



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

REGULAR MEETING AGENDA

November 18, 2014 at 7:00 p.m.

At the School Board Office, Gibsons, B.C.

1. Call to Order

2. Presentations

- a. Celebrating Education: *The Plight of the Sakinaw Salmon* – Pender Harbour Secondary
2014 RBC-Evergreen Watershed Champions Award - J. Walls

3. Public Question Period (10 minutes in total)

4. Adoption of the Agenda

5. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings

- a. Regular Meeting – October 14, 2014 Pg. 3-6

6. Reports

a. Executive Reports

- i. Strategic Plan Update: Careers Pg. 7
ii. Superintendent's Report Pg. 8
 1. 2014-15 Calendar Amendment – September Professional Day (*motion*) Pg. 9
 2. Learning Improvement Fund (LIF) Final Allocations Pg. 10
iii. Information Items:
 1. Larger Cheques Written in the Month of October 2014 Pg. 11-12

b. Board/Committee Reports

- i. Board Report Pg. 13
ii. Education Committee Notes – October 22, 2014 (*motion*) Pg. 14-15
iii. Operations Committee Notes – October 30, 2014 Pg. 16-29
iv. Committee of the Whole Notes – October 28, 2014 (*motion*) Pg. 30-31

MOTION: "TO receive the reports."

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

8. Next Meeting

The next public board meeting will be held on December 9, 2014.

MOTION: "TO approve the committee agendas."

9. Adjournment

**COMMITTEE MEETINGS
2014 – 2015**

MONTH	EDUCATION School Board Office 1:00 – 2:30 pm	OPERATIONS School Board Office 12:30 – 2:00 pm	COMMITTEE OF THE WHOLE School Board Office 9:30 – 11:30 am
September	24	18	23
October	22	30	28
November	26	-	25 (9-11am)
December	-	-	-
January	28	15	27
February	25	19	24
March	26	19	24
April	22	23	28
May	27	21	26
June	24	18	23

Agendas for Upcoming Meetings:

Education Committee - November 26 from 1-2:30 pm at the SBO

1. Diversity
 - a. Welcoming Communities Project – M. Giltrow (*presentation*)
 - b. Sexual Orientation/Gender Identity Policy Update
2. Early Learning – K. Deasey (*presentation*)

Operations Committee – No meeting in November

Committee of the Whole - November 25 from 9-11 am at the SBO

1. Calendar Consultation
2. Preliminary Budget Review
3. BCSTA Draft Co-Governance Relationship Memorandum of Understanding
4. External Committees Update



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

Held on Tuesday, October 14, 2014
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: B. Baxter (Chair), L. Pratt (Vice-Chair), L. Dixon, D. Mewhort,
G. Russell, S. White, C. Younghusband

STAFF: P. Bocking, Superintendent of Schools
G. Kitchen, Assistant Superintendent of Schools
N. Weswick, Secretary-Treasurer
E. Reimer, Administrative Assistant (Recording Secretary)

#19. Call to Order

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

Chair Baxter opened the meeting by acknowledging that it was taking place on the traditional territory of the Squamish Nation.

#20. Swearing-in of Student Trustee

Superintendent Bocking presented Kailyn Pritchard as the elected Student Trustee for the 2014-2015 school year. Secretary-Treasurer Weswick swore in Student Trustee Pritchard.

#21. Presentations

a. Student Writing Anthology – J. Lussier and J. Davidson

John Lussier provided information on the student writing anthology, Coastal Voices, which is in its fourth year of publication. He read a student poem from the anthology and presented school trustees with copies. It was reported that there were 350 entries received for the anthology. All entries were divided by grade and reviewed by four adjudicators who then select the works to be published.

#22. Public Question Period

An audience member asked if the school district would be hiring additional casual custodians as staff are seeing shortages in the workplace. Assistant Superintendent Kitchen provided a response.

An audience member asked for information on ministry funding received for distance learning programs and for information on who pays for rental of space at Camp Byng for SPIDER programs. Secretary-Treasurer Weswick provided a response.

#23. Adoption of the Agenda

MOTION: Rusell/White

“THAT the agenda of October 14, 2014 be adopted.”

Carried.

#24. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings

MOTION: Younghusband/Pratt

“THAT the minutes of the Regular Meeting of September 9, 2014, the Record of the Closed Meeting of September 9, 2014 and the Record of the Special Closed Meeting of September 18, 2014, be adopted as presented.”

Carried.

#25. Reports

a. Executive Reports

i. Strategic Plan Update: Technology Plan

Superintendent Bocking spoke to his written report and responded to questions.

ii. Superintendent’s Report

Superintendent Bocking presented his report and responded to questions from trustees regarding sponsorship of the Association for Community Education in British Columbia, the ACE-IT Automotive Technician Program and Roots of Empathy funding.

1. Achievement Contract

Discussion was deferred to later in the meeting, under the report from the Education Committee.

iii. Secretary-Treasurer’s Report

Secretary-Treasurer Weswick provided an update on construction at Gibsons Elementary. He reported that civil work is expected to take place during the month of December, up-to and including the winter break.

iv. Information Items

1. Larger Cheques Written in the Month of September 2014

The report was provided as written.

v. Grad Survey Prize Draw

Each year the school district invites past graduates to complete an online survey. Those who complete the survey are entered into a draw. The board drew the following winners:

- \$1000 – Justin Brown
- \$750 – Tara Duffy
- \$500 – Danni-Anne Paul

vi. Administrative Regulations Circulating – until December 8, 2014

The following regulations will be in circulation to December 8, 2014. Information on how to submit feedback regarding these regulations is available on the school district’s website at: <http://www.sd46.bc.ca/index.php/regulation>.

1. Regulation 2820 – Student Leadership
2. Regulation 4410 – Honoraria

b. Board/Committee Reports

i. Board Report

The report was provided as written. Chair Baxter indicated that the board has submitted feedback to the Select Standing Committee on Finance and Government Services on the 2015-16 provincial budget. Trustees discussed and spoke in favour of requests for a crosswalk at Madeira Park Elementary and enforcement of the speed zone at Roberts Creek Elementary. A request will be taken to the SCR D Transportation Committee meeting.

ii. Education Committee Notes – September 24, 2014

The notes were submitted as written.

MOTION: Younghusband/White

“THAT the Board of Education of School District No. 46 approve the *2014-2017 Achievement Contract*.”

Carried.

iii. Operations Committee Notes – September 18, 2014

The notes were submitted as written. Reports referenced in the minutes will be attached to the notes and made available on the school district website at:
<http://www.sd46.bc.ca/index.php/2014-15-board-meetings#ops>

iv. Committee of the Whole Notes – September 23, 2014

The notes were submitted as written.

v. Board Evaluation Working Session Notes – July 2, 2013

Chair Baxter indicated the meeting notes from the previous year’s board evaluation were missing from the September meeting package and were provided for information.

MOTION: White/Pratt

“TO receive the reports.”

Carried.

#26. Correspondence

- a. R. Emerson – School-Community Teaching/demonstration garden
- b. BCPSEA – September 25, 2014
- c. Deputy Minister Byng – Capital Cost Sharing (Ref: 177019)
- d. Minister Fassbender – September 24, 2014 (Ref: 177290)

MOTION: Mewhort/Pratt

“THAT the correspondence be received.”

Carried.

#27. Questions and Enquiries from the Public Relating to the Board Meeting

- An audience member asked if safety concerns at the Gibsons Elementary School crosswalk had been heard at the SCR D Transportation Committee. Chair Baxter provided a response.

- An audience member asked for additional information on community school funding and the Roots of Empathy program. Chair Baxter and Superintendent Bocking provided a response.

#28. Next Meeting

The next public board meeting will be held on November 18, 2014.

MOTION: White/Pratt

“TO approve the committee agendas.”

Carried.

#29. Adjournment

MOTION: Dixon/Pratt

The meeting adjourned at 7:58 p.m.

Carried.

Chair

Secretary-Treasurer

DRAFT

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

Strategic Plan Report: Careers
Submitted by Superintendent Patrick Bocking
November 18, 2014

The future belongs to those who believe in the beauty of their dreams.
– Eleanor Roosevelt

Background

The Board of Education for School District No. 46 has indicated in its 2012/ 2015 Strategic Plan that, “Expanding Career and Apprenticeship programs to better engage all our students in learning and to improve completion rates...” is a priority. Further, the Conference Board of Canada summarizes the employability skills needed for successful work experiences after graduating from school, college, apprenticeships or university (<http://www.conferenceboard.ca/topics/education/learning-tools/employability-skills.aspx>). Many of these identified skills and attitudes can be effectively learned in environments that are outside of the traditional academic program. In order to meet the needs of all of our students, School District No. 46 offers a significant range of learning options many of which are directed to specific types of post graduation work opportunities.

Discussion

Some examples of career programming opportunities provided through the school include ACE-IT Trades programs, Planning 10, and Work Experience programs. The Career Facilitator works directly with students and local community businesses involving students in a variety of first hand work experiences.

The ACE-IT programs, including Automotive, Carpentry and Culinary, have a combined registration of approximately 40 students this year. Skills are gained through work experience and a course grade of 70% is required to pass. Several students have gone on to complete their Red Seal certification for carpentry and professional cook. We anticipate similar success with our automotive students. The school district also continues to build on the success of last year’s trades program in partnership with the Sechelt Indian Band.

The district recognizes that students need to be aware of options available to them at a younger age than is currently the case. For this reason, staff are exploring options to promote an interest in the trades at the elementary level.

Next Steps

It is our intention to:

- Further develop an elementary orientation and awareness session for all students.
- Monitor and support all ACE-IT students to ensure their success in these challenging programs.
- Monitor provincial initiatives in other districts for further opportunities for all students.

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

Superintendent's Report
November 18, 2014

1. Academic Programming

- a. The **Davis Bay NEST program** (formally the Davis Bay Nature Program) will be piloting a report card that does not include a performance scale this fall. Instead, the teachers will be communicating with parents for the three formal reporting periods using an anecdotal report card. These reports will supplement the portfolios, ongoing parent communication and an online "Digital NEST portfolio" which is under development. The teachers will ensure that parents are well informed and supported as they strive together to support student learning.
- b. The **Environmental Education Committee** has met for the first time since last year. The committee reviewed priorities including developing a straight forward student permission form. Further discussion to follow to prioritize how to best support environmental education in the district's schools..
- c. The **Learning Together** project continues to provide opportunity to teachers to delve more deeply into their practice with colleagues and with a trained facilitator for each group.
- d. The **November 21st Professional Development** day will include a presentation on the new provincial curriculum. After that session principals will work on their own plans for the balance of the morning. Additional workshops will be offered in the afternoon for teachers interested in reading instruction and further discussion of the new curriculum.

2. Operational

- a. **Community LINK report:** We have received the reports from each of our schools outlining wonderful support for our students. Major projects include nutritional programs, social and emotional learning supports, restorative justice programs and academic support programs. Much more direct link with school principals has resulted in very focused work to support our most vulnerable students in all of our schools.
- b. **District Parent Advisory Committee:** Parents provided initial input into the district calendar and discussed a variety of emerging district issues. Allyson Fawcus has been reinstated as DPAC chair for the 2014/ 2015 school year. Facebook users can access DPAC updates by looking for SD46 DPAC. The next DPAC meeting will take place on November 27th. The agenda includes Emergency Preparation and B.C. Food guidelines.

SCHOOL DISTRICT NO. 46 (SUNSHINE COAST) CALENDAR 2014/2015

The following dates have been established for the 2014/2015 school year.

Monday, September 22nd, 2014 (for purposes of the calendar, this is considered a full day in session)	<i>First day of school (.5)</i>
Monday, October 13th	Thanksgiving Day (1.0)
Friday, October 24th	Professional Development Day (Provincial) (1.0)
Tuesday, November 11th	<i>Remembrance Day (1.0)</i>
Friday, November 21st	<i>Professional Development Day (School) (.5)</i> <i>Professional Development Day (Administrator) (.5)</i>
Wednesday, December 3rd and Thursday, December 4th	<i>Early Dismissals</i>
Monday, December 22nd, 2014 to Friday, January 2nd, 2015 inclusive	<i>Winter Vacation</i>
Monday, January 5th	<i>Schools Reopen After Winter Vacation</i>
Monday, January 19th	<i>Professional Development Day (School) (1.0)</i>
Friday, February 6th	<i>Professional Development Day (District) (1.0)</i>
Monday, February 9th	<i>Family Day (1.0)</i>
Wednesday, March 11th and Thursday, March 12th	<i>Early Dismissals</i>
Monday, March 16th to Friday, March 20th inclusive	<i>Spring Vacation</i>
Monday, March 23rd	<i>Schools Reopen After Spring Vacation</i>
Friday, April 3rd	<i>Good Friday (1.0)</i>
Monday, April 6th	<i>Easter Monday (1.0)</i>
Friday, April 10th	<i>Professional Development Day (School) (1.0)</i>
Monday, May 4th	<i>Professional Development Day (School) (.5)</i> <i>Professional Development Day (Administrator) (.5)</i>
Monday, May 18th	<i>Victoria Day (1.0)</i>
Friday, June 26th	<i>Administrative Day (1.0)</i>

Revised November 12, 2014

SCHOOL DISTRICT No. 46 (SUNSHINE COAST)
LEARNING IMPROVEMENT PLAN – FINAL SPENDING PLAN 2014/15

	Total Cost
Literacy & Numeracy Support	\$ 151,027
Literacy Support	\$ 64,050
Student Services Support	\$ 38,200
Class Composition (additional classes)	\$ 53,000
Counselling Support	\$ 141,000
Social Development Program	\$ 94,000
Composition (EA Support)	\$ 81,335
SSEAC EA Allocation	\$ 53,984
Total Spending Plan	\$ 676,596
Total (Education Fund) Teaching	\$ 541,277
Total EA Staffing	\$ 135,319
	\$ 676,596

DATE 12-Nov-2014 10:06 AM

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

PAGE 1

START DATE: 01-Oct-2014 TO END DATE: 31-Oct-2014

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT

ON-LINE CHEQUES : ISSUED BETWEEN 01-Oct-2014 AND 31-Oct-2014						
00LCET2300	0001	*****	23290	MUNICIPAL PENSION PLAN	10-Oct-14	53,980.70
00LCET2301	0001	*****	28093	RECEIVER GENERAL FOR CANADA	03-Oct-14	79,909.15
00LCET2302	0001	*****	28094	RECEIVER GENERAL FOR CANADA	03-Oct-14	17,724.43
00LCET2305	0001	*****	30209	TEACHERS' PENSION PLAN	14-Oct-14	205,329.59
00LCET2311	0001	*****	28094	RECEIVER GENERAL FOR CANADA	17-Oct-14	73,700.80
00LCET2312	0001	*****	28093	RECEIVER GENERAL FOR CANADA	24-Oct-14	150,000.00
00LCET2314	0001	*****	23290	MUNICIPAL PENSION PLAN	24-Oct-14	55,096.80
00LCET2317	0001	*****	33038	WORKERS' COMPENSATION BOARD	17-Oct-14	19,018.20

TOTALS FOR BANK - 0001 654,759.67

TOTAL NUMBER OF CHEQUES 8

TOTAL NUMBER OF CHEQUES WITH MICR 0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Oct-2014 AND 31-Oct-2014

1809000018	0001	0000045051	14685	MACK KIRK ROOFING & SHEET METAL LTD.	01-Oct-14	12,378.38
1809000021	0001	0000045054	23268	MINISTRY OF PROVINCIAL REVENUE	01-Oct-14	41,271.00
1809ET0006	0001	*****	12021	BC TEACHERS FEDERATION	01-Oct-14	10,574.98
1809ET0007	0001	*****	12111	BC TEACHERS FEDERATION	01-Oct-14	10,470.47
1809ET0025	0001	*****	13387	CUSTOM CARPET & INTERIORS	01-Oct-14	15,913.07
1809ET0058	0001	*****	26207	PACIFIC BLUE CROSS/MSA	01-Oct-14	52,155.33
1810000002	0001	0000045076	12012	BC HYDRO & POWER AUTHORITY	09-Oct-14	13,677.39
1810000003	0001	0000045077	14259	BOUYGUES BUILDING CANADA INC.	09-Oct-14	342,916.17
1810000009	0001	0000045083	15097	EDUCAN SCHOOL FURNITURE	09-Oct-14	12,920.68
1810000019	0001	0000045093	14685	MACK KIRK ROOFING & SHEET METAL LTD.	09-Oct-14	99,225.00
1810000030	0001	0000045104	14628	RAM MECHANICAL	09-Oct-14	186,924.78
1810ET0034	0001	*****	12758	NELSON ROOFING & SHEET METAL LTD.	09-Oct-14	134,408.30
1810ET0044	0001	*****	29037	SECHELT SCHOOL BUS SERVICE LTD	09-Oct-14	30,213.12
1811000009	0001	0000045130	15097	EDUCAN SCHOOL FURNITURE	15-Oct-14	17,839.00
1811ET0001	0001	*****	11229	ALKINS PROJECT SERVICES INC.	15-Oct-14	10,219.36
1811ET0047	0001	*****	29037	SECHELT SCHOOL BUS SERVICE LTD	15-Oct-14	40,000.00
1813000033	0001	0000045193	28074	RUSSELL'S MASONRY	22-Oct-14	30,781.80
1813ET0023	0001	*****	20038	JONATHAN MORGAN & COMPANY LIMITED	22-Oct-14	124,934.59
1813ET0051	0001	*****	33168	WHITE-KENNEDY LLP	22-Oct-14	14,154.00
1814000017	0001	0000045222	23268	MINISTRY OF PROVINCIAL REVENUE	29-Oct-14	18,635.75
1814000026	0001	0000045231	29035	SECHELT INDIAN BAND	29-Oct-14	30,000.00
1814ET0057	0001	*****	29241	SUNSHINE COAST COMMUNITY SERVICES	29-Oct-14	13,664.87
1815000002	0001	0000045245	13811	4TH UTILITY INC.	31-Oct-14	28,309.96
1815000005	0001	0000045248	14259	BOUYGUES BUILDING CANADA INC.	31-Oct-14	765,984.57
1815000022	0001	0000045265	14685	MACK KIRK ROOFING & SHEET METAL LTD.	31-Oct-14	12,400.37
1815000029	0001	0000045272	14628	RAM MECHANICAL	31-Oct-14	11,722.73

TOTALS FOR BANK - 0001 2,081,695.67

TOTAL NUMBER OF CHEQUES 26

TOTAL NUMBER OF CHEQUES WITH MICR 15

ON-LINE CHEQUES : ISSUED BETWEEN 01-Oct-2014 AND 31-Oct-2014

DATE 12-Nov-2014 10:06 AM

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

PAGE 2

START DATE: 01-Oct-2014 TO END DATE: 31-Oct-2014

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
00LCET2307	0005	*****	31043	US BANK VISA	06-Oct-14	29,889.74
TOTALS FOR BANK - 0005						29,889.74
TOTAL NUMBER OF CHEQUES						1
TOTAL NUMBER OF CHEQUES WITH MICR						0
GRAND TOTAL						2,766,345.08
CANCELLED TOTAL						0.00
NET GRAND TOTAL						2,766,345.08
GRAND TOTAL NUMBER OF CHEQUES						35
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						15

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)**

Board Report
November 18, 2014

October 7 – Vital Signs: Chair Baxter, attended the Community foundation launch of Vital Signs. This is a great resource on the status of our community and contains interesting stats on youth at risk. *BB*

October 27 – Aboriginal Education Advisory Circle: Chair Baxter and Superintendent Bocking attended the Aboriginal Education Advisory Circle. Aboriginal education team members discussed their roles and the programs offered for our students. Discussion centred on supporting our aboriginal students in their learning as per our draft Enhancement Agreement. *BB*

October 28 – Cool School/Telus Donation: Chair Baxter and Superintendent Bocking attended the ceremony at Elphinstone secondary School where Telus donated a portion of profits from the Gibsons fibre optic expansion to the long running program “Cool School”. Volunteer instructor Roy Boutilier says the \$32,450 will be used for new computerized equipment and will keep the program running for many years. *BB*

October 30 – District Parent Advisory Committee: Trustee Younghusband attended the first District Parent Advisory Committee (DPAC) meeting of the 2014/15 school year. At this meeting, Assistant Superintendent Greg Kitchen presented information regarding the possibility of changing the school calendar for the 2015/16 school year and public consultation. The 2014/15 DPAC Executive elections occurred and congratulations to Allyson Fawcus for continuing on as Chair. DPAC Treasurer and Vice-Chair positions remain open. *CY*

November 10 – Remembrance Day Ceremonies: Trustees attended Remembrance Day ceremonies at many of our schools. Students are involved in the ceremonies and in many cases veterans or legion members are guests of honor and spend some time with students to help them understand the meaning of this important day.

This is the last public board meeting of this term. We have had a great experience in the 2011 – 2014 term and have made significant progress in many of the priorities identified in our strategic plan. Thank you to all trustees, district staff, parents and employee partner groups for all your work this term.



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

EDUCATION COMMITTEE NOTES
Held on Wednesday, October 22, 2014 at 1:00 p.m.
At the School Board Office – Gibsons, BC

PRESENT: TRUSTEES: Christine Younghusband, Chair; Greg Russell, Betty Baxter
STAFF/OTHERS: Patrick Bocking, Superintendent; Greg Kitchen, Assistant Superintendent; Phil Luporini, District Principal; Carolyn Spence, Principal; David Barnum, Program Coordinator; Erica Reimer, Recording Secretary; Carolyn Smith; Ruth Emerson; Anne Titcombe; Pat Hunt; Louise Herle; Pammila Ruth

REGRETS: Vanessa White, Lenora Joe

Called to order at 1:01 pm

1. Community Resource Centre's Progress Plan... In Progress

Anne Titcombe and Pat Hunt presented the findings of the Community Resource Centre's "Progress Plan... In Progress" to the committee. The resource centre has received funding through Status of Women Canada to develop an economic plan to address women's needs on the Sunshine Coast. The plan's development is in its final stages, with a wrap up date for March 31, 2015. The resource centre is pleased with the significant community interest in the development of the plan. Four key issues have been identified throughout the process, these being sense of belonging, income, transportation and child and elder care. Ms. Titcombe and Ms. Hunt shared information relating to upcoming action groups that will promote awareness and work towards solutions to the identified issues. The school district was thanked for their support for expanded childcare in both Gibsons and Sechelt. The committee discussed the action plan and indicated their support for the valuable work being done.

2. Careers – P. Luporini

District Principal, Phil Luporini, provided a verbal reported. He provided examples of the many career programming opportunities provided through the school district, highlighting the ACE-IT Trades programs, Planning 10, and Work Experience programs. Career Facilitator, Rick Gibb, works directly with students involving them in a variety of firsthand work experiences.

The ACE-IT programs, including Automotive, Carpentry and Culinary, have a combined registration of approximately 40 students. Skills are gained through work experience and a course grade of 70% is required to pass. Students are presented the option to re-write exams, as required. Several students have gone on to complete their Red Seal certification for carpentry and culinary.

The school district continues to explore options to promote an interest in the trades at the elementary level. The school district also continues to build on the success of last year's trades program in partnership with the Sechelt Indian Band. The committee engaged in a discussion on the benefits of trades education. A suggestion was made to promote and make aware of the smaller or lesser-publicized trades for future programming expansion. It was noted that work experience and early careers training may also provide skills for employment while pursuing a post-secondary education.

3. Grad Survey (report)

Superintendent Bocking reported on the results of the recent Grad Survey, which invited feedback from students graduating in 2004 to 2013. The committee discussed the survey results noting that while 111 people completed the survey, the majority of respondents skipped many questions. Comments provided by past graduates were valuable to the committee's discussion. It was agreed that the survey, in its current state, is not providing a depth of insight of significant value. Suggestions were made for improvements, including involving the District Student Leadership team in an "exit interview" for current graduates, then following up with those students in timed intervals to assess the long term needs of past students.

Recommendation: "That the Board support a proposal from the Superintendent to develop a process to acquire feedback from graduating students and to bring back recommendations to the Education Committee by March, 2015."

4. Program Coordinator Role – D. Barnum

Program Coordinator, David Barnum, provided a snapshot of the various activities and programs that will fall under his newly formed role. These include:

- Coordinator of Transitions (supporting students as they transition from elementary to secondary schools)
- Coordinator of Parent Engagement (supporting and promoting parent engagement)
- Supporting the new curriculum and personalized learning
- Ongoing Learning Together initiatives

The committee engaged in a brief discussion and a suggestion was heard to include CUPE staff in conversations regarding transitions.

The meeting adjourned at 2:42 p.m.

Next meeting: November 26, 2014 at the School Board Office



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

OPERATIONS COMMITTEE NOTES

Held on Thursday, October 30, 2014 at 12:30 p.m.

At the School Board Office – Gibsons, BC

PRESENT: TRUSTEES: Dave Mewhort, Chair; Lori Pratt; Greg Russell; Silas White
STAFF/OTHERS: Patrick Bocking, Superintendent; Greg Kitchen, Assistant Superintendent; Nicholas Weswick, Secretary-Treasurer; Phil Luporini, District Principal; Rob Collison, Manager of Facilities; Allyson Fawcus; Pammila Ruth

REGRETS: Betty Baxter, Trustee

Called to order at 12:32 pm

1. Preliminary Budget Timelines

Secretary-Treasurer Weswick spoke to his written report. The Public Budget Consultation has been scheduled for Wednesday, November 19th at 6:30 pm in the Chatelech Secondary library.

2. Environmental Sustainability

Manager of Facilities, Rob Collison, provided a report on energy upgrades completed in 2012/13 and those planned for the upcoming school year. He highlighted the following upgrades:

- Solar domestic hot water at Elphinstone Secondary is now providing 90% of the hot water at the school.
- Occupancy sensors at four schools in addition to energy efficient lighting upgrades will see a payback over 4 years.
- BC Hydro Continuous Operation Program will help to provide money to maintain the savings realized from the boiler upgrade as the equipment ages.

Planned upgrades for the current school year include:

- Boiler upgrades at Halfmoon Bay and Langdale Elementary.
- Waterless urinals.
- Occupancy sensors tied to HVAC systems at select sites.

Mr. Collison provided graphs that track the district's cumulative energy savings since 2011 and announced the savings to be 2,000,000 equivalent kWhs. Mr. Collison agreed to provide a dollar value of savings realized to the next Operations Committee meeting.

3. Emergency Preparedness and Disaster Response

Assistant Superintendent Kitchen reviewed a draft of Emergency Response information that will be published on the district's website in December 2014. Additional consultation will occur at the November DPAC meeting to ensure that the information being provided is of benefit to

parents. The committee discussed lockdown procedures, safety and security measures employed by the school district, managing medical conditions and the consultation process in general. A suggestion was made that the materials be reviewed with all principals and Parent Advisory Councils. The committee also discussed the potential of a full emergency drill, including parents picking up children as part of the drill.

The meeting adjourned at 1:25 pm

Next meeting: November 27, 2014 at the School Board Office

DRAFT

School District No. 46 (Sunshine Coast) 2015-16 Budget Development Process

Timeline:

November and December 2014

- Pre-budget work with the board including:
 - Overview of Goals and Objectives and relation to the Strategic Plan
 - Review of District budget structure
 - Enrolment forecasts
- Discussion with Board regarding prior year unrestricted surplus
- Consultation with stakeholder groups regarding prior year surplus and priorities for 2015-16 budget
- Public consultation

January and February 2015

- Preparation of 2014-15 Amended Budget for approval before Feb 28
- Discussion with Board and Principals regarding changes to funding allocation to schools for 2015-16 Budget

March 2015

- Operating Grants announced
- Revision of district budgets and updated per pupil amounts for school allocation
- HR processes for the following year begin

April 2015

- Preliminary budget proposals - presentation to the Board
- Stakeholder consultations re: preliminary budget proposals

May 2015

- 2015-16 Preliminary Operating Budget to the Board

Stakeholder Meetings:

Meetings with senior management and principals, Sunshine Coast Teacher's Association, CUPE local 801, DPAC and community to solicit input. Dates to be determined.

SD46 Energy Saving Projects

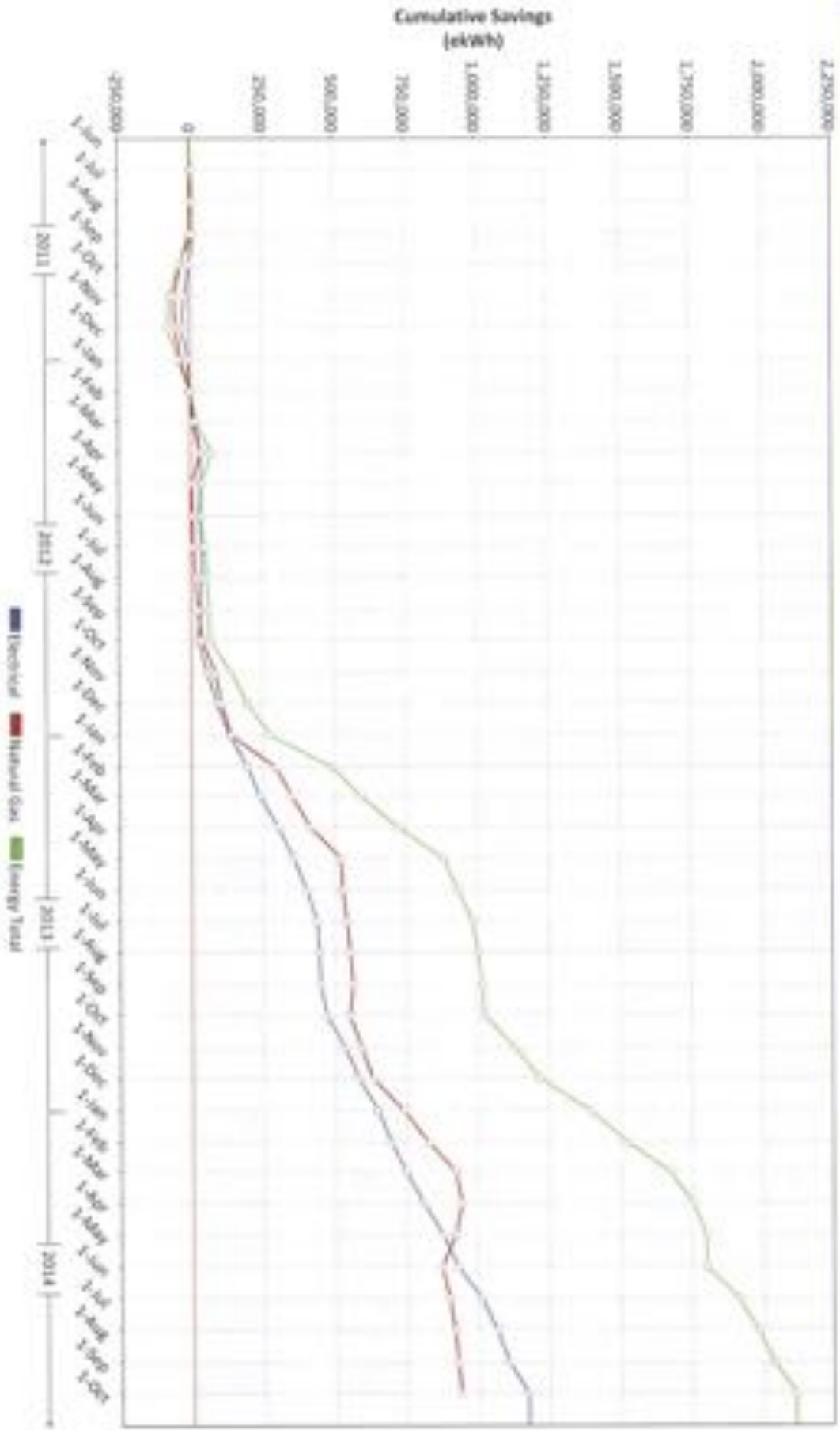
Energy Projects 2013/2014

- ESS boiler plant/solar domestic hot water project
- Lighting retrofits - CGE, DBE, SLC
- DDC (building automation) upgrade - RCE
- 3 Roof top heat pump replacements - SLC

2014/2015

- Behavior Change Management (Rede Energy Consulting)
- BC Hydro Continuous Optimization Program funding approval (CSS, ESS)
- HBE, LES Boiler plant upgrades
- DDC reprogramming/recommissioning all sites
- Waterless urinals
- Incorporating occupancy sensors into HVAC systems (CGE, SLC, DBE)

CUSUM: Project (District)
Project: SD #46 Sunshine Coast - PUMA (2014035)



Emergency Preparedness and Disaster Response

It is a goal of the School District to provide a safe and secure learning environment for all students. Schools regularly participate in drills including earthquake drills <http://www.shakeoutbc.ca> and fire drills. All school sites maintain Emergency and First Aid supplies in the event of an emergency.

In addition, to natural disasters our schools are also prepared for other risks and threats of dangers ranging from health related issues to potential intruders.

The School District has established a number of Regulations to maintain a safe environment. To view our School District regulations please select the following link <http://www.sd46.bc.ca/index.php/regulation>

Our response to an emergency will vary depending on the situation. Any response will be a coordinated effort with our local support and emergency agents. The School District works in partnership with the RCMP, the Fire Department, Coastal Health, the Ministry of Children and Family and the SCRD – Emergency Response Program.

Contact Information:

Sunshine Coast Emergency Program
Emergency Program Coordinator - Bill Elsner
Phone 604.885.6887 / email bill.elsner@scrd.ca

RCMP
Youth Intervention Officer – Cst. Kevin Shepherd
Phone 604.885.2266 / email k.shephard@rcmp-grc.gc.ca

Fire Department
#####

Vancouver Coastal Health
Medical Health Officer – Paul Martiquet
Phone 604.886.5600 / email paul.martiquet@vch.ca

Emergency Preparedness

In the event of an emergency or natural disaster School District No. 46 will respond to the situation in a coordinated effort with the Sunshine Coast Emergency Program

Please see the attach program flow chart (SD 46 is included as part of 'Local Government' in the top box).

The Sunshine Coast Emergency Program regularly monitors our readiness for an emergency and has facilitated simulated drills such as 'Shake "N" Bake - After Action Report / Improvement Plan'.

Earthquake Preparedness: Before, During and After (document from Emergency Management BC)

School Preparedness

Schools have a number of procedures in place to handle emergencies from minor to major emergency situations. These procedures are continually updated and protocols have been developed for critical incidence interventions. In the event of a major emergency the school is prepared to care for your child if you are unable to reach the school.

If there ever is a major emergency we ask for your help in the following ways:

Please do not telephone the school. The lines must be open for emergency calls.

Please walk to school and do not drive. The school access routes and entrances must be clear for emergency vehicles.

A student will ONLY be dismissed if a parent/guardian or contact person previously identified by a parent comes to pick up the child. The parent or designated guardian must report to the office or Command Centre to

sign out the child. Please make sure all of your emergency contact information is up to date.

Please turn on your radio for instructions and news reports. Check the school district website for notices critical information. Be prepared at home. Make your children aware of safety issues and what to do in the event of an emergency. Have emergency kits in your home and vehicle.

Home Emergency Kit - Coastal Health recommends that each household be prepared to have emergency supplies for a minimum of 3 days. (attachment)

Emergency Drills

We have a number of drills in place to prepare our students to handle various emergencies. These procedures are continually updated and protocols have been developed for critical incidence interventions.

The fire drill involves an evacuation of the building and the taking of attendance in a timely manner. Our earthquake drill involves a simulated announcement that signals to the students to drop, cover, and hold. The lock down drill allows us to practice what to do in a situation when there is an intruder in the building and when the danger is outside but in the immediate vicinity.

We do not publish the exact times of our drills but the teachers receive some advance notice so they can prepare their class for them.

While it may be unpleasant to think that we need to practice such drills in the school setting, the need to maintain a safe and caring school environment extends to being prepared for natural disasters and other external dangers. Any discussions that you might have with your children about such drills would be helpful for the school.

Safety and Security Information

We very much encourage parent participation and presence in the school. The following procedures are in place for safety reasons. Please adhere to the following:

Check in at the school office when coming into the school during the school day

Please do not be offended if asked by a staff member to identify yourself and explain your reasons for being on the grounds or in the school – they are just doing their job to keep students safe.

Violent Incident Response Plan

Lockdown – A lockdown procedure protects staff and students from a threat inside the building such as an intruder. Activating lockdown quickly will potentially save lives, reduce injuries and will assist police and other emergency responders in dealing with the situation effectively. The RCMP may also call a lockdown procedure if an incident is occurring within the direct vicinity of the school and it is unsafe to release the students.

Room Clear – is an action initiated by a teacher or supervising adult to send students out of a room away from a potential threat. Students will be sent to a designated safe area, which may differ depending on the situation.

Community Threat Assessment Agreement – which establishes a community protocol for dealing with High-Risk student behaviour. Current partners in the agreement include – Ministry for Child and Family Development, Child and Youth Mental Health, School District No. 46 and the Sunshine Coast RCMP

Health Issues

Coastal Health provides relevant health information 'Health Tips' on the district website under 'For Parents'

Managing Medical Conditions

If your child takes medications that must or may need to be administered during the school day (this includes emergency medications/treatments such as EpiPens) please be advised that there are certain protocols in place.

EpiPen should be with the student at all times (if possible provide a second EpiPen to be stored at the office).

Any other medications must be stored in the school office (please do not send ANY medications to school with a child in their back pack or lunch kit).

The school works closely with families and the Public Health Nurse to maintain a safety plan for students. A safety plan must be established before administration of any medications by school personnel is allowed. Parents are welcome to come to the school to administer medications themselves if a doctor form has not been completed.

If your child has a known life-threatening medical condition or diagnosis (e.g., allergies resulting in anaphylaxis, seizure disorder, asthma, diabetes, etc.) please make an appointment with the Principal at the beginning of every school year to review emergency plans specific to your child's condition.

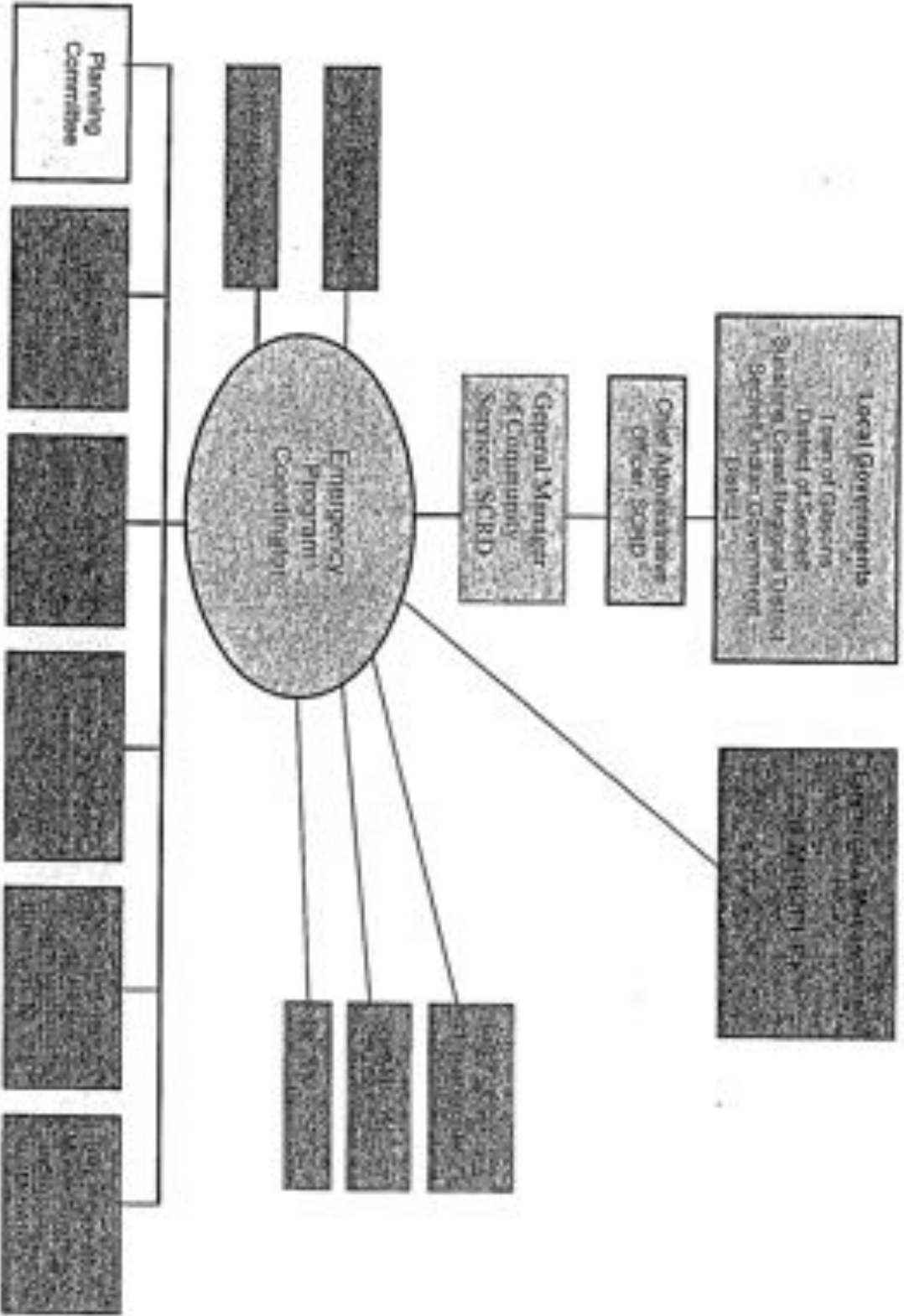
Traffic Safety

Traffic safety is always an area of concern, particularly during the busy drop-off and pick-up times before and after school. Thank you for improved use of the "drop off zone" in front of the school. If you are unsure of the school drop off procedure; please contact your principal. Have your children exit the vehicle on the CURB side of the street instead of having them step out into traffic.

Please encourage your children to cross at the stop signs instead of crossing mid-street (jay walking).

If at all possible, please assist us in decreasing the traffic congestion in front of the school by walking or riding bikes and scooters to school.

SUNSHINE COAST EMERGENCY PROGRAM



Created on 09/01/2013 10:27:00 AM

EARTHQUAKE PREPAREDNESS:



BEFORE, DURING and AFTER

Earthquakes are common in BC and more than 1,200 are recorded each year across the province.

The coast of BC is considered to be a high-risk earthquake zone. In this region, tectonic plates are moving apart, sliding past one another and colliding. It is the movement of these plates that causes small earthquakes (daily), potentially damaging earthquakes (decades apart), and some of the world's largest earthquakes (centuries apart).

Earthquakes strike without warning, so it is important to act now to get prepared.

Before the Shaking Starts

Prepare Your Family

- Know the safe spots in each room— against inside walls, under sturdy tables, desks or archways.
- Know the danger spots— windows, mirrors, hanging objects, fireplaces and tall, unsecured furniture.
- Practice family drills. Physically place yourself in safe locations. This is especially important for children.
- Learn first aid and CPR.
- Keep a listing of emergency numbers.
- Prepare a family emergency kit with supplies for at least 72 hours.

Prepare Your Home

- Learn how to shut off gas, water and electricity.
- Keep breakables or heavy objects on bottom shelves.
- Secure tall heavy furniture which could topple, such as bookcases, china cabinets or wall units.
- Secure the water heater and appliances.
- Secure hanging plants and heavy picture frames or mirrors (especially over beds).
- Put latches on cabinet doors to hold closed during shaking.
- Keep flammable or hazardous liquids such as paints, pest sprays or cleaning products in the garage or outside shed.
- Check chimneys, roofs, walls, foundations for structural condition.

- Maintain emergency food, water and other supplies, including flashlight, a portable battery-operated radio, extra batteries, medicines, first aid kit and clothing.

During the Shaking

- If indoors, stay there. Drop, cover and hold. Get under a desk or table and hang on. Alternately, you can stand in an archway or corner.
- If outdoors, get into an open area away from trees, buildings, walls and power lines.
- If in a high-rise building, stay away from windows and outside walls. Get under a table. Do not use the elevators.
- If driving, pull your car to the side of the road and stop. Avoid overpasses or power lines. Remain inside until the shaking is over.
- If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that may fall.
- In all instances, drop, cover and hold; protect your head as much as possible.

After the Shaking Stops

- Stay calm and check for injuries. Apply first aid if qualified. Do not move any seriously injured individuals unless they are in immediate danger.
- Check for fires, gas and water leaks and damaged electrical wiring or sewer lines.
- If you smell gas, do not use matches, candles, etc. and do not operate electrical switches.
- Check building for cracks and damage, including roof, chimneys and foundation. If you suspect there is serious damage, turn off all utilities and leave the building.
- Check food and water supplies. Emergency water may be obtained from water heaters, melted ice cubes, toilet tanks and canned vegetables.
- Seek sources of uncontaminated water. In an emergency, purify water by straining through a paper towel or several layers of clean cloth and by boiling vigorously for at least six minutes.
- Do not use BBQ's, camp stoves or unvented heaters indoors.
- Do not flush toilet if sewer line is damaged.
- Do not use the telephone unless there is a severe injury or fire to report.
- Turn on your portable radio for instructions and news reports, and cooperate fully with public safety officials.
- Keep Disaster Response Routes clear for emergency vehicles.
- Be prepared for aftershocks.

Movement of the ground is seldom the actual cause of death or injury. Most casualties result from partial building collapse, falling objects and debris, like toppling chimneys, ceiling plaster and light fixtures.

Remember – Stay calm and lend a hand to others in need.

Go to the [EMBC website](#) for more information on personal emergency preparedness.

HOME EMERGENCY KIT

Each household should be prepared to have emergency supplies for at least a minimum of 3 days, and preferably 7 days. Consider special-needs items for infants, children, seniors or people with disabilities and don't forget your pets! As a minimum, an emergency kit should contain the following:

Emergency Water and Food Supply

- Drinking Water (at least 2 liters per person/day)
- Washing & cooking water (2 liters per person per day)
- Food (supplies for a minimum of 3 days requiring minimal water, heat & refrigeration)
-comfort food, stress food, foods with at least 6 month shelf life
- Alternate cooking methods & supplies (fuel)
-Propane/charcoal BBQ
-Butane Stove/ Coleman stove
- Manual can opener / paper plates / plastic cups and utensils/ food thermometer

Sanitation / Personal Hygiene

- Hydrated lime/scoop/dust mask/rubber kitchen gloves
- Garbage bags/toilet paper
- Personal hygiene items including (toothbrush/toothpaste/soap/shampoo/diapers)
- Liquid soap/paper towels/bucket

Essentials

- Flashlight/ lanterns/headlamps
- Radio – battery operated/windup
- Light sticks / power failure lights / 36 hour candles
- Batteries

Communications

- Landline phone/ cell phone / cell phone charger
- Familiarity of social media (Twitter, Facebook)
- Out of area contact
- Family Plan
- Solar powered battery charger



Safety and Comfort

- Sturdy shoes by bed / whistle
- Warm clothes and rain gear
- Extra medications / prescription / spare eyeglasses
- Gas shut off wrench/ water shut off key
- Heavy work gloves/safety goggles/dust masks
- Duct tape/ pocket knife/ crowbar /shovel
- Emergency cash in small denominations
- Local map / paper / pencil or pen
- Copies of important documents
- Phone numbers
- First aid kit and manual
- Plastic sheeting/tarps
- Alternate shelter



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

COMMITTEE OF THE WHOLE
Held on Tuesday, October 28, 2014 at 9:30 a.m.
At the School Board Office – Gibsons, BC

PRESENT: TRUSTEES: Betty Baxter, Chair; Lori Dixon; Dave Mewhort; Silas White;
Lori Pratt; Christine Younghusband
STAFF/OTHERS: Patrick Bocking, Superintendent; Greg Kitchen, Assistant
Superintendent; Nicholas Weswick, Secretary-Treasurer; Erica Reimer, Recording
Secretary; Marnie Baba; Carolyn Smith

The meeting was called to order at 9:35 a.m.

1. Strategic Plan Term Wrap-up

Trustees engaged in a follow-up discussion regarding the *2012-2015 Strategic Plan*, highlighting areas where they thought improvement or clarification could be made.

The committee engaged in a thoughtful discussion and made the following suggestions:

- Big picture items such as the Mission and Vision statements would benefit from additional clarity. Suggestion to look at words and their meanings and embed them in the statements more clearly. For instance, “lifelong learning” and “global community” can be interpreted in many ways.
- With the change to four-year terms for School Trustees and longer terms for collective agreements, the committee suggested increasing the term of the Strategic Plan to four years.
- Add detail without being prescriptive.
- Evaluate funding models that may not have been possible before. Explore the potential for hybrid models, district programs and partnerships.
- Mindful of the new curriculum and the flexibility that it will afford particularly in small schools. Rethink education models, group courses, look at specialized programming.
- Reemphasize community and improve communications
- Monitor and provide more detailed explanations regarding the status of programs to ensure enough information is being delivered to describe successes and hurdles. Strengthen any step-by-step processes and ensure the structure is understandable.

2. Policy Review: Policy 3 – Role of the Trustee

The committee spoke in favour of a tabled proposal to the Role of the Trustee that would align the policy with the new language in the “How to Communicate with Us” administrative regulation (#5350).

Recommendation: “To accept the proposed changes to the Role of the Trustee:

‘3.11 Refrain from getting involved in or expressing judgments on any school-level disputes or concerns, but listen to complainants and refer them to the district’s communications ~~Complaints and/or Appeals~~ process.’”

Adjourned at 10:43 a.m.

Next meeting: November 25, 2014 at the School Board Office