	1
3. BCSTA Motions and Committees - 12:20 pm	
4. Regulations for Review - 1:00 pm	
a. 2140 - Visual Identity	2
5. Policy Review (standing item) - 1:10 pm	
a. 62 - Committees Bylaw	3
b. 8 - Conflict of Interest	5
c. Letters of Support (New)	8
6. Communication Plan (standing item) - 1:55 pm	9
7. Adjourn - 2:00 pm	

DRAFT

SCHOOL CALENDAR FORM - GENERAL

2021/2022 CALENDAR

JULY						
S	M	T	W	T	F	S
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AUGUST						
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SEPTEMBER						
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JANUARY						
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MAY						
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JUNE						
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■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday



ADMINISTRATIVE REGULATIONS

TITLE: VISUAL IDENTITY

CATEGORY: PERSONNEL

NUMBER: 2140

I. Rationale:

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

II. General:

- A. Principals and managers must ensure that district departments, programs and schools follow the guidelines set in the School District 46's brand guide. This document provides direction for all print, digital/electronic communications, spirit wear, logo usage, district/school colours, and layout.
- B. Logos are available in multiple formats for each school and district department, along with a suite of templates.
- C. Schools and district departments are not authorized to change their logo or colour palette without permission from the superintendent or district communications officer.
- D. Any work done by external designers must comply with the district's brand guidelines.
- E. Any public use of the School District 46 logo must have the approval of the district communications officer.
- F. Any public use of a school logo must have the approval of that school's principal.
- G. For questions regarding use of logos or brand guidelines, staff should contact the district communications officer.

Received:

References:

- Reviewed at September 22, 2020
Committee of the Whole
- Entered circulation at October 14, 2020
Regular Board Meeting
- Circulated to December 23, 2020

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

8 CONFLICT OF INTEREST

A trustee is a fiduciary, and is therefore subject to the highest duties of good faith and undivided loyalty to the Board; a trustee is required to act at all times in the best interests of the Board as a whole, without regard to his/her personal interests. Trustees have an obligation to avoid conflicts of interest, to remain in a position to provide an unbiased, even-handed and disinterested consideration of matters that come before the Board, and cooperate with other Board members to administer the Board's affairs in a judicious manner. A trustee must avoid personal conflicts of interest, and must avoid using his/her position for personal benefit. Trustees have a shared public duty to carry out their responsibilities and advance the work of the Board with diligence.

The Board recognizes that conflicts can arise in many different ways, including direct or indirect pecuniary conflict of interest, conflict of interest arising by virtue of predetermination of a matter coming before the Board, and conflict of interest arising by virtue of a personal interest arising from the particular circumstances or relationships of individual trustees.

As per policy 4, the Role of Chair is to protect the integrity of Board process and Board cohesion, and (as per policy 4.1) hold the Board to its rules.

- 8.1 If a Trustee has any conflict of interest in any matter and is present at an open or closed meeting of the Board at which the matter is considered, the Trustee shall:
 - a) disclose his or her conflict of interest and the general nature of the conflict of interest;
 - b) not take part in the discussion of or vote on any question in respect to the matter and recuse themselves by leaving the meeting;
 - c) in the case of electronic participation, the trustee shall recuse themselves, e.g. terminate the call; and
 - d) not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect to the matter. [*School Act s.58 (1&2)*]
- 8.2 If a conflict of interest of a Trustee is not disclosed as required above by reason of the Trustee's absence from the meeting, the Trustee shall disclose the conflict of interest and otherwise comply with the requirements at the first meeting of the Board attended by the Trustee after the meeting referred to above. [*School Act s.58 (3)*]
- 8.3 The requirements of paragraphs 12.1 to 12.3 do not apply to any pecuniary interest referred to by the *School Act* as exempt from the disclosure requirements of the *School Act*. [*School Act s.59*]
- 8.4 "Pecuniary interest" means, with respect to a Trustee, an interest in a matter that could monetarily affect the Trustee and includes an indirect pecuniary interest referred to in section 55 of the *School Act*. [*School Act s.55 & 56*]
- 8.5 The pecuniary interest of a spouse or of a parent or child of the Trustee shall, if known to the Trustee, be deemed to be also a pecuniary interest of the Trustee. [*School Act s.57*]

- 8.6 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If a meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported and recorded in the minutes of the next meeting that is open to the public. [School Act s.50]

Board Policy: October 2016
Revised:

Letters of Support – Draft Policy

Submitted by Trustee Stacia Leech.
January 22, 2021

From time to time the school board receives request for letters of support. A review process for letters of support will help determine which requests need to be brought before the board for approval.

This check list will help to determine if the requested letter of support is appropriate.

If the request for support is in accordance with the policy check list the board chair or designate can write a letter of support.

If it is not in accordance with the checklist the request shall go to the board for discussion.

Checklist for the request of support letters:

- The request has been submitted 2/3/4 weeks prior to date required.
- The writer's relationship to the project and role in the organization, is clearly stated.
- The applicant agency's mandate is included.
- The qualifications of the agency applying (accredited, a known SD partner, experience in the field for which the funding is being applied for.)
- The request should include;
 - summary of the project;
 - impact/outcome, goals,
 - key personnel;
 - budget;
 - other partners.
- A copy of the draft application for review (if available);
- Relevance of the project goals/outcomes to the School District.
- Include a template/draft letter.

		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 Deadlines 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 and Committees 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 Transportation Review Zoning Referrals (standing)
	Other		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	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 BCSTA AGM Motions	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		
	Recurring	School Calendar Recommendation School Plans Communication (standing)	School Plans Communication (standing)	School Plans Communication (standing)	SSCFGS Discussion Communication (standing)	Strat Plan Review - Year 1 Trustee Eval. Process Communication (standing)	Board Evaluation
	Policies	20 - SOGI 59 - Debate 14 - Evaluation of District Admin	21 - District Email 71 - Access to Information	17 - Environmental Sustainability	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 Reg 2050 - Final review Reg 2150 - Final review	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 (SD46 hos Supt Evaluation Cmte	Retirement Celebration Grad Ceremonies ACE-IT Ceremonies		
CONSULTATIONS	Draft School Calendar Circulation						
EDUCATION MATTERS	Pamm - Due Feb 18	Maria - Due Mar 18	Amanda - Due Apr 15	Samantha - Due May 19	Abby - Due June 17		