



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

REGULAR MEETING AGENDA

December 8, 2015 at 7:00 p.m.
At the School Board Office, Gibsons, B.C.

1. Call to Order

2. Presentations:

- a. Celebrating Education: To be announced.

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 – November 10, 2015 Pg. 3-8
b. Record of Closed Meeting – November 10, 2015 Pg. 9

6. Reports

a. Executive Reports

i. Strategic Plan Update:

1. Goal 1.i. – Technology Pg. 10
2. Goal 2.e. – Healthy Staff Pg. 11-12

ii. Superintendent’s Report Pg. 13

1. Administrative Regulation in Circulation:

- a. Regulation 1820 – Student Health Pg. 14-16

2. Administrative Regulation to be Received: (*motion*)

- a. Regulation 3350 – Disposal of Surplus Property Pg. 17-19

iii. Secretary-Treasurer’s Report

1. Routine Capital – District Direct Digital Control Upgrade (*bylaw pg.22*) Pg. 20-23

2. Madeira Park Elementary – Statutory Right of Way (*bylaw pg.25*) Pg. 24-28

iv. Information Items:

1. Larger Cheques Written in the Months of November 2015 Pg. 29

b. Board/Committee Reports

i. Board Report Pg. 30-31

1. Strategic Plan: Inclusion

2. Student Trustee/DSLIT Report

3. BCSTA AGM and Provincial Council Motions Pg. 32

4. BCPSEA AGM Motions

5. DPAC Report Pg. 33

ii. Committee of the Whole Notes – November 24, 2015 (*motion*) Pg. 34-35

iii. Operations Committee Notes – November 26, 2015 Pg. 36-37

iv. Education Committee Notes – November 25, 2015 Pg. 38-39

v. Policy Committee Notes – November 24, 2015 (*motion*) Pg. 40-42

MOTION: “TO receive the reports.”

7. Correspondence

- a. L. and M. Braun – Roberts Creek Elementary Bus Drop Off and Pick Up Pg. 43

MOTION: “TO receive the correspondence.”

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

9. Next Meeting

The next public board meeting will be held on January 12, 2016.

MOTION: “TO approve the committee agendas.”

10. Board Elections

- a. Board Chair
- b. Vice-Chair
- c. Board Representatives:
 - i. B.C. Public School Employers’ Association
 - ii. B.C. School Trustees’ Association Provincial Council

11. Adjournment

COMMITTEE MEETINGS 2015 – 2016				
MONTH	EDUCATION COMMITTEE	OPERATIONS COMMITTEE	POLICY COMMITTEE	COMMITTEE OF THE WHOLE
September	16 from 1 – 2:30 pm	17 from 12:30 – 2 pm	–	22 from 9:30 – 11:30 am
October	28 from 1 – 2:30 pm	20 from 12:30 – 2 pm	27 from 10:30 – 12 pm	27 from 9:30 – 10:30 am
November	25 from 1 – 2:30 pm	26 from 11 – 12:30 pm	24 from 11:30 – 1 pm	24 from 9:30 – 11:30 am
December	16 from 1 – 2:30 pm	Cancelled	Cancelled	17 from 1:00 – 2:30 pm
January	27 from 1 – 2:30 pm	21 from 12:30 – 2 pm	26 from 11:30 – 1 pm	26 from 9:30 – 11:30 am
February	24 from 1 – 2:30 pm	18 from 12:30 – 2 pm	23 from 11:30 – 1 pm	23 from 9:30 – 11:30 am
March	23 from 1 – 2:30 pm	17 from 12:30 – 2 pm	22 from 11:30 – 1 pm	22 from 9:30 – 11:30 am
April	27 from 1 – 2:30 pm	21 from 12:30 – 2 pm	26 from 11:30 – 1 pm	26 from 9:30 – 11:30 am
May	25 from 1 – 2:30 pm	19 from 12:30 – 2 pm	24 from 11:30 – 1 pm	24 from 9:30 – 11:30 am
June	22 from 1 – 2:30 pm	16 from 12:30 – 2 pm	21 from 11:30 – 1 pm	21 from 9:30 – 11:30 am

All committee meetings will take place at the School Board Office, unless otherwise noted.

Agendas for Upcoming Meetings:

Education Committee – December 16, 2015 from 1:00 – 2:30 pm at the SBO

1. Strategic Plan: Goal 1.a. – Early Learning
2. Framework for Enhancing Student Learning
3. Curriculum (*standing item*)
4. Parent Engagement (*standing item*)

Committee of the Whole – December 17, 2015 from 1:00 – 2:30 pm at the SBO

1. School Growth Plans
2. Program for South Coast Branch Meeting (Feb 25-26)
3. Communication (*standing item*)

Operations Committee – No meeting in December

Policy Committee – No meeting in December



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

Held on Tuesday, November 10, 2015
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: B. Baxter, L. Dixon, D. Mewhort, L. Pratt, G. Russell, P. Ruth,
C. Younghusband, W. Henley (Student Trustee)

STAFF: P. Bocking, Superintendent of Schools
V. White, Director of Instruction
N. Weswick, Secretary-Treasurer
E. Reimer, Administrative Assistant (Recording Secretary)

REGRETS: Trustee L. Dixon

#21. Call to Order

The meeting was called to order at 7:03 p.m.

Chair Baxter acknowledged that the meeting was taking place on the traditional territory of the Squamish Nation.

#22. Presentations:

a. Celebrating Education: Story Baskets – K. Deasey

Kirsten Deasey, Marilyn Downey and Lauri Paul demonstrated several of the district’s Story Baskets, which contain toys and materials with themes that match books distributed through the Imagination Library. The toys and materials in the story baskets are used to create small vignettes that children may play with to further develop reading strategies and skills. Children are often seen playing with the story basket materials while demonstrating vocabulary, pace and intonation from the stories that they are familiar with. There are currently 15 baskets that are shared with StrongStart and kindergarten classrooms.

Trustees shared their enthusiasm for the Story Baskets and thanked donors for their support of the Imagination Library. Student Trustee Henley suggested that efforts be made to reinforce reading at the secondary level by making connections through the grades and connecting to real life experiences.

Chair Baxter thanked the presenters and welcomed members of the audience.

#23. Public Question Period

- A member of the press requested an update on the status of recent busing situation at Halfmoon Bay Elementary School. Superintendent Bocking provided a response.

#24. Adoption of the Agenda

MOTION: Mewhort/Pratt

“THAT the agenda of November 10, 2015 be adopted.”

Carried.

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

MOTION: Mewhort/Pratt

“THAT the minutes of the Regular Meeting of October 13, 2015 and the Record of Closed Meeting of October 13, 2015 be adopted.”

Carried.

#26. Reports

a. Executive Reports

i. Strategic Plan Update:

1. Goal 1.b. – Reading / Goal 2.b. – Reading Teachers

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

2. Goal 2.i. – Sustainable Practices

Secretary-Treasurer Weswick spoke to his written report and responded to questions from trustees.

ii. Superintendent’s Report

Superintendent Bocking reported that April McKnight would act as interim principal at Pender Harbour Secondary School until the end of the school year. The principal pool process will begin in the late winter/early spring with a permanent assignment announced in April 2016.

Director White indicated that the district is currently collecting data for this year’s MDI.

Superintendent Bocking shared information on a professional development opportunity for teachers, hosted by the Sechelt Indian Band, taking place on Monday, November 23rd.

Superintendent Bocking highlighted the cooperation between the district and the SCTA in establishing a curriculum implementation schedule.

1. Learning Improvement Fund (LIF) Final Allocations

Director White spoke to her report describing the use of \$561,000 of the Teacher Education fund and \$84,828 of the Learning Improvement Fund. The remainder of funds will be held in reserve to address issues that arise throughout the school year.

2. Administrative Regulation for Circulation:

a. Regulation 4550 – Student Fees

Secretary-Treasurer Weswick spoke to the revised regulation and indicated that the revisions would allow for the collection of fees from graduated adults and provides clarification on fees for international students.

The amended regulation will be circulating until January 6, 2016 and comments are invited during this period. Additional information on the process can be found at www.sd46.bc.ca/index.php/regulation.

iii. Secretary-Treasurer’s Report

Secretary-Treasurer Weswick spoke to his written report and announced that the Coast Group was selected as the preferred proponent from the Audit Services tender.

1. Minor Capital Grant – Madeira Park Boiler Replacement

MOTION: Pratt/Russell

“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 126956, in the amount of \$453,750, be read for a first time.”

Carried.

MOTION: Pratt/Ruth

“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 126956, in the amount of \$453,750, be read for a second time.”

Carried.

Trustees agreed unanimously to move to a third reading.

MOTION: Pratt/Russell

“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 126956, in the amount of \$453,750, be read for a third time, passed and adopted.”

Carried.

iv. Information items

1. Larger Cheques Written in the Month of October 2015

The report was submitted as written.

b. Board/Committee Reports

i. Board Report

Chair Baxter spoke to the Board’s report and highlighted the Ministry’s first annual Education Liaison Meeting, attended by board chairs, superintendents and secretary-treasurers from across the province, followed by BCSTA’s Board Chairs’ Meeting.

1. Strategic Plan: Mission and Values

Chair Baxter indicated that the mission and values are the foundation of the strategic plan.

2. BCSTA Report

The report was provided as written. Trustee Mewhort indicated that Trustee Ruth had attended both the BCSTA Provincial Council and BCSTA Education Committee meeting as an observer.

3. BCPSEA Report

Trustee Younghusband provided a report and indicated that a summary of the BCSTA/BCPSEA advisory committee would be shared with trustees in the near future.

4. DPAC Report

The minutes from the last DPAC meeting were included in the board package. Chair Baxter thanked DPAC for their efforts to make parents aware of upcoming board agendas.

5. Student Trustee/DSLIT Report

There was no report as the DSLIT had not met since the last board meeting.

ii. Committee of the Whole Notes – October 28, 2015

The notes were submitted as written.

iii. Operations Committee Notes – October 20, 2015

The notes were submitted as written. Trustee Mewhort brought attention to the minor capital grant applications and the Safe Stop program recommendation.

iv. Education Committee Notes – October 28, 2015

The notes were submitted as written. Trustee Younghusband drew attention to David Barnum's report on curriculum implementation and the committees' conversation on the Inspirational Achievement Award (formerly known as the France Fleming Award).

Trustees discussed the requirement to designate ten hour of non-instructional time in order to support the implementation of the new curriculum.

MOTION: Mewhort/Pratt

“THAT the 2015-2016 School Calendar be changed as a result of the ministry directive to re-designate 10 non-instructional hours, 5 hours on January 4, 2016 and 5 hours on March 29, 2016.”

Carried.

v. Policy Committee Notes – October 27, 2015

Vice-Chair Pratt spoke to the meeting notes.

MOTION: Pratt/Russell

“THAT the Board of Education of School District No. 46 (Sunshine Coast) update Policy 4 (Role of the Chair) as follows:

4 ROLE OF THE CHAIR

The Chair shall protect the integrity of Board process and Board cohesion, co-ordinate the business of the Board through agenda-setting, represent the Board to outside parties, and speak on behalf of the Board. Consequently, the Chair shall:

- 4.1 *Maintain a strong understanding of the Board's policies, bylaws, rules of order and strategic plan, and hold the Board to its rules.*
- 4.2 *Ensure that meeting agendas and discussions are limited to those issues which are clearly in Board jurisdiction.*
- 4.3 *Facilitate reasonable opportunity of every trustee to be heard and understood by the Board, and take responsibility for developing and articulating a collective Board position.*
- 4.4 *Chair Board meetings with all the commonly accepted powers (e.g. ruling, recognizing), and keep deliberation timely, fair, orderly, thorough and efficient.*
- 4.5 *Notwithstanding Policy 3.14, vote while presiding over a meeting only when it will change the outcome of the decision.*

- 4.6 *Make decisions and representations on behalf of the Board which fall within and are consistent with any reasonable interpretation of Board policy, motions and planning, and keep the Board informed of such decisions and representations.*
- 4.7 *Coordinate and encourage input, concerns, ideas and information from trustees and senior administration, and oversee either the placement of these items on Board agendas, or appropriate delegation of them to the Superintendent, Secretary-Treasurer or Board committee in accordance with Board policy.*
- 4.8 *Establish a professional, working relationship with the Superintendent that emphasizes the clarification of Board directives; the sharing of information and trustee/community concerns; and provision of accurate, thorough and up-to-date information to support Board decision-making.*
- 4.9 *Upon consultation with all trustees, appoint members and chairs of Board Standing Committees and Ad-hoc Committees, and representatives/liaisons to external organizations and committees.*
- 4.10 *Delegate duties to the Vice-Chair, including facilitating the transfer of all duties when the Chair is to be absent.*

Carried.

MOTION: Pratt/Russell

“TO receive the reports.”

Carried.

#27. Correspondence

- a. A. Attal, Fujitsu America – MyEducation BC system

MOTION: Russell/Mewhort

“TO receive the correspondence.”

Carried.

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

- A member of the audience highlighted an error in the title of the strategic plan report on reading and reading teachers. The report will be corrected.
- A member of the audience asked if special needs students had been considered when selecting the dates for the non-instructional days. A response was provided.
- A member of the audience commented on the ministry’s requirement for additional non-instructional days considering the short length of the school year. A response was provided.

#29. Next Meeting

The next public board meeting will be held on December 8, 2015. Trustees discussed December meeting agendas.

MOTION: Pratt/Youngusband
“TO approve the committee agendas.”

Carried.

#30. Adjournment

MOTION: Mewhort/Ruth
The meeting adjourned at 8:25 p.m.

Carried.

Chair

Secretary-Treasurer

DRAFT



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

RECORD OF CLOSED MEETING
Held on Tuesday, November 10, 2015
At the School Board Office – Gibsons, B.C

PRESENT: TRUSTEES: B. Baxter (Chair), L. Pratt (Vice-Chair), D. Mewhort,
G. Russell, P. Ruth, C. Younghusband
STAFF: P. Bocking, Superintendent of Schools
V. White, Director of Instruction – Student Support
N. Weswick, Secretary-Treasurer
E. Reimer, Administrative Assistant (Recording Secretary)

REGRETS: Trustee L. Dixon

Call to Order

The meeting was called to order at 5:31 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
 - Personnel
 - Ad Hoc Superintendent 360 Evaluation Process Committee Report
 - Director of Instruction Contracts
 - Pender Harbour Secondary Principal
 - Executive Assistant
 - Legal/Liability
 - Procurement Process
 - Student Issue
- **Items for Disclosure**
 - No items to disclose

Adjournment

The meeting adjourned at 6:31 p.m.

Chairperson

Secretary-Treasurer

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

Strategic Plan Report: Technology
Submitted by Superintendent Bocking
December 8, 2015

Goal 1. i. Our students will have the technical and social skills to navigate current and emerging technologies to enrich their learning.

Technology is nothing. What's important is that you have a faith in people, that they're basically good and smart, and if you give them tools, they'll do wonderful things with them.

Steve Jobs

Background:

Technology in education is evolving quickly. Students in our schools are interacting and learning with iPads, laptops, personal mobile devices, sound field systems, Smart Boards, document cameras and LCD projectors. Our schools are prepared with capable wireless systems. The new Next Generation Network will ensure faster data transfer for our students and teachers.

Social skills on the Internet follow the same principles as in real life. Students are taught to be courteous, to speak well of others, to learn with appropriate materials and to use technology because it helps with their learning, not because it is the most entertaining. Students are taught to evaluate the source of their information when completing research. The Internet and technological tools represents a vast learning opportunity that is to be treated with intelligent respect.

Many district teachers are working with Fresh Grade, a software tool that enables an ongoing dialogue about learning. The formative nature of modern education emphasizes that success doesn't come only at the end of a project, but is a process of trying, seeking feedback, and trying again. Excellent communication through technology ensures that students, parents and teachers engage together in the learning process.

Discussion:

The understanding of effective learning through technology changes as quickly as the technology itself. In an age of personalized instruction should teachers prioritize Smart Boards, which are still a large group instructional tool, or individual devices? Should the district prioritize less expensive devices than we currently do in order to have more devices in our students' hands?

The Technology Committee meets in January to debate these questions and more as we move forward with technology.

Next Steps:

- Ensure excellence in connectivity for all learning spaces.
- Review emerging trends in educational technology learning.
- Review the capacity of our current technology to deliver the education our students deserves.

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

Strategic Plan Report: Healthy Staff

Submitted by Director Bishop

December 8, 2015

Goal 2.e.: Our Staff will be a healthy, highly skilled, professional and an inspired team.

Background:

We believe that promoting positive mental health and physical wellbeing for staff is an important goal, so “creating and sustaining this type of environment involves building awareness, encouraging healthy behaviours and engagement in positive social communities to support overall health”. *UBC HR “Health and Wellbeing” Document*

Discussion:

As stated in our Vision statement, we will be “a community engaged in lifelong learning”. Also see Strategic Plan items: 1d, “Our Students will develop the social and emotional skills to successfully live work and play together; they will have the resilience to deal with life’s challenges”; and 1e, “Our Students will be supported in learning skills and awareness to manage their mental and physical health”.

Highlights:

Current initiatives include:

1. Mental Health First Aid: Director Vanessa White is certified by Mental Health First Aid Canada and offered training sessions to Educational Assistants and Teaching staff last June. These programs encompass:
 - Explanations of mental health, mental illness and mental health problems.
 - Signs and symptoms of common mental health problems and crisis situations.
 - Information about effective interventions and treatments.
2. Non-Violent Crisis Intervention: Workshops are on-going with a goal of having all staff in the district receiving training. Program description: “our core training program equips staff with proven strategies for safely defusing anxious, hostile, or violent behavior at the earliest possible stage”.
3. Employee Assistance Program (EAP): All schools promote the EAP program
4. Harassment Training: Each school has a team comprised of Administration, SCTA member and CUPE member who respond to concerns around harassment, with a goal of prevention through identifying behaviours that are defined as harassment. The team members are available as objective third parties who can direct staff to the correct actions to take if they feel they are victims of harassment. Regulation 5630 “Maintaining Respectful Worksite” posters are up in all sites.

Strategic Plan Update: Healthy Staff

5. Transgender Health for Students and Staff Workshop: Offered on November 18th, through a collaboration between District Support Services and Prism, a Vancouver Coastal Health referral program, its goals were to understand key concepts & terminology, social impacts & health outcomes, effects of policy and practice and, finally, workplace assessments and action items.
6. School-District Crisis Intervention Team: A group of teacher-counselors and administrators who provide school-based support during times of high stress related to school incidents.
7. SCRD Discount for “My Pass”: School District No. 46 staff receive a 10% discount when purchasing a My Pass membership. Staff need to show some identification or a pay stub to receive this discount.

Next Steps:

- Harassment Prevention Training events are scheduled for January 18, 19, 2016
- SCRd discount information will be sent out to all staff via the “*EduCoaster*” publication sent to all schools monthly.
- A Mental Health First Aid workshop will be offered for Education Assistants on January 4, 2016

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

Superintendent's Report
December 8, 2015

1. Students

- a. Many **school holiday celebrations** are taking place this month.
- b. There is considerable discussion in B.C. regarding **Syrian refugee** families. The Ministry of Education and BCSSA are facilitating discussions to enable a successful transition for the children. Many logistical questions remain but as a district we are looking forward to welcoming families in need and providing the best educational services for them.

2. Staff

- a. Over 20 educators met for an energetic and effective day of planning for the **Non-Instructional Days (NID)** scheduled for January 4th and March 29th. The intention of the NID days is to ensure that teachers are comfortable implementing the curriculum in September 2016 (K to 9). Our current plan of in-service will be woven into the learning from these days.
- b. **Educational Assistants** have had two opportunities to review the new curriculum with Coordinator David Barnum.
- c. Many of our Principals, Vice Principals and Executive Team members attended the **BCSSA Fall Conference** in November. The team learned from key educational thinkers as well as from other districts in the province about change theory in education, engaging learners at different levels and more. The learning will continue in future sessions with the educational leadership team in our regular meetings.
- d. The district **Reading Committee** continues to support our strong, district reading agenda. The latest event has been an "Engaging Readers" session for teachers. Over forty people attended this opportunity to share their pedagogical strategies for supporting students as readers. On January 4th another session will consider how to best support the reading of non-fiction for students.

3. Community

- a. The district is associated with a Status of Women Canada Project – **Connecting Women for Success**. The success of women is an important issue for our district. Their success will lead to our students' success in many ways. Superintendent Bocking is a member of the advisory group to this project.
- b. Initial meetings are taking place with the Sunshine Coast Credit Union to develop a program of support for **financial literacy** for our students.
- c. Director Bishop and Superintendent Bocking met with **RCMP** Staff Sergeant Vishal Mathura to review our partnership to ensure safe schools and communities, communication protocols and mutual support.



School District No. 46 (Sunshine Coast)
Administrative Regulations

ADMINISTRATION – Circulating until Feb. 8, 2016 1820

STUDENT HEALTH

A. Immunization

School District No. 46 (Sunshine Coast) supports our partner, Vancouver Coastal Health by encouraging immunization administration in our schools. In accordance with the *Infant Act*, administration of immunization will occur with either parental consent or by consent of the Mature Minor. On the Sunshine Coast, effort will be made to obtain parental representative consent for school based immunization programs.

B. Medical Alerts

1. A red medical binder will be used in each school to maintain a current record of student medical alerts and student medical conditions. This binder will be accessible to all staff in the main office of the school. The binder will consist of four sections:
 - (a) The Medical Alert section will include for each designated student:
 - a completed school Medical Information form
 - a recent picture of the student
 - a Care Plan
 - (b) The other Medical Condition section will include a completed Medical Information form for each student.
 - (c) The Administration of Medication section will include a copy of the first newsletter explaining the necessity of the “Medical Information” and the “Request for Administration of Medication” forms.
 - (d) Completed and authorized “Request for Administration of Medication” and Medication Log forms (a sample of a log form is available from the School Board Office).

Each section will be preceded by an alphabetic index of student names. Subsequent information will be arranged alphabetically by student name after the index.
2. At the beginning of each school year, the school will:
 - (a) Include an article in the first newsletter explaining the necessity of the Medical Information form and the Request For Administration of Medication forms (a sample is available at the School Board Office).

Date adopted: October 16, 2000
Revised: February 25, 2002

Reference: Board Policies 1.3, 4.1, 4.2, 4.3, 4.6

Supt. Signature:



School District No. 46 (Sunshine Coast)
Administrative Regulations

ADMINISTRATION – Circulating until Feb. 8, 2016 1820

STUDENT HEALTH (continued)

- (b) Send out to the parents of each student, a Medical Information form to be completed and signed by parents/guardians if their child has a medical condition diagnosed by a physician that may require precautionary treatment at school.
- 3. School personnel will review the Medical Information form and notify the public health nurse of any medical alerts (i.e. potentially life threatening conditions) and when support for care planning and education is required.
- 4. Any medical condition reported as a “mild allergy or reaction to” any substance that a child is likely to have exposure to at school shall be treated as a medical alert.
- 5. Medical Alert Definition:
 A Medical Alert Condition - a physician diagnosed, potentially life threatening condition such as:
 - Diabetes
 - Epilepsy
 - Anaphylaxis (history of a severe allergic response which requires planned support inside as well as outside the school environment)
 - Severe Asthma (history of episodes requiring immediate medical treatment or a history of requiring immediate medication administration to avert an emergency)
 - Blood clotting disorders such as hemophilia that require immediate medical care in the event of injury
 - Serious health conditions
 - Other conditions that may require emergency care as determined in consultation with parents/student/family physician, school and Medical Health Officer or designate.
- 6. If the “medication needed at school” box indicates “yes”, the school shall ask the parent to complete a “Request for Administration of Medication” form and return in to the office.
- 7. The public health nurse, upon request, will assist school personnel and parents in reviewing the information and developing care plans (samples are available from the

Date adopted: October 16, 2000
Revised: February 25, 2002

Reference: Board Policies 1.3, 4.1, 4.2, 4.3, 4.6

Supt. Signature:



School District No. 46 (Sunshine Coast)
Administrative Regulations

ADMINISTRATION – Circulating until Feb. 8, 2016 1820

STUDENT HEALTH (continued)

school district office.) The public health nurse is available for consultation regarding plans, procedure and training.

8. The school Principal (or designate) will then ensure that the information is inserted in the red medical binder, a red dot is applied to the student’s Permanent Student Record card, and a notation is made in the inclusion section of the Permanent School Record card.
9. The school Principal (or designate) will inform the school staff of the students who have medical alerts and draw their attention to the red medical binder in the main office. Information on students with medical problems should not be posted.
10. Teachers-on-Call and substitute Teacher Assistants will be informed of the medical problems of students in their classes.
11. The school bus company or any personnel transporting students should be provided with medical alert information.

FORMS ATTACHED:

Request for Administration of Medication
 Medical Information Form

Date adopted: October 16, 2000
Revised: February 25, 2002

Reference: Board Policies 1.3, 4.1, 4.2, 4.3, 4.6

Supt. Signature:



School District No. 46 (Sunshine Coast)
Administrative Regulations

FACILITIES

3350

DISPOSAL OF SURPLUS PROPERTY

Purpose:

The Board may approve the disposal of land or improvements (“Property”). These disposals include sales of land and buildings, leases with a term of 10 years or greater (“Long Term Lease”), rights-of way and easements. Property disposals are subject to Ministerial Order M193/08, the Disposal of Land or Improvements Order, and the *School Act*.

Practices:

1. The school district shall retain the title of any Property it is not using for school purposes until such time as the Board determines that the Property will no longer be required. During this period, the Secretary-Treasurer may lease the Property.
2. Prior to approving the disposal of Property, the Board must consider the future educational needs of the district, as well as alternative uses of the Property including development, rezoning and subdivision. Reasonable effort will be made to maximize the return to School District No. 46 (Sunshine Coast)
3. The Secretary-Treasurer shall obtain reasonable, independent evidence of the fair market value of the Property or interest to be granted. Fair market value means the amount, price, consideration or rent that would be obtained by a Board of Education in an arm’s length transaction in the open market between willing parties acting in good faith.
4. The Secretary-Treasurer must complete a title search and check for a Crown Grant Trust Condition before disposing of a Property.
5. The Board will approve disposition of Property with a Disposal Bylaw. The Disposal Bylaw will be approved in accordance with the Board’s Procedural Bylaw. The Disposal Bylaw authorizing the disposal of Property owned or administered by the Board, made pursuant to section 65(5) of the *School Act*, must include:
 - (a) confirmation that the Board will not require the Property for future educational or district purposes;
 - (b) the name and facility number of the Property, and;
 - (c) the address and legal description of the Property.

Date adopted: January 1996
Revised: December 2015

Reference: Board Policy 12.6, 16, School Act 96,
 Ministerial Order M193/08

Supt. Signature:



School District No. 46 (Sunshine Coast)
Administrative Regulations

FACILITIES

3350

DISPOSAL OF SURPLUS PROPERTY (Continued)

6. When the Board intends to dispose of a Facility by a fee simple transfer or Long Term Lease of a Facility to a transferee or lessee other than another school board or an independent school for educational purposes, the Board shall obtain Ministry approval.
7. If all tenders are lower than the expected fair market value, the Secretary-Treasurer may negotiate with the highest bidder or re-advertise the sale.
8. The Board shall promptly notify the Minister of any disposal of Property and the allocation of the proceeds as required under Section 100(2) of the *School Act*, and promptly deliver to the Minister a copy of the bylaw approving the disposal.
9. The Board shall offer to dispose of the Property in a public tender or other competitive bidding process, unless the Board proposes to dispose of the Property:
 - (a) to a not for profit corporation,
 - (b) to a public authority,
 - (c) to a person who, as part of the consideration for the disposition, will exchange Property or an improvement with the Board,
 - (d) to a person under a partnering agreement that has been the subject of a process involving the solicitation of competitive proposals, or
 - (e) to an owner of adjoining land for the purpose of consolidating the lands.
10. The Board must only dispose of a Property by fee simple transfer or Long Term Lease through a public process as follows:
 - (a) If the disposition is to a person referred to in Section 9, then the Board may only proceed with the disposal after it has passed a bylaw at a public meeting of the Board approving the disposal, provided that the Board has published, on its publicly accessible website or in some other public manner, notice of its agenda at least 48 hours prior to the meeting, and the notice includes:
 - i. a description of the Property,
 - ii. the person or public authority who is to acquire the Property under the proposed disposition,

Date adopted: January 1996
Revised: December 2015

Reference: Board Policy 12.6, 16, School Act 96,
 Ministerial Order M193/08

Supt. Signature:



School District No. 46 (Sunshine Coast)
Administrative Regulations

FACILITIES

3350

DISPOSAL OF SURPLUS PROPERTY (Continued)

- iii. the nature and, if applicable, the term of the proposed disposition, and
 - iv. the consideration to be received by the Board for the disposition.
- (b) For all other dispositions by fee simple transfer or Long Term Lease, the Board shall post at the Property a sign visible from a public street indicating the nature of the proposed disposition, and the Board shall publish on its publicly accessible website or in some other public manner for at least 2 consecutive weeks a notice that includes:
- i. a description of the Property,
 - ii. the nature and, if applicable, the term of the proposed disposition,
 - iii. the process by which the Property may be acquired, and
 - iv. the sentence "The highest or any tender may not necessarily be accepted."
- (c) Any proposed transferee or lessee of a Property must satisfy the Board that it has the ability to meet its financial obligations to the Board, and the Board must be satisfied that the disposition of the Property is at fair market value.

Date adopted: January 1996
Revised: December 2015

Reference: Board Policy 12.6, 16, School Act 96,
Ministerial Order M193/08

Supt. Signature:



October 27, 2015

Ref: 184745

Nicholas Weswick
Secretary-Treasurer
School District No. 46 (Sunshine Coast)
PO Box 220
Gibsons, BC, V0N 1V0

Email: nweswick@sd46.bc.ca

Dear Nicholas Weswick,

Re: Routine Capital 2015/16 (Project No. 127012)

I am pleased to confirm that capital funding of up to \$ 371,000 has been approved for the following Routine Capital project(s): Digital Direct Control Upgrade for a district upgrade, Project No. 127012. These funds will contribute to extending the life of your facilities and school-based assets and help support healthy, efficient schools for students, teachers and staff.

Prior to establishing a Certificate of Approval (COA) to access funding for this project, a capital project bylaw must be adopted by the School District No. 46 (Sunshine Coast) Board of Education. The Board should therefore adopt Capital Project Bylaw No. 127012 specifying a total maximum allocation of \$371,000. The original bylaw must then be forwarded to the attention of Jennifer Coward, Finance and Administration Officer, Capital Management Branch.

Following registration of the above bylaw and the receipt of two (2) copies of the duly executed Routine Capital Funding Agreement (copies attached for your signature) the Branch will issue a COA enabling the School District to draw capital funds for the Routine Capital project.

If you have any questions regarding the Routine Capital funding, please feel free to contact your Planning Officer, Rachelle Ray at: Rachelle.ray@gov.bc.ca.

.../2

I wish you every success with this project for this district upgrade and look forward to its completion before March 31, 2016.

Sincerely,

Ryan Spillett, Regional Director
Capital Management Branch

Attachment: Project Funding Agreement

pc: Nicole Pharand-Fraser, Director, Construction and Routine Capital
Renee Mouteney, Executive Director, Capital Delivery
Rachelle Ray, Planning Officer, Capital Management Branch
Jennifer Coward, Finance and Administration Officer, Business Operations Branch



**PRO-FORMA
CAPITAL PROJECT BYLAW NO. 127012
DISTRICT DIRECT DIGITAL CONTROL UPGRADE**

A BYLAW by the Board of Education of School District No. 46 (Sunshine Coast) (hereinafter called the "Board") to adopt a Capital Project to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the School Act, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. **127012** (District Direct Digital Control Upgrade).

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially in accordance with the Project Agreement or as directed by the Minister;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Project of the Board approved by the Minister and specifying a maximum expenditure of **\$371,000** for Project No. **127012** is hereby adopted.
2. This Bylaw may be cited as School District No. 46 (Sunshine Coast) Capital Project Bylaw No. **127012**.

Read a first time the 8th day of December 2015.
Read a second time the 8th day of December, 2015.
Read a third time, passed and adopted the 8th day of December, 2015.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No.46 (Sunshine Coast) Capital Project Bylaw No. **127012** adopted by the Board the 8th day of December, 2015.

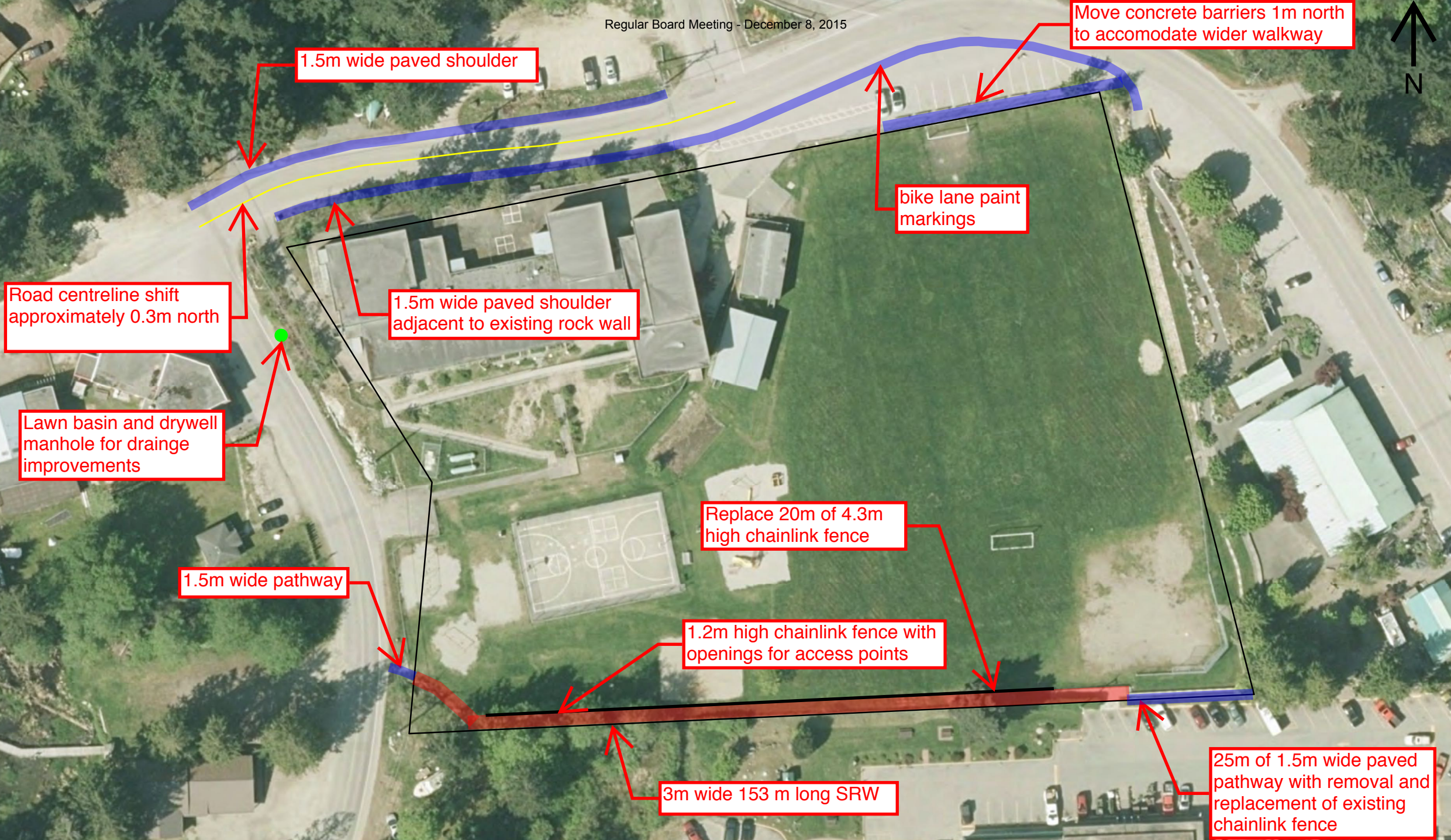
Secretary-Treasurer

School District No. 46 (Sunshine Coast)
CAPITAL PROJECT BYLAW NO. 127012

- 1) MOTION:
“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 127012, in the amount of \$371,000, be read for a first time.”
- 2) MOTION:
“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 127012, in the amount of \$371,000, be read for a second time.”

Requires unanimous approval before third reading.

- 3) MOTION:
“THAT School District No. 46 (Sunshine Coast) Capital Project Bylaw No. 127012, in the amount of \$371,000, be read for a third time, passed and adopted.”



CONCEPTUAL SCOPE OF WORK

25m of 1.5m wide paved pathway with removal and replacement of existing chainlink fence

3m wide 153 m long SRW

1.2m high chainlink fence with openings for access points

Replace 20m of 4.3m high chainlink fence

1.5m wide pathway

Lawn basin and drywell manhole for drainage improvements

Road centreline shift approximately 0.3m north

1.5m wide paved shoulder adjacent to existing rock wall

bike lane paint markings

Move concrete barriers 1m north to accommodate wider walkway

1.5m wide paved shoulder



**DISPOSAL OF REAL PROPERTY BYLAW No. 2015-01
MADEIRA PARK ELEMENTARY STATUTORY RIGHT OF WAY**

WHEREAS section 65 (5) of the *School Act* provides that a board of education may exercise a power with respect to the acquisition or disposal of property owned or administered by the board only by bylaw;

AND WHEREAS pursuant to Section 96 (1) of the *School Act*, "land" includes any interest in land, including any right, title or estate in it of any tenure;

AND WHEREAS section 96 (3) of the *School Act* provides that a board of education may dispose of land or improvements, or both, subject to the orders of the minister;

AND WHEREAS section 3 of the Disposal of Land or Improvements Order provides that boards must not dispose of land or improvements by sale and transfer in fee simple or by way of lease or 10 years or more unless such disposal is to another board or an independent school for educational purposes or is approved by the Minister in accordance with section 5 of the Disposal of Land or Improvements Order;

AND WHEREAS section 5 of the Disposal of Land or Improvements Order provides that the Minister may approve, with any terms and conditions, a disposition of land or improvements;

NOW THEREFORE be it resolved that the Board of Education of School District No. 46 (Sunshine Coast) hereby authorizes the granting of a Statutory Right of Way of 370.4 m² for One Dollar (\$1.00) on the property commonly known as Madeira Park Elementary School, located at 5012 Gonzales Rd, Madeira Park, BC and legally described as:

PID: 008-926-522
Lot 1, Blocks 12 and 13
District Lot 1023 Plan 12228

The Board of Education of School District No. 46 (Sunshine Coast) confirms that the disposal of the property has received the necessary ministerial approval pursuant to the Disposal of Land or Improvements Order and that Statutory Right of Way will not affect the use of the site for future educational purposes in School District No. 46 (Sunshine Coast).

This bylaw may be cited at School District No. 46 (Sunshine Coast) Disposal of Real Property Bylaw No. 2015-01.

READ A FIRST TIME THIS 8TH DAY OF DECEMBER, 2015
READ A SECOND TIME THIS 8TH DAY OF DECEMBER, 2015
READ A THIRD AND FINAL TIME, PASSED AND ADOPTED THIS 8TH DAY OF DECEMBER, 2015

Board Chair

Secretary-Treasurer



**DISPOSAL OF REAL PROPERTY BYLAW No. 2015-01
MADEIRA PARK ELEMENTARY STATUTORY RIGHT OF WAY**

I HEREBY CERTIFY this to be a true and original School District No. 46 (Sunshine Coast) Disposal of Property Bylaw No. 2015-01 adopted by the Board the 8th day of December, 2015.

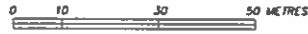
Secretary-Treasurer

Statutory Right of Way Plan Over Part of Lot 1,
Blocks 12 and 13, DL 1023, G. 1, NWD, Plan 12228

Plan EPP56529

BCGS 92F.070

Scale - 1:750



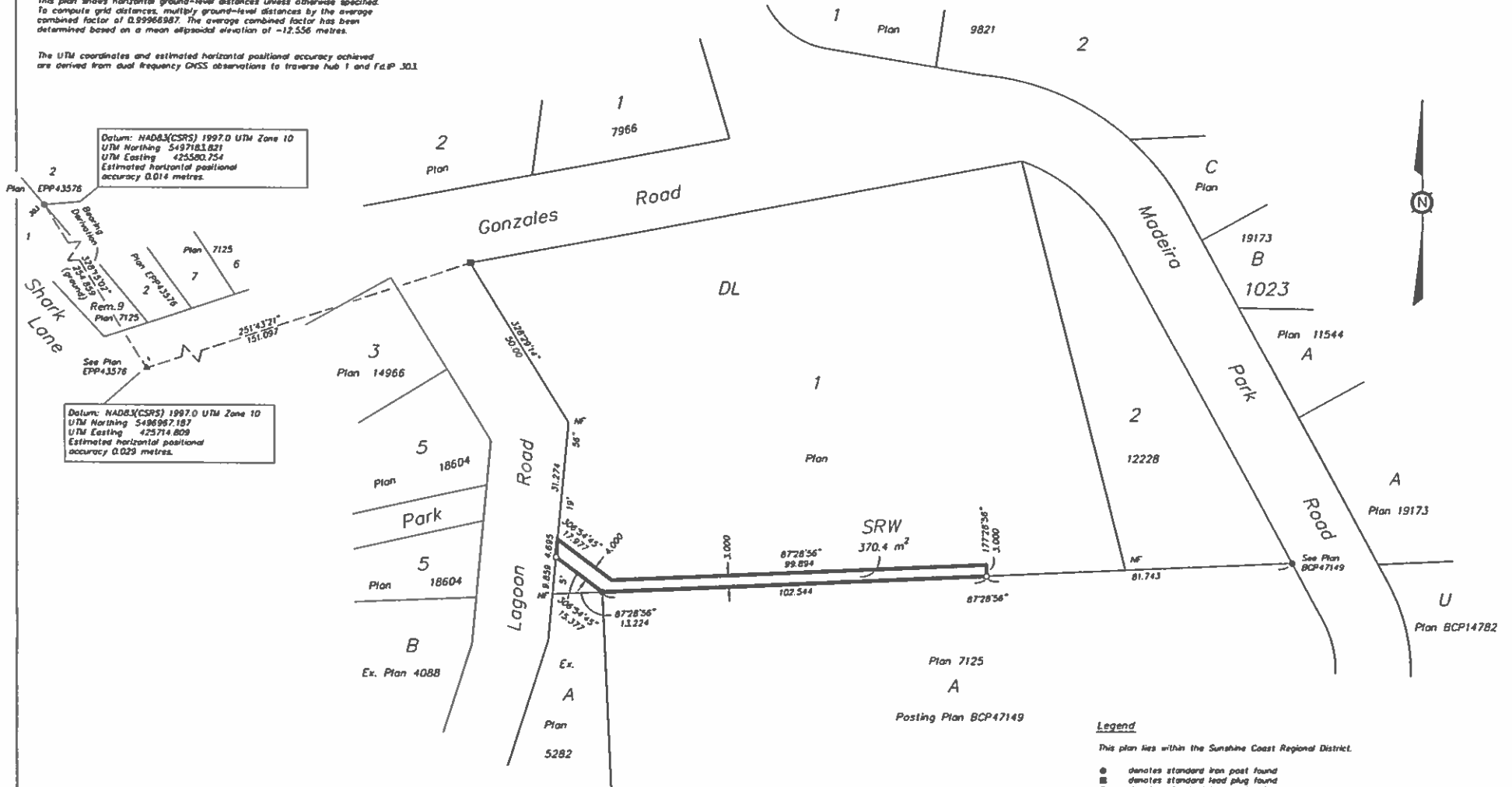
Pursuant to Section 113, LTA

The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:750.

Grid bearings are derived from differential dual frequency GNSS observations and are referred to the central meridian of UTM Zone 10 (123° West Longitude). To obtain local astronomic bearings referred to the meridian through the S.W. corner of Rem. 9 add 01°39'47".

This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.99966987. The average combined factor has been determined based on a mean ellipsoidal elevation of -12.556 metres.

The UTM coordinates and estimated horizontal positional accuracy achieved are derived from dual frequency GNSS observations to traverse hub 1 and FcP 30.1



PETER M. GORDON
 LAND SURVEYING INC.
 PO BOX 2329 SECHELT B.C.
 VON 340 604-885-3286 CELL 604-740-2128
 gordonssurveys@ccornet.com

School District No. 46 (Sunshine Coast)
DISPOSAL OF REAL PROPERTY BYLAW NO. 2015-01

1) MOTION:

“THAT School District No. 46 (Sunshine Coast) Disposal of Real Property Bylaw No. 2015-01 (Madeira Park Elementary Statutory Right of Way) be read for a first time.”

2) MOTION:

“THAT School District No. 46 (Sunshine Coast) Disposal of Real Property Bylaw No. 2015-01 (Madeira Park Elementary Statutory Right of Way) be read for a second time.”

Requires unanimous approval before third reading.

3) MOTION:

“THAT School District No. 46 (Sunshine Coast) Disposal of Real Property Bylaw No. 2015-01 (Madeira Park Elementary Statutory Right of Way) be read for a third time, passed and adopted.”

Regular Board Meeting - December 8, 2015

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

DATE 02-Dec-2015 09:22 AM

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

PAGE 1

START DATE: 01-Nov-2015 TO END DATE: 30-Nov-2015

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Nov-2015 AND 30-Nov-2015						
00LCET2609	0001	*****	28093	RECEIVER GENERAL FOR CANADA	04-Nov-15	202,419.86
00LCET2610	0001	*****	28094	RECEIVER GENERAL FOR CANADA	04-Nov-15	81,635.64
00LCET2612	0001	*****	28095	RECEIVER GENERAL FOR CANADA	04-Nov-15	10,604.88
00LCET2613	0001	*****	30209	TEACHERS' PENSION PLAN	10-Nov-15	480,521.67
00LCET2614	0001	*****	28093	RECEIVER GENERAL FOR CANADA	18-Nov-15	150,000.00
00LCET2615	0001	*****	28095	RECEIVER GENERAL FOR CANADA	18-Nov-15	11,221.30
00LCET2617	0001	*****	28094	RECEIVER GENERAL FOR CANADA	13-Nov-15	76,476.70
00LCET2619	0001	*****	23290	MUNICIPAL PENSION PLAN	17-Nov-15	55,390.17
00LCET2622	0001	*****	28094	RECEIVER GENERAL FOR CANADA	23-Nov-15	82,650.81
TOTALS FOR BANK - 0001						1,150,921.03
TOTAL NUMBER OF CHEQUES						9
TOTAL NUMBER OF CHEQUES WITH MICR						0
COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Nov-2015 AND 30-Nov-2015						
1877000002	0001	0000047314	12012	BC HYDRO & POWER AUTHORITY	10-Nov-15	27,810.72
1878000029	0001	0000047386	23268	MINISTRY OF PROVINCIAL REVENUE	18-Nov-15	27,058.50
1878ET0006	0001	*****	12021	BC TEACHERS FEDERATION	18-Nov-15	25,426.48
1878ET0007	0001	*****	12111	BC TEACHERS FEDERATION	18-Nov-15	28,162.20
1878ET0045	0001	*****	26207	PACIFIC BLUE CROSS/MSA	18-Nov-15	60,116.76
1878ET0060	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	18-Nov-15	10,479.05
TOTALS FOR BANK - 0001						179,053.71
TOTAL NUMBER OF CHEQUES						6
TOTAL NUMBER OF CHEQUES WITH MICR						2
ON-LINE CHEQUES : ISSUED BETWEEN 01-Nov-2015 AND 30-Nov-2015						
00LCET2630	0005	*****	12144	BANK OF MONTREAL	09-Nov-15	56,546.20
TOTALS FOR BANK - 0005						56,546.20
TOTAL NUMBER OF CHEQUES						1
TOTAL NUMBER OF CHEQUES WITH MICR						0
GRAND TOTAL						1,386,520.94
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,386,520.94
GRAND TOTAL NUMBER OF CHEQUES						16
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						2

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
December 8, 2015

STRATEGIC PLAN 2015-2019

Inclusion

By engaging all learners and staff, we strive for a diverse, dynamic community that is welcoming and inclusive to everyone

This value in our strategic plan challenges us to look at how we do our work and ensure that the door is open to all to contribute. As we strive to meet our goals it is the engagement of different voices that will ensure our success. If we can welcome those who look or think differently than us, we are sure to expand our abilities to find the right path to enable everyone to belong in our district. We need all voices to hold us to action on this value.

Board Activities for December

November 5 & 6 – Productive Conversations Workshop: Trustee Younghusband attended a BCPSEA workshop on Productive Conversations. The workshop facilitated by Raj Dhasi focused on personal triggers, workplace scenarios, and role-play opportunities. - *CY*

November 9 – Sechelt Chamber of Commerce: Trustee Younghusband attended the Sechelt Chamber of Commerce Cabinet Ministers Breakfast with Honourable Shirley Bond, Minister of Jobs, Tourism, and Skills Training. She spoke about economic development and building a strong and vibrant economy on the Sunshine Coast. - *CY*

November 10 & 11 – Remembrance Day: Thanks to all the trustees who represented the board at Remembrance Day Ceremonies throughout the Coast and at our school ceremonies. - *BB*

November 23 - shíshálh Long House: Several trustees joined senior staff and all teachers in the district at an incredibly educational session in the shíshálh Long House. History, tradition and sharing of residential school experiences helped us begin to walk the path of the many recommendations in the Truth and Reconciliation report. It was a valuable and profound learning experience for all. - *BB*

November 24, 2015 – Preliminary Budget Consultation: Trustee Younghusband attended the public consultation meeting at the Chatelech Secondary Library regarding the 2016/17 SD46 budget. Presentation provided by Secretary-Treasurer Weswick. - *CY*

November 26-28 – BCSTA Trustee Academy: Trustees Baxter, Pratt, Ruth, and Younghusband attended the BCSTA Trustee Academy in Vancouver. It was a good couple of days of professional development starting out with two enlightening plenaries by Dr. Yong Zhao. Our district was asked to participate in the closing plenary to outline our framework and consultation process for our Strategic Plan. Chair Baxter and Superintendent Bocking led interactive exercises and a slide show summarizing our process. Boards from around the province were very interested and we have been following up by sharing materials with them. - *BB*

Student Trustee Report:

The DSLT meeting began with a discussion around eco friendly schools, and the possible opportunity for students interested in climate change to attend a lecture at Chatelech Secondary School. Team members shared their experiences and opinions on the effectiveness of a homeroom and what role it could play for students. The topic of a student conference with varied topics for all grades focusing on student mental and physical health was discussed, and is currently being planned for Elphinstone Secondary School. - *WH*

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

**BCSTA Provincial Councillor's Report
Submitted by Trustee Mewhort
December 8, 2015**

The Provincial Council has not met since my report last month. The next meeting is scheduled for February 19/20 in Vancouver. Only motions that are time sensitive and cannot wait until the BCSTA AGM (April, 2015) will come before the Council. The deadline for Provincial Council motions is Tuesday, January 19, 2016. Motions for Provincial Council received after that date may still be accepted, but the assembly of representatives at the Provincial Council must approve them.

A complete agenda package, including all submitted motions will be distributed in late January.

In addition, Provincial Council will be asked to address the following questions as part of the "Issues Forum". I propose we gather information on these audits and have a discussion at the January Board Meeting.

Audits and Their Implications for Boards of Education

Key Questions:

- 1. What do you believe are the most significant and/or most important findings of recent audit reports in the K-12 sector (including the OAG audits of Board governance and Aboriginal education, the Ernest and Young audit of SD39, the recent Ministry of Finance Administrative Efficiency Reviews, and the regular Ministry of Education Compliance Enrolment Audits)?**
- 2. Does your board have concerns about the current spectrum of audits and reviews being applied to school districts? If yes, what are your concerns?**
- 3. What do you believe will be the short and long term implications of the current audits for school districts?**
- 4. What actions are your board likely to take as the result of the audits?**
- 5. What further information, processes or discussions regarding these audits would be of use to your board?**

Dave Mewhort
Provincial Councillor

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

**District Parents' Advisory Council (DPAC) Report
Submitted by Trustee Mewhort
December 8, 2015**

DPAC met Nov 25th at PHSS. It was a well-attended meeting with 20 attendees. Highlights include:

1. In the "Open Forum" it proposed that DPAC be the sole BCCPAC representative from SD46 in an effort to save dues. It was also noted our voting power would drop from 13 to 1. No decision was reached at this point.
2. It was decided that DPAC would focus its gaming funds on pro-d for parents in the area of "adolescent mental health". Details and course offerings are in the works. Mental health, SEL, anxiety, and mood disorders are all possibilities. \$2,000 was set aside for this initiative.
3. It was reported that Vanessa White reported to the Healthy Schools Committee and gave an excellent review and summary of the MDI.
4. Superintendent Bocking reported on "Fresh Grade", a new software package that enables teachers, students and parents to "connect, capture, document and communicate student learning via digital portfolios".
5. Secretary Treasurer Weswick made a very informative budget presentation and PAC Representatives were asked to take the information back to their PACs and provide whatever parent feedback they would like.

DPAC's next meeting is scheduled for Jan 28, 2016 at the Chatelech Secondary library.

Dave Mewhort
DPAC Liaison



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

**COMMITTEE OF THE WHOLE NOTES
Held on November 24, 2015 from 9:00-11:00 a.m.
School Board Office – Gibsons, BC**

PRESENT: TRUSTEES: Betty Baxter, Chair; Dave Mewhort; Pammila Ruth; Lori Pratt; Christine Younghusband

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Paul Bishop, Director of Instruction; Vanessa White, Director of Instruction; Phil Luporini, District Principal; Erica Reimer, Recording Secretary; Marnie Baba, CUPE 801

REGRETS: Lori Dixon, Trustee; Greg Russell, Trustee

The meeting was called to order at 9:00 a.m.

1. We Envision SCRD

Superintendent Bocking provided an update on SCRD's We Envision plan, a region wide sustainability plan that looks at land use; water stewardship; food security; affordable housing; employment; addressing poverty; community health and social services; arts and culture; learning and leading; natural spaces, parks, recreation; transportation; climate and energy; and zero waste. The committee discussed the benefits of knowing where the various plans from local governments intersect and how those plans create opportunities for partnership.

2. Freedom of Information and Protection of Privacy

Secretary-Treasurer Weswick reported that the province has struck a select standing committee to review the Freedom of Information and Protection of Privacy (FOIPOP) act and is providing the public with an opportunity to submit feedback for consideration. The committee discussed restrictions in the act, which prevent or limit the use of data storage opportunities outside of Canada. Secretary-Treasurer Weswick indicated that these restrictions limit the districts use of technology by preventing the use of certain applications such as various web calendar options, cloud storage solutions and file sharing services including Google Docs.

Recommendation: "To provide feedback to the select standing committee to deal with consent issues and the restrictive nature of data storage.

Written submissions to the committee must be received before December 29th, 2015.

3. Progress Plan Update

Anne Titcomb and Pat Hunt, co-chairs of the Sunshine Coast Community Resource Centre, provided an update on the status of the Progress Plan and noted recommendations from their plan that align with the board's strategic plan, including a recommendation to work in partnership to support entrepreneurship and career planning for secondary school students. Mrs. Titcomb and Mrs. Hunt thanked the school district for their efforts to

improve access to childcare in both Gibsons and Sechelt. Information on the Progress Plan can be found online at <http://www.communityresources.ca/progressplan>.

4. External Committees

Trustees and staff reported on their appointments to various external committees, including:

- SCRD Transportation Advisory Committee
- SCRD Policing Committee
- District Parents' Advisory Council
- Sunshine Coast Youth Action and Awareness Committee
- VCH Healthy Schools
- Voice on the Coast
- My GP and Me

A suggestion was made that trustees be appointed to committees that reflect their appointments on internal committees. Trustees indicated that all committees have provided opportunities to advocate for, and to report back on, matters of concern to schools and PACs. A suggestion was made to reach out to local libraries to determine if there is an opportunity for a liaison to a committee and a request from Junior Rotary for a meeting was mentioned.

5. Communication (standing item)

The committee reviewed the plan. There were no suggestions for changes or additions.

The meeting adjourned at 10:58 a.m.

Next Meeting: December 15th, 2015 from 9:30 a.m. to 11:30 a.m. at the School Board Office.



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

OPERATIONS COMMITTEE

Held on November 26, 2015 from 11:00 to 12:30 p.m.
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Dave Mewhort, Chair; Betty Baxter; Greg Russell; Lori Pratt
STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Paul Bishop, Director of Instruction; Rob Collison, Manager of Facilities and Transportation; Phil Luporini, District Principal of Careers and Technology; Allyson Fawcus, DPAC; Tracey Bond, CUPE 801; Erica Reimer, Recording Secretary

The meeting was called to order at 11:05 a.m.

1. Carbon Neutral Capital Plan (CNCP) Submission Review

Secretary-Treasurer Weswick reported that the Carbon Neutral Capital Plan was implemented several years ago to support districts in reducing their carbon footprint, thereby reducing the amount of carbon offsets that districts must purchase. It is his understanding that any offsets paid to the Pacific Carbon Trust are returned to school districts through the CNCP within a five year cycle to implement carbon reducing initiatives. The district has yet to receive a request for submissions for the current year and the status of the plan is unknown.

Rob Collison indicated that the district has several project identification reports on file that are ready to submit if a request for submissions is received. Project identification reports on remaining sites will be prepared for use for future capital plan submissions.

2. Strategic Plan: Goal 2.e. – Healthy Staff

Director Bishop spoke to his written report, provided at the meeting, and highlighted the following initiatives:

- Mental Health First Aid training helps to reduce the stigma of mental health issues.
- Ongoing Non-Violent Crisis Intervention training provides staff with tools to deescalate difficult situations.
- Employee Assistance Program promoted at all sites.
- Dedicated harassment teams at all school sites to respond to concerns about harassment. Additional training scheduled in January.
- Transgender Health workshop for students and staff,
- McCreary Adolescent Survey feedback
- SCR D offers a discount to school district employees for MyPass memberships,
- Crisis intervention teams at all schools, recently provided support to staff participating in the Touching Learning Spirits professional day workshop.

3. Annual Transportation Review

Secretary-Treasurer Weswick provided an update on the new transportation service provider. Thirdwave Bus Services is working on obtaining student registration information for all riders, implementing a registration process and tidying up administrative information. The company is unfamiliar with the concept of courtesy riders, as described in the district's regulation, and will be evaluating processes and ridership once registrations are complete. The majority of the fleet has been replaced with new buses, with the remaining two older buses being replaced in the next couple of months. The bus company and district are transitioning to a system where the district has better oversight of routes for special needs students. Thirdwave is implementing a dispatch system for special needs buses to avoid the past practice of parents contacting the bus driver directly.

The committee discussed several items relating to the district's transportation regulation and transportation services, including:

- The need for clarity regarding bus services and the registration process for children in shared custody arrangements, especially when one parent lives out of the boundary area.
- Looking at walk limits and considering walk to stop limits. Secretary-Treasurer Weswick reported that there are no longer provincial walk limits.
- Whether reference to summer school is required in regulation.
- If the information on courtesy riders in the regulation matches actual practice.
- The potential use of a computer bus routing system to determine if there is the potential of more efficient routing.

Secretary-Treasurer Weswick indicated that no changes to bus routes or services would take place without sufficient community consultation.

4. Long-Range Facilities Plan (standing item)

Secretary-Treasurer Weswick reported that Jim Alkins has been engaged to create the facilities plan. The consultation process is in the planning stages. Secretary-Treasurer requested feedback from the committee on the consultation schedule for the long-range facility plan. The committee suggested that a community consultation take place in each of our communities; Gibsons, Sechelt and Pender Harbour. Other suggestions included:

- That specific invitations go out to local governments and groups.
- That the consultation process be broader than parents and staff.
- That both educational facilities and surplus property be considered in the plan.
- That building use be considered in ways that are community friendly and sustainable.
- That the time consultation process be completed within 90 days of commencement and that the board receive the final plan in June.
- That the long-range plan is considered under the rubric of the Strategic Plan.

The meeting adjourned at 12:29 p.m.

Next Meeting: To be determined by agenda setting committee.



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

**EDUCATION COMMITTEE NOTES
Held on November 25, 2015 from 1:00-2:30 pm
At the School Board Office, Gibsons, B.C.**

PRESENT: TRUSTEES: Christine Younghusband (Chair), Pammila Ruth
STAFF/OTHERS: Patrick Bocking, Superintendent; Vanessa White, Director of Instruction; Paul Bishop, Director of Instruction, Nicholas Weswick, Secretary-Treasurer; Phil Luporini, District Principal of Careers and Technology; Carolyn Spence, Principal; David Barnum, Curriculum and Transitions Coordinator; Louise Herle, SCTA; Johanna Rzepa, Erica Reimer, Recording Secretary

REGRETS: Trustees Lori Dixon and Betty Baxter

The meeting was called to order at 1:04 p.m.

1. Immunization / Mature Minor Consent / Regulation 1820 (Student Health)

Director White shared a request from Vancouver Coastal Health to revise Regulation 1820 (Student Health) to allow for consent for immunizations by a Mature Minor. Johanna Rzepa, Vancouver Coastal Health, provided information on the definition of a Mature Minor and indicated that health nurses are trained to assess the maturity of a minor.

The committee discussed what age students would be considered under the Mature Minor language. Ms. Rzepa indicated that a health nurse would not typically consider a grade 6 student as a Mature Minor, however could consider a grade 9 student as a Mature Minor depending on his/her assessment of the student. She further reported that according to the *Infant Act*, Mature Minor consent takes precedent over parental consent.

The committee discussed the suggested revision. An additional suggestion was made to include language to indicate that reasonable efforts will be made to obtain parental consent for immunizations. The committee discussed the regulations requirement that a copy of consent documents be held at the school. The committee recommended the requirement be removed as the consent documents are kept on file with the public health office.

2. Strategic Plan: Goal 1.i – Technology Plan

District Principal Luporini reported that:

- the district is switching to the Next Generation Network, which will allow for improvements in wireless capabilities at all sites.
- *Guiding Principles for Electronic and Social Media Communication for Students* (http://tech.sd46.bc.ca/%20Guiding_Principles_For_Electronic_And_Social_Media_Comm.pdf) is reviewed at all schools on a yearly basis.
- transition to Palo Alto Firewall allows for more discretion and control over network security.
- outdated technology is a hurdle for staff and students.

The committee discussed students' use of technology, the guided principles document, access to computer coding opportunities and the use of popular device applications by other

school districts. Information was shared regarding the upcoming Hour of Code on December 7-13, 2015 and the iOS Summit on January 23, 2016 at Mulgrave School.

3. District Celebrations / Inspirational Achievement Award

The committee provided suggestions for ways in which to celebrate and showcase achievements in the school district, including the use of YouTube videos and the local Coast Cable channel. Louise Herle, SCTA President, shared teacher feedback noting that teachers' preference is to celebrate all teachers rather than one single individual. There was a general consensus that the previous award model should be restructured. The committee discussed the benefit of recognizing contributions of community members and organizations outside of the school district that support education. Trustee Younghusband agreed to take the committee's feedback to the board chair for further discussion.

4. Grad Survey

Director Bishop provided an overview of the 2015 Grad Survey results. The survey saw a total of 303 respondents, 211 of whom graduated prior to 2015. The four most enrolled post secondary institutions for Sunshine Coast graduates are Capilano University, University of Victoria, BC Institute of Technology and the University of British Columbia. The committee discussed primary factors for graduation as being student engagement and relationships.

5. Curriculum (standing item)

Curriculum Coordinator, David Barnum, provided an update. An Education Implementation meeting is set for December 1st. The meeting will be well attended by 23 teachers, the curriculum coordinator, Principal Gregory Walters, Director Bishop, Director White and Superintendent Bocking. The team will look at planning the non-instructional day planned for January 4th. Principals are being surveyed to identify the needs of their staff to support the curriculum change. Information on the new curriculum can be found at <http://curriculum.gov.bc.ca>.

6. Parent Engagement (standing item)

The next DPAC meeting is scheduled for November 25, 2015 and will take place at Pender Harbour Elementary Secondary School.

The meeting adjourned at 2:34 p.m.

Next Meeting: December 16th from 1:00 p.m. to 2:30 p.m. at the School Board Office.



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

POLICY COMMITTEE NOTES
Held on November 24, 2015 at 11:00 a.m.
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Lori Pratt, Chair; Betty Baxter; Dave Mewhort; Pammila Ruth; Christine Younghusband

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Paul Bishop, Director of Instruction; Vanessa White, Director of Instruction; Phil Luporini, District Principal; Erica Reimer, Recording Secretary; Marnie Baba, CUPE 801

REGRETS: Lori Dixon, Trustee; Greg Russell, Trustee; Sarah Bradley, DPAC

The meeting was called to order at 11:10 a.m.

1. Policy 5 (Role of the Board Committees)

The committee discussed a recommendation from a previous meeting to modify item 5.4 and made additional suggestions to better reflect the practice of the board.

The committee agreed to strike item 5.7 as the appointment process is described in procedural bylaw 62.2.

The committee reviewed the terms of references for board committees and agreed to edits to the terms for the Education Standing Committee. Trustee Mewhort and Trustee Baxter agreed to submit suggestions for edits to the terms of reference for the Operations Standing Committee prior to the board meeting in December for consideration. The committee agreed that the terms of reference for the Trustee Honorarium Ad Hoc remain in policy despite not typically requiring terms of reference for ad hoc committees.

Suggested revisions to the policy are attached to these notes.

2. Policy 3 (Role of the Trustee)

The committee agreed to defer discussion of the policy to a future meeting.

The meeting adjourned at 12:31 p.m.

Next Meeting: December 15th from 11:30 a.m. to 1:30 p.m. at the School Board Office.

Upcoming agenda item(s):

- Policy 3 (Role of the Trustee)

The recommended revisions to Policy 5 are as follows. Suggested edits to the terms of reference for the Operations Standing Committee were submitted for consideration by Trustees Baxter and Mewhort after the committee meeting took place.

*Note: additions are highlighted in **bold, blue underlined text**, edits are highlighted in ~~red strikethrough text~~.*

5 ROLE OF BOARD COMMITTEES

The Board may meet as a Committee of the Whole and will appoint Standing Committees and Ad Hoc Committees to help carry out its governance responsibilities in accordance with its Procedural Bylaw. Consequently, committees:

- 5.1 Are constituted to directly assist the Board by preparing policy alternatives, considering implications and recommending possible actions to be taken by the Board.
- 5.2 Shall not interfere with the wholeness of the Board's job, nor speak or act for the Board except when formally given such authority for specific, time-limited purposes.
- 5.3 Shall operate within the Terms of Reference approved by the Board, except when given other assignments by Board motion.
- 5.4 Shall have their agendas managed ~~and set~~ by Committee chairs. **Every item must be assigned by the Board's agenda setting process and approved by the Board.** ~~but every item must be either assigned by the Board, or by the Board's agenda-setting process.~~
- 5.5 Should provide a means of receiving stakeholder/community input, when appropriate, in an open, inviting and efficient manner.
- 5.6 May serve as venues for staff, external or trustee presentations, within each committee's Terms of Reference.

~~5.7 Shall be appointed by the Chair annually at the January regular Board meeting.~~

5.8 ~~5.7~~ Shall include but not be limited to:

(i) Education Standing Committee

Terms of Reference: The Education Committee **shall discuss educational opportunities and challenges;** review and consider the governance of ~~education~~ issues including curriculum; programs; education policy; student assessment; and student achievement.

(ii) Operations Standing Committee

Terms of Reference: The Operations Standing Committee shall **discuss,** review and make recommendations on **governance issues including the annual budget consultation and development; the long range facilities plan and policies on facility use; personnel; sustainability policies; and transportation services. Local government land-use and planning referrals will be reviewed when community consultation is needed and timeframe for feedback permits.** ~~budget issues including the annual budget and consultation process; proposed plans related to school sites and buildings; the Annual Facilities Grant budget and Carbon Neutral Action Report/Plan; the Annual Capital Plan budget submission to the Ministry of Education; matters related to community use of school facilities; finance and facilities policy; local government land-use and planning referrals; and transportation service levels and costs.~~

(iii) Policy Standing Committee

Terms of Reference: The Policy Standing Committee shall review existing policies and consider amendments or new policies to enhance the effectiveness of Board governance.

(iv) Superintendent Evaluation Committee

Terms of Reference: The Superintendent Evaluation Committee shall be responsible for promoting professional growth and development through ongoing dialogue with the Superintendent, providing opportunities for reflection and collaboration. The Committee shall be chaired by the Board Chair, and will include all trustees. Its meetings, called in coordination with the Superintendent Evaluation Cycle, will be Closed Sessions due to personnel matters.

(v) Trustee Honorarium Ad-Hoc Committee

Terms of Reference: At the beginning of the second year of each Board's term, the Chair will strike an Ad Hoc committee to review trustee honorariums and the committee shall bring recommendations to the Board on or before the regular Board meeting in March of that year.

(vi) Committee of the Whole

Terms of Reference: The Committee of the Whole shall consider board orientation and evaluation; review the Governance section of board policies and bylaws; strategic planning and public consultation; appeals bylaw review and review school calendar and school growth plans each year. The Committee of the Whole shall act as the Audit committee for the school district. The Committee of the Whole is also the forum where the Board as a whole may discuss emerging issues in the structure and planning of provincial education and educational organizations and authorities, e.g.: BCPSEA, BCSTA or Ministry of Education consultations or initiatives.

Board of School Trustees

November 9, 2015

Box 220

Gibsons, B.C.

VON 2W0

Dear Trustees:

We are long time residents of Timberland Road, Roberts Creek. The school buses some years back decided to load students on school buses on Roberts Creek Road.

We feel this is no longer a viable option and would like to see the return to using the bus turnaround on the school property or use of Timberland Road beside the school for bussing purposes.

We are finding it very frustrating with the wait times to exit our road and note Timberland Road is the only road blocked by the busses. We cannot even choose an alternative route as we are dead-end road. Buses stop all traffic two times a day. We are blocked in on our road for the time it takes to unload/load the school busses, for the busses to clear the area and for the blocked traffic to dissipate before we can exit our road. Add to that children walking and biking to school and parents dropping/picking up students.

We note that when the school was rebuilt the turnaround was established for bussing purposes in mind. When the decision to move to loading off Roberts Creek Road it was not in consultation with residents affected on Timberland Road. We have tolerated this for many years but with increased traffic this is no longer a desirable option.

Rather than block our end of Timberland Road there is usable road space beside the school. There is a turnaround that buses use every day to redirect. There is space on Timberline Road to allow bus loading. The lower parking lot is busy but we feel better for users of Roberts Creek School to wait for bus loading/unloading than users of Roberts Creek Road. We note that there is parking behind the school. Given the increase in local traffic, trucks, delivery vans, and walkers it is no longer safe to have bus loading done on a main arterial road.

We are asking that bus loading on Roberts Creek Road be reevaluated and moved off Roberts Creek Road.

Yours truly,

Larry and Mary Braun

1089 Timberland Road

Roberts Creek, BC

VON2W0

Cc – Dept. of Highways
Sunshine Coast Regional District