

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

COMMITTEE OF THE WHOLE AGENDA

Tuesday, February 23, 2021, 11:30 a.m.
<https://www.youtube.com/user/SD46Schools>

| | Pages |
|---|--------------|
| 1. Call to Order - 11:30 am | |
| 2. School Growth Plan Presentations - 11:30 am | |
| a. Davis Bay Elementary | |
| b. Kinnikinnick Elementary | |
| c. Roberts Creek Elementary | |
| 3. School Calendar Recommendation - 12:30 pm | 1 |
| 4. Policy Review (standing item) - 12:40 pm | |
| a. Letters of Support (New) | 2 |
| b. Evaluation of District Administration (14) | 4 |
| c. Sexual Orientation & Gender Identity (20) | 6 |
| 5. Regulations for Review - 1:25 pm | |
| a. Regulation 2050 - Conflict of Interest | |
| b. Regulation 2150 - Working Alone | 7 |
| 6. Communication Plan (standing item) - 1:55 pm | 11 |
| 7. Adjourn | |

DRAFT

SCHOOL CALENDAR FORM - GENERAL

2021/2022 CALENDAR

| JULY | | | | | | |
|------|----|----|----|----|----|----|
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| SEPTEMBER | | | | | | |
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| NOVEMBER | | | | | | |
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| JANUARY | | | | | | |
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| MARCH | | | | | | |
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| MAY | | | | | | |
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| AUGUST | | | | | | |
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| OCTOBER | | | | | | |
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| DECEMBER | | | | | | |
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| FEBRUARY | | | | | | |
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| APRIL | | | | | | |
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| JUNE | | | | | | |
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■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday



Ministry of
Education

LETTERS OF SUPPORT

From time to time the Board of Education of School District No. 46 (Sunshine Coast) receives requests 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.

- ##.1 The check list detailed in ##.5 will help to determine if the requested letter of support is appropriate.
- ##.2 If the request for support is in accordance with the check list and aligned with the goals of the board's current strategic plan, the board chair or designate can write a letter of support.
- ##.3 If the request for support is not in accordance with the check list, or if the request is not aligned with the goals of the board's current strategic plan, the request shall go to the board for discussion.
- ##.4 The policy will be reviewed annually and adjusted, if necessary, in order to align with the current strategic plan goals.
- ##.5 The check list for the request of letters of support is as follows:
 - ☐ All materials must be received at least 7 business days prior to the Regular Board Meeting. The board meeting schedule can be found on our website: <https://sd46.bc.ca/district-information/board-of-education-and-governance/board-meeting-schedule/>
 - ☐ 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. Are they an existing school district partner organization? What is their experience in the field for which the funding is being applied for?
 - ☐ The request should also include;
 - A summary of the project
 - The anticipated impact/outcomes, or goals
 - All key personnel
 - A budget
 - Other partners involved in the project.
 - ☐ A copy of the draft application for review (if available).
 - ☐ Include a template/draft letter.

Board Policy:
Revised:

Letters of Support – Draft Policy V.3.

Submitted by Trustee Leech. February 18, 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 ~~detailed in ###~~ 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~~ and aligned with the goals of our strategic plan the board chair or designate can write a letter of support.

If the request is not in accordance with the check list, or if the request is not aligned with the goals of the board's current strategic plan, the request shall go to the board for discussion.

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

The policy will be reviewed annually and adjusted, if necessary, for alignment to our strategic plan goals.

Checklist for the request of support letters:

- ~~• The request has been submitted 2/3/4 weeks prior to date required.~~
- All materials must be received at least 7 business days prior to the Regular Board Meeting. The board meeting schedule can be found on our website: <https://sd46.bc.ca/district-information/board-of-education-and-governance/board-meeting-schedule/>
- 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.~~ Are they an existing SD partner organisation? What is their experience in the field for which the funding is being applied for.
- The request should include;
 - summary of the project
 - anticipated impact/outcomes, goals
 - key personnel
 - budget
 - other partners.
- ~~• Relevance of the project goals/outcomes to the School District strategic plan~~
- A copy of the draft application for review (if available);
- Include a template/draft letter.

ORIGINAL POLICIES 10 AND 14. EDITED VERSION BELOW

10 DISTRICT ADMINISTRATION

The Board of Trustees of School District No. 46 (Sunshine Coast) defines District Administration as all those excluded staff in a management or supervisory position. The community of School District No. 46 (Sunshine Coast) must be able to expect service from the District Administration of the Board that is conducted with efficiency, impartiality and integrity.

10.1 The Board believes that in order to achieve and maintain an outstanding educational program, the recruitment, appointment and retention of highly qualified and committed administrative personnel is essential. The selection of district administrative personnel should be as transparent and inclusive as possible

10.2 The Board expects its District Administration to function in a manner that establishes open and professional relationships with the Board and with one another.

10.3 District Administration has a duty of loyalty to the elected Board as their employer. As such, District Administration is expected to serve the Board according to the best of their ability.

10.4 The high expectations of public responsibility and scrutiny in regards to District Administration demand that there be no conflict between private interests of employees and their responsibility to the public, as per Regulation 2050.

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 2.7, 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.

PROPOSED COMBINED VERSION

XX DISTRICT ADMINISTRATION

1. The Board of Trustees of School District No. 46 (Sunshine Coast) defines District Administration as all those excluded staff in a management or supervisory position.
2. The Board expects that District Administration personnel perform their work efficiently, impartially, and with integrity.
3. The District Administration team is expected to support the Vision, Mission, Affirmation, Values and Goals of the Board's Strategic Plan.
4. The Board believes that in order to achieve and maintain an outstanding educational program, the recruitment, appointment and retention of highly qualified and dedicated administrative personnel is essential.
5. The selection of district administrative personnel shall be as transparent and inclusive as possible
6. The Board expects its District Administration to function in a manner that establishes open and professional relationships with the Board and with one another.
7. There must be no conflict between private interests of employees and their responsibility to the board, as per Regulation 2050.
8. Evaluation **is** a key component of our high-performing school district. Accordingly,
 - a. The Board evaluates the Superintendent of Schools based on a process developed in consultation with the Superintendent.
 - b. Evaluation of the Superintendent's performance will be based upon criteria including but not exclusive to contract, job description, Board policy, and the Strategic Plan. Timelines will be et by the in consultation with the Superintendent.
 - c. The Superintendent is delegated to evaluate staff based only on fair and consistent criteria.
 - d. Each district administrator shall be evaluated at least every three years.
 - e. 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.
9. Evaluations of District Administration personnel will be considered during personnel re-assignment or organizational reconfiguration.

20 SEXUAL ORIENTATION/GENDER IDENTITY

In accordance with our Mission Statement of School District No. 46, (*to enable and inspire our students to realize their full potentials, as knowledgeable, confident and contributing citizens in a global community*), the Canadian Human Rights Act, the British Columbia Human Rights Code, and the Canadian Charter of Rights and Freedom the Board of Education of School District No. 46 (Sunshine Coast) has developed this policy.

- 20.1 The Board of Education is responsible for providing an educational system that is safe, welcoming, inclusive and affirming for all students, staff and community members.
- 20.2 The Board recognizes and values the diversity within its school communities and believes that each individual contributes to the strength of the district's culture.
- 20.3 The Board also recognizes that students and other school community members identifying as two-spirited, lesbian, gay, bi or pansexual, transgender, non-binary~~two-spirit~~, intersex, asexual, queer, or questioning face a unique set of challenges within our schools and communities.
- 20.4 Individuals who are dealing with, or those perceived to be dealing with, issues of gender identity, gender expression, intersexuality or sexual orientation, as well as their families, are frequently the targets of homophobic, transphobic, and/or heterosexist behaviours. This often has profound social consequences, including discrimination, harassment, physical and sexual violence, social and emotional isolation, mental health concerns substance ~~ab~~use, homelessness, school truancy and drop-out, self-harm, and suicide.
- 20.5 Each member of the school and district community must bear the responsibility for creating a safe, welcoming, respectful, inclusive and affirming environment for all individuals.

Board Policy: June 2012
Revised:

ADMINISTRATIVE REGULATIONS

TITLE: WORKING ALONE

CATEGORY: PERSONNEL

NUMBER: 2150

I. Rationale:

School District 46 fosters a safe and healthy workplace and commits to eliminating or minimizing the risk of harm to staff working alone or in isolation. All employees are expected to adhere to the check in procedure appropriate to their job to ensure their own safety when working alone or in isolation. Principals will review these procedures with all staff on a regular basis, and with new staff upon their start at their new site.

II. General:

- A. Working alone or in isolation is defined by Worksafe BC as “a worker who is required to work in situations where assistance would not be readily available to the worker in case of emergency or, in case the worker is injured or in ill health.”
- B. Examples of working alone or in isolation:
 - A worker enters a building and will be the sole occupant of the building.
 - A worker is working with other employees inside or outside a building and during the course of their shift becomes alone, and will remain alone for an extended period of time.
 - A worker is left alone for a short period of time to complete a task, but the level of risk is considered high.
- C. All school sites must have a sign in book at the alarm panel for staff to sign in and out when working outside of regular work hours and need to access the locked building.
- D. The alarm panel must have an “Emergency Procedures” sheet posted in close proximity that also includes the phone number of the alarm company (see Appendix 1).

III. Procedures for Educational Staff:

- A. The risk for educational staff accessing buildings after hours is considered, “low”. However, all staff working at school or educational sites are expected to follow the sign in procedures at their respective school sites.
- B. In the event that an employee knows that they will be working alone, or finds themselves working alone, the employee must:

ADMINISTRATIVE REGULATIONS

TITLE: WORKING ALONE

CATEGORY: PERSONNEL

NUMBER: 2150

- a. At or about the start of their shift, notify the alarm company that they will be working alone, inform them of their work location, and the expected time duration until their next check-in.
- b. At the end of their shift, the employee must notify the alarm company that they have finished their shift.
- c. If the alarm company does not receive verbal notification from the employee at the determined check in intervals, a security runner will be called to locate the employee

IV. Procedures for Maintenance Staff and Technicians:

- A. The risk for maintenance staff and technicians is considered to be “high” due to the nature of their work and require a minimum two (2) hour check-in.
- B. In the event that an employee knows that they will be working alone, or finds themselves working alone, the employee must:
 - a. At or about the start of their shift, notify the alarm company that they will be working alone, inform them of their work location, and the expected time duration until their next check-in.
 - b. At the end of their shift, the employee must notify the alarm company that they have finished their shift
 - c. If the alarm company does not receive verbal notification from the employee at the determined check in intervals, a security runner will be called to locate the employee.

V. Procedures for Custodial Staff:

- A. The risk for custodial staff is considered “medium” due to the nature of their work and requires a minimum four (4) hour check in.
- B. In the event that an employee knows that they will be working alone, or finds themselves working alone, the employee must:

ADMINISTRATIVE REGULATIONS

TITLE: WORKING ALONE

CATEGORY: PERSONNEL

NUMBER: 2150

- a. At or about the start of their shift, notify the alarm company that they will be working alone, inform them of their work location, and the expected time duration until their next check-in.
- b. At the end of their shift, the employee must notify the alarm company that they have finished their shift.
- c. If the alarm company does not receive verbal notification from the employee at the determined check in intervals, a security runner will be called to locate the employee.

Received:

References:

DRAFT






ADMINISTRATIVE REGULATIONS

TITLE: WORKING ALONE

CATEGORY: PERSONNEL

NUMBER: 2150

Appendix A:

| EMERGENCY PROCEDURES | | |
|--|---|--|
| BUSINESS HOURS | AFTER HOURS | |
| BUSINESS HOURS EMERGENCY/ LIFE SAFETY ISSUES STRONG GAS SMELL SERIOUS INJURY FIRE IMMEDIATE THREATS NATURAL DISASTER WITH INJURIES ANY SITUATION WHERE LIFE OR SAFETY ARE AT RISK  Report to Office | AFTER HOURS EMERGENCY/ LIFE SAFETY ISSUES STRONG GAS SMELL SERIOUS INJURY FIRE THREATS NATURAL DISASTER ANY SITUATION WHERE LIFE OR SAFETY ARE AT RISK  CALL 911 | |
| BUSINESS HOURS NON - EMERGENCY FAINT GAS SMELL POWER OUTAGE KEYS, BROKEN GLASS FLOODS, ROOF LEAKS WORK ORDERS EQUIPMENT PROBLEMS FIRE ALARMS/ RESETTING SECURITY ALARM  CALL MAINTENANCE: 604-886-9870 | AFTER HOURS NON-EMERGENCY/ SECURITY ISSUES FLOODING SECURITY ALARM ISSUES FIRE ALARM BROKEN WINDOWS, DOORS, LOCKS, VANDALISM POWER OUTAGES ROOF LEAKS  CALL MAINTENANCE: 604-886-9870 | AFTER HOURS NON - EMERGENCY EQUIPMENT PROBLEMS STAFFING ISSUES CLEANING CONCERNS WORK ORDERS ILLNESS  LEAVE MESSAGE ON MAINTENANCE ANSWERING MACHINE: 604-886-9870 |

ALARM COMPANY: ###-###-####

| | | 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) | |
| 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 1 (k) fine arts | |
| | 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 4110 - 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 | Letters of Support (New policy) 20 - SOGI 14 - Evaluation of District Admin | 21 - District Email 71 - Access to Information 59 - Debate | 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 Trustee honourarium | |
| 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 & 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 | Reg 4110 - Renovations | | | Reg 4110 - Final review | | |
| 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 host) 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 | |