



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

REGULAR MEETING AGENDA

March 8, 2017 at 7:00 p.m.

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

1. Call to Order
2. Celebrating Education: SD46 Musical Theatre "The Pirates of Penzance" – S. Douglas and T. Kellough
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 – February 8, 2017 Pg. 2-6
6. Reports
 - a. Executive Reports
 - i. Strategic Plan Update:
 1. Goal 1.c. – Math Pg. 7-8
 2. Goal 2.f. – Leaders Pg. 9-10
 3. Goal 2.h. – Safe and Healthy Schools (Operational) Pg. 11-12
 4. Goal. 3.c. – International Education Pg. 13-14
 - ii. Superintendent's Report Pg. 15-16
 1. Administrative Regulations to be received:
 - a. Regulation 2400 – Scholarships Pg. 17-19
 - b. To be repealed: Regulation 1300 – Condom Machines Pg. 20
 2. Administrative Regulation in circulation:
 - a. Regulation 1250 – Communicating through the Media Pg. 21
 - b. Regulation 1360 – Distribution of Union Materials Pg. 22
 - c. Regulation 1120 – Ceremonial Protocols Pg. 23-24
 - d. Regulation 2300 – Codes of Conduct Pg. 25-26
 - iii. Secretary-Treasurer's Report Pg. 28-30
 - iv. Information Items:
 1. Expenditure by Object – February 2017 Pg. 31
 2. Larger Cheques Written in the Month of February 2017 Pg. 32-33
 - b. Board/Committee Reports
 - i. Board Report Pg. 34-37
 1. BCSTA Report
 2. BCPSEA Report
 3. Student Trustee Report
 - ii. Operations Committee Notes – February 16, 2017 Pg. 38-39
 - iii. Committee of the Whole Notes – February 28, 2017 (*motion*) Pg. 40-41
 - iv. Policy Committee Notes – February 28, 2017 (*motion*) Pg. 42-44
 - v. Education Committee Notes – February 22, 2017 Pg. 45-46

MOTION: "TO receive the reports."

7. Correspondence

- a. G. Farkas – Student Learning Grant (Ref: 192896).....Pg. 47-48
- b. G. Farkas – Administrative Savings Recoveries (Ref: 192514).....Pg. 49-50
- c. D. Byng – Substance Use and Overdose Prevention (Ref: 192960).....Pg. 51-52

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

9. Next Meeting

The next public board meeting will be held on April 12th, 2017.

MOTION: “TO approve the committee agendas.”

10. Adjournment

COMMITTEE MEETINGS 2016 – 2017				
MONTH	EDUCATION COMMITTEE	OPERATIONS COMMITTEE	POLICY COMMITTEE	COMMITTEE OF THE WHOLE
September	28 from 3:30 – 5 pm	22 from 12:30 – 2 pm	27 from 11:30 – 1 pm	27 from 9:30 – 11:30 am
October	26 from 3:30 – 5 pm	20 from 12:30 – 2 pm	25 from 11:30 – 1 pm	25 from 9:30 – 11:30 am
November	23 from 3:30 – 5 pm	17 from 12:30 – 2 pm	22 from 11:30 – 1 pm	22 from 9:30 – 11:30 am
December	14 from 3:30 – 5 pm	-	-	13 from 9:30 – 11:30 am
January	25 from 2:30 – 4 pm	19 from 12:30 – 2 pm	-	24 from 9:30 – 11:30 am
February	22 from 2:30 – 4 pm	16 from 12:30 – 2 pm	28 from 9:30 –10:30 am	28 from 10:30 – 12:00 am
March	29 from 2:30 – 4 pm	30 from 12:30 – 2 pm	28 from 11:30 – 1 pm	28 from 10:30 – 11:30 am
April	26 from 2:30 – 4 pm	20 from 12:30 – 2 pm	25 from 11:30 – 1 pm	25 from 9:30 – 11:30 am
May	24 from 2:30 – 4 pm	18 from 12:30 – 2 pm	23 from 11:30 – 1 pm	23 from 9:30 – 11:30 am
June	28 from 2:30 – 4 pm	15 from 12:30 – 2 pm	27 from 11:30 – 1 pm	27 from 9:30 – 11:30 am

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

Agendas for Upcoming Meetings:

Operations Committee – Thursday, March 30 from 12:30-2:00 pm at the SBO

- 1. Budget – School Allocation Rates
- 2. Transportation Review

Education Committee – Wednesday, March 29 from 2:30-4:00 pm at the SBO

- 1. Strategic Plan: 1.e. – Mental and Physical Health
- 2. Strategic Plan: 3.g. – Capilano University
- 3. Curriculum (*standing item*)
- 4. Parent Engagement (*standing item*)

Committee of the Whole – Tuesday, March 28 from 10:30-11:30 am at the SBO

- 1. BCSTA “Public Education is Key” campaign
- 2. Communication plan (*standing item*)

Policy Committee – Tuesday, March 28 from 11:30-1:00 pm at the SBO

- 1. Preamble
- 2. Role of the PAC



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

Held on Wednesday, February 8, 2017
At the School Board Office, Gibsons, B.C.

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

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

REGRETS: M. Haines (Student Trustee)

#49. Call to Order

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

Chair Baxter acknowledged that the meeting was taking place on the territory of the Squamish Nation and welcomed those in attendance.

#50. Celebrating Education: Chatelech and Elphinstone Gay-Straight Alliances (GSAs)

Melissa Bell, counselor at Chatelech Secondary School, and students; Emma Cramer, Sam Fink-Jensen and Isabel Diebel, involved in the Chatelech Sexuality and Gender Acceptance group (SAGA), spoke to their goal to bring knowledge and acceptance of gender identities to their school. Madi Dempster and Quinton Ruth, students involved in the GSA at Elphinstone Secondary, reported on activities at their school, including the designation of a gender neutral washroom. Students in both groups had an opportunity to take a field trip to the Qmunity centre in Vancouver. GSA provide a safe space for students of all gender identities to connect and raise awareness. Both groups are planning activities to celebrate the Day of Pink on April 12th.

#51. Public Question Period

- There were no questions.

#52. Adoption of the Agenda

MOTION: Russell/Younghusband

“THAT the agenda of February 8, 2017 be adopted.”

Carried.

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

MOTION: Younghusband/Ruth

“THAT the minutes of the Regular Meeting of January 11, 2017 be adopted with corrections, and the Record of the Closed Meeting of January 11, 2017 be adopted as presented.”

Carried.

A correction was noted on page 5 of the regular meeting minutes. The corrected minutes will reflect that Trustee Younghusband provided the BPSEA report.

#54. Reports

a. Executive Reports

i. Strategic Plan Update:

1. Goal 1.d. – Social Emotional Learning

Director White spoke to her written report and responded to questions from trustees.

2. Goal 2.a. – Professional Development

Superintendent Bocking spoke to his written report and shared the district’s goal to support employees with their professional learning.

3. Goal 3.b. – Collaborations and Goal 3.d. – Local Governments

The report was submitted as written.

ii. Superintendent’s Report

Superintendent Bocking highlighted district professional development activities planned for February 10th, ongoing kindergarten registration and partnerships with community libraries.

Director Bishop reported on an upcoming emergency preparedness session and provided an update on the principal pool.

1. Administrative Regulations to be received:

a. Regulation 4450 (Purchasing)

Secretary-Treasurer Weswick reported on revisions to the regulation and responded to queries from trustees.

2. Administrative Regulations in circulation:

a. Revised: Regulation 1730 (Process for Administrative Regulations)

Secretary-Treasurer Weswick noted that the revised regulation includes a process to repeal regulations, with a 30 day circulation period for feedback. The regulation will be in circulation until April 7, 2017.

b. To be repealed: Regulation 1300 (Condom Machines)

Director White reported on intentions to repeal the regulation as public health nurses ensure condoms are available to students free of charge in baskets in counselling offices. The regulation will be in circulation for feedback until March 2, 2017.

iii. Secretary-Treasurer's Report

Secretary-Treasurer Weswick spoke to his written report. Discussion on the Amended Budget was deferred to the Operations Committee report later in the agenda.

iv. Information Items:

1. Expenditure by Object – January 2017
2. Larger Cheques Written in the Month of January 2017

The reports were submitted as written.

b. Board/Committee Reports

i. Board Report

The report was submitted as written. A suggestion was made to invite CUPE and SCTA presidents to join in future trustee school tours.

1. BCSTA Report

Trustee Ruth reported on the deadline for submission of motions to BCSTA AGM.

2. BCPSEA Report

Trustee Pratt reported back on the BCPSEA Symposium. Trustee Younghusband spoke to materials in the package and reported on the advisory committee.

3. Student Trustee Report

Superintendent Bocking reported that the DSLT planned talent show is scheduled for April 13th at Chatelech Secondary and the Student Forum will be taking place on April 11th at the SLC. A suggestion was made that the DSLT assign an alternate to attend meetings if the student trustee is unavailable.

ii. Operations Committee Notes – January 19, 2017

The notes were submitted as written.

1. 2016/17 Amended Budget

Secretary-Treasurer reported on the amended budget, ongoing transportation funding and the unrestricted surplus. It was noted that transportation funding received in 2016/17 would be used to purchase activity buses to replace 15 passenger vans and that the district is continuing to consult with the community

regarding the best use for the funding in future years. Unrestricted surplus funds will be factored into the 2017/18 budget.

MOTION: Pratt/Russell

“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2016/2017, be read for a first time.”

Carried.

MOTION: Pratt/Ruth

“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2016/2017, be read for a second time.”

Carried.

Trustees unanimously approved to move to a third reading.

MOTION: Pratt/Mewhort

“THAT School District No. 46 (Sunshine Coast) Amended Annual Budget Bylaw for the fiscal year 2016/2017 be read for a third time, passed and adopted.”

Carried.

iii. Committee of the Whole – January 24, 2017

The notes were submitted as written. Trustees noted their appreciation for the reports provided on professional development funds by Janice Budgell and Paddy McCallum.

1. 2017/18 School Calendar

Chair Baxter clarified that the proposed calendars must circulate to the public for 30 days prior to a recommendation to approve. The board will have an opportunity to review calendars again at the February 28th Committee of the Whole meeting.

iv. Special Committee of the Whole Notes – January 31, 2017 (*motion*)

Chair Baxter

MOTION: Younghusband/Russell

“THAT the board proceed with three regional public consultations, taking place during February-April, on the following options:

- 1) Option A: Listing SIGD lands within the geographic region that borders them,
- 2) Option B: Including the excluded SIGD lands in the Sechelt TEA and combining Gibsons with Areas D,E & F”

Carried.

v. Education Committee Notes – January 25, 2017

The notes were submitted as written.

MOTION: Russell/Mewhort

“TO receive the reports.”

Carried.

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

- A member of the press requested clarification on the condom machine regulation. A response was provided.

#56. Next Meeting

The next public board meeting will be held on March 8th, 2017.

MOTION: Younghusband/Ruth

“TO approve the committee agendas.”

Carried.

#57. Adjournment

MOTION: Younghusband/Mewhort

The meeting adjourned at 8:35 p.m.

Carried.

Chair

Secretary-Treasurer

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

Strategic Plan Report: Math

Submitted by Superintendent Bocking

March 8, 2017

"Do not worry about your difficulties in Mathematics. I can assure you mine are still greater. "

- Albert Einstein

Goal 1.i.) Our students will achieve the mathematical skills required for academic and life success.

Background:

Our community, including our District Student Leadership Team, emphasized that a sound understanding of numeracy and financial literacy are important to them for life success. Further, provincial data helps us to understand where our strengths and challenges are in the area of mathematics.

Discussion:

Elementary Mathematics

Students in Grade 4 demonstrate a varying numeracy level according to the provincial Foundation Skills Assessment. From the 2011 to 2016 results have moved from 82% to 67% for aboriginal students. With the small cohort we expect fluctuations and will continue to review our work in this area. 2011 to 2016 results have hovered below 90% for non aboriginal students.

Students in Grade 7 demonstrate varying numeracy ability. From the 2011 to 2016 results have bounced around the 70% level for aboriginal students. From the 2011 to 2016 results have hovered around 75%. It must be noted that there is significant up and down movement during these years in both age groups due to the small cohort on the coast.

Secondary Mathematics

We see steady improvement for all students in the blended final mark for students in these two courses. From the 2011 to 2016 results we see students have steadily improved from a 90% pass rate in the Foundations and Pre-calculus program to a 95% rate. Students scoring a C+ or better moved from 57% to 67% in the same time period.

All students improved their Apprenticeship and Workplace Math 10 marks during the 2010-2016 time period as well. Non aboriginal students improved their marks from 32% to 55% receiving a C+ or better. 94% of aboriginal students successfully passed this course with 91% of non-aboriginal students successfully passing this course.

Financial Literacy

Students and parents indicated during the strategic plan consultation process a strong interest in having financial literacy skills as they leave their secondary program. We appreciate that the Sunshine Coast Credit Union has partnered with us to deliver a financial literacy program for our secondary students.

Next steps:

The district Mathematics Committee is developing a plan to meet the strategic plan goal. Included will be consideration of teacher input regarding training, resources and the implications of the new curriculum.

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

Strategic Plan Report: Leaders

Submitted by Director Bishop

March 8, 2017

Goal 2.5.: Our Staff will be leaders in their field.

Vision: A community engaged in lifelong learning and educational excellence.

Background:

Leadership takes place both inside and outside the classroom to ensure that students have exceptional educational experiences in safe, well-managed schools.

Discussion:

All staff in the district have opportunities to participate in activities to forward their ability to accomplish not only their work, but to further the work of their colleagues in a positive way.

Highlights:

- As reported at the Operations Committee, Collette O'Reilly, Vancouver School Board (VSB) Human Resources Manager, presented their "Staff Emergency Procedures" protocol and Incident Command resources to the School District Administration team and a number of teachers in charge. The VSB template is being adopted by many districts in the province and standardizes our language around school hazards, including Hold and Secure, Shelter in Place and Lockdown.
- Two courses are being offered for Educational Assistants over Spring Break: Positive Discipline and Principles of Healthy Childhood Development
- Two evening parent sessions were offered by Teacher Eran Foreman for parents on how to provide support for transitioning to post-secondary life for parents of children in the Life Skills class.
- District Coordinator Sandy Magnussen presented at the SET BC conference regarding classroom based programs supported by SET BC.

Next Steps:

- Plans are being reviewed to ensure that all staff has an orientation to safe practices and that all district employees are familiar with Emergency Management plans. A full "Shakeout" activity is being planned for next October.
- Succession planning is happening through the creation of a "Principal Pool" from which will be drawn administrative replacements for school vacancies.

Interviews are scheduled for Tuesday, April 4. Plans are in place for training for administrators and interested Teachers in Charge.

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

**Strategic Plan Report:
Safe and Healthy Schools (Operational)**

Submitted by Director Bishop

March 8, 2017

Goal 2.h.: Our Staff will thrive with their students in safe and healthy schools where everyone feels respected for their individual gifts and contributions.

Discussion:

The day to day running of schools is supported by a variety of health and safety training that protects and supports everyone in the district while recognizing that all employees in the district affect learning.

Highlights:

- Emergency planning and management was highlighted at a meeting of School Administrators and the District Occupational Health and Safety Committee. Collette O'Reilly, from the Vancouver School Board, was invited to review school processes.
- Director Bishop and Manager of Facilities Rob Collison attended a two-day training for Emergency Operations offered by Bill Elsner, SCRD Emergency Program Coordinator.
- In our Custodial Department, 95% of daily cleaning supplies are green products with plans to phase out the balance. Regular meetings take place to review safety practices, with plans for an upcoming training around outbreak management.
- HVAC upgrades at Langdale and Madeira Park Elementary Schools are happening this year.
- We have an effective District Occupational Health and Safety committee made up of CUPE, SCTA and management members who review monthly site based OH&S minutes and follow up with any questions that might arise out of these reports. In addition, this committee reviews process and procedures around such things as Violent/Threat Protocol and Health and Safety training for all site-based staff, for example.

Next Steps:

- We will be adapting and implementing the material provided by Collette O'Reilly and putting it out to all schools. The "Staff Emergency Procedures" document will be in all classrooms for September.

- Easy to use, colour-coded laminated cards will be provided to all schools along with standardized school plans to address the new Provincial Emergency Management Planning Guide:
<http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/emergency-management-guide.pdf>

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

**Strategic Plan Report:
International Education**

Submitted by Director Bishop

March 8, 2017

Goal 1.d.: Our district will actively recruit students from around the world to live and learn with us in a welcoming international student program that showcases the beautiful, natural environment of the Sunshine Coast.

Background:

The program is in a period of development stemming from the involvement of consultant Tom Ristimaki and the new Director of Instruction, Paul Bishop.

Discussion:

Our student registration for this year will be 18 students, approximately 11 Full Time Equivalent (FTE). While this represents a similar number of students to the past few years, this is without the usual input of students from FRIENDS, which ceased business one year ago. Not reducing in FTE this year is due to a diversification of the pathways that students are taking in the registration process with School District No. 46.

Highlights:

- Significant time is devoted to developing and maintaining relationships with agents and agencies who supply International Students.
- Retired Principal Dave Hunt continues to provide regular student support and activities.
- Meetings with a variety of agents, including Educan, Vancouver Public Education Alliance (VPEA), AQG China, Canada Global Culture & Education Association (CGCEA), provides increased awareness of the Sunshine Coast program.
- The district is achieving diverse student intake through Muskoka Language International (MLI), Student Travel Schools (STS) and direct international student applications.
- A variety of trip durations are being offered for cultural experiences: multi-year, year, semester, 3 month, 1 month.
- Additional income is generated through short one-week student cultural trips through MLI.

- China Trip sponsored by Jiangsu Education Services for *International Exchange* (JESIE) and British Columbia Council for International Education (BCCIE) attended by Principal Brisebois and Director Bishop

Next Steps:

- Completion of "LearninBC.ca" international education website
- Attendance at international conferences: International Consultants for Education and Fairs (ICEF) in Vancouver, Canadian Association of Public Schools – International (CAPS-I) in Calgary
- Full CAPS-I membership
- Promotion of Discover Jiangsu Cultural Experience for students

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

Superintendent's Report

Submitted by Superintendent Bocking
March 8, 2017

1. Students

- a. The *Maybe Something Beautiful* Early Years Fair takes place for children from birth to age 5 and their families. This annual celebration and community resource gathering takes place on Saturday, April 1st at the Sechelt Learning Centre. Come to see the mural making, petting zoo, pony rides and farmers market. Learn about the programs and services in our community, health information, and developmental screening. (1a, 3b)
- b. The Sunshine Coast Musical Theatre Group presented *Pirates of Penzance* to thunderous applause on Friday and Saturday nights. Special note of thanks to teachers Sara Douglas and Tom Kellough for outstanding dedication to music for young people. (1f)

2. Staff

- a. Teachers learned focused literacy teaching strategies from educator and author, Miriam Trehearne. Such is the energy from this workshop that many teachers are considering a book club based on Miriam's book, "Multiple Paths to Literacy". (2b)
- b. Over forty teachers and principals gathered at Roberts Creek elementary for another session to collaborate and deepen their understanding of communicating student learning using FreshGrade. (2a, 2d)
- c. Principals and Teachers in Charge trained in Emergency Preparedness with a facilitator from the Vancouver School District. (2a, 2h)
- d. Counsellors and HACE teachers were given another opportunity to work with Jessica Woollen, certified Sexual Health Education Teacher on February 17th. Jessica is also offering many Askable Adult sessions for parents at various schools in the upcoming months – please see the School District website for details. (2a, 2e)
- e. Two workshops will be offered to Educational Assistants during the first week of Spring Break: *Positive Discipline* with Sara Joseph and Sue Lamb and *Play It Fair/High Five* training with Ted Chisholm. The district

will also offer a new 2-day session of Mental Health First Aid on April 3rd and 25th. (2a, 2e)

3. Community

- a. The district is sharing the SPARK! Program materials with the Sea to Sky School District. This program, developed by Coordinator Kirsten Deasey to support parents as their children approach their educational journey with our schools, has been remarkable successful. Educators from other districts have also visited and are excited to import the program to their own districts. (3b)
- b. Teachers Eran Foreman, Pam Blair and Moira Quinn organized a very successful "Life Skills Transition Fair Night" for parents of students who may be accessing supports from Community Living BC after their child graduates. The evening included guest speakers who gave information on topics such as Representation Agreements, navigating the Disability Tax Credit, housing, transportation and career opportunities. We would like to thank all of our community partners who joined us in providing this service to parents, especially Eva Pedersen, Child and Youth with Special Needs social worker with MCFD, who worked closely with school staff to plan and host the event. (2a, 2d, 3b)



School District No. 46 (Sunshine Coast)

Administrative Regulations

EDUCATION

2400

SCHOLARSHIPS, DISTRICT / AUTHORITY AWARDS AND BURSARIES

The Board of Education of School District No. 46 (Sunshine Coast) recognizes the value of scholarships, awards and bursaries as a means to support students in achieving their educational goals. The board appreciates community organizations, companies and individuals that support lifelong learning and student achievement by way of donations towards new or existing scholarships and bursaries.

A. Responsibility for Compiling Scholarships, Awards And Bursaries

1. A list of scholarships, awards and bursaries will be compiled on a yearly basis.
2. By March 1st each year, the School Board Office will provide to each respective school a listing of all scholarships, awards and bursaries that have come to the attention of the district office, complete with descriptions of the donor(s), criteria and application forms, if provided.

B. Procedures for Promoting Applications of Scholarships, Awards And Bursaries

1. All scholarships, awards and bursaries available to students in the school district will be:
 - 1.1 outlined and explained at the school level to the eligible student body at appropriate times throughout the school year, keeping in mind the timelines of each scholarship, award and bursary;
 - 1.2 provided in summary to each eligible student by April 15th of each year; and
 - 1.3 publicized in such a manner so as to inform the parents/guardians of all eligible students by April 15th each year.
2. Interested students are to be counseled by counselors and/or teaching staff on the merits of scholarships, awards and bursaries that are consistent with their goals and interests.
3. Criteria information, application forms and addresses and other pertinent information are to be made available by school personnel to students in support of their goals and post-secondary education objectives.
4. Students are to be given assistance by school counselors and/or administrative officers in completing application forms and written documentation in support of their applications.

Date adopted: January 1996
Revised: January 2006, October 2009,
 March 2017

Reference:
 Handbook of Procedures for the Graduation Program

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

EDUCATION

2400

C. Selection Procedures

1. Where selection of recipients is the responsibility of the school, such selection will be made by a panel of not less than three (3) people. Fair process shall be followed and must adhere to the specific criteria outlined by each donor.
2. Where selection of recipients is the responsibility of the school board office, the school shall ensure that all applications are forwarded to the Director of Instruction's office prior to the due date. Selection will be made by a panel of not less than three (3) people. Fair process shall be followed and must adhere to the specific criteria outlined by each donor.
3. Where selection of recipients is the responsibility of the donor or a community group:
 - a) the criteria for award must be broad enough so as not to limit the application process to any specific student – donors are encouraged to consult with school staff when drafting such provisions,
 - b) there shall be a clearly documented and transparent selection process that includes all eligible students, and
 - c) the donors shall inform the schools of their selection at a time outlined by the school.

Donors who wish to award an individual student without a fair process may not have their funds administered by the school district or present their award at the graduation ceremonies.

4. Selection of District / Authority Awards shall be the responsibility of the school and the nomination process shall be determined by a fair process in accordance with specific criteria outlined by the Ministry of Education. Each school shall submit their selected nominees to the School Board Office for submission to the Ministry. Nominees are submitted to the ministry through the School Board Office upon confirmation of graduation.

D. Unclaimed Awards

1. In the case of scholarships or bursaries disbursed through the school district, recipients will have up to two years to claim their award, unless otherwise stated by donor.

Date adopted: January 1996
Revised: January 2006, October 2009,
 March 2017

Reference:
 Handbook of Procedures for the Graduation Program

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

EDUCATION

2400

2. If an award remains unclaimed after the two-year period, the donor will be notified and the award will be decommissioned for that year's recipient. The donor will have the option to use those funds to award an additional scholarship or bursary in the following year.
3. At the discretion of the donor, the criteria for the award may be expanded.
4. In the case of District / Authority Awards disbursed through the Ministry of Education, recipients have until the expiry date on their voucher to redeem their award - up to five years from September 30th of their graduating year from high school.

Date adopted: January 1996
Revised: January 2006, October 2009,
March 2017

Reference:
Handbook of Procedures for the Graduation Program

Supt. Signature:

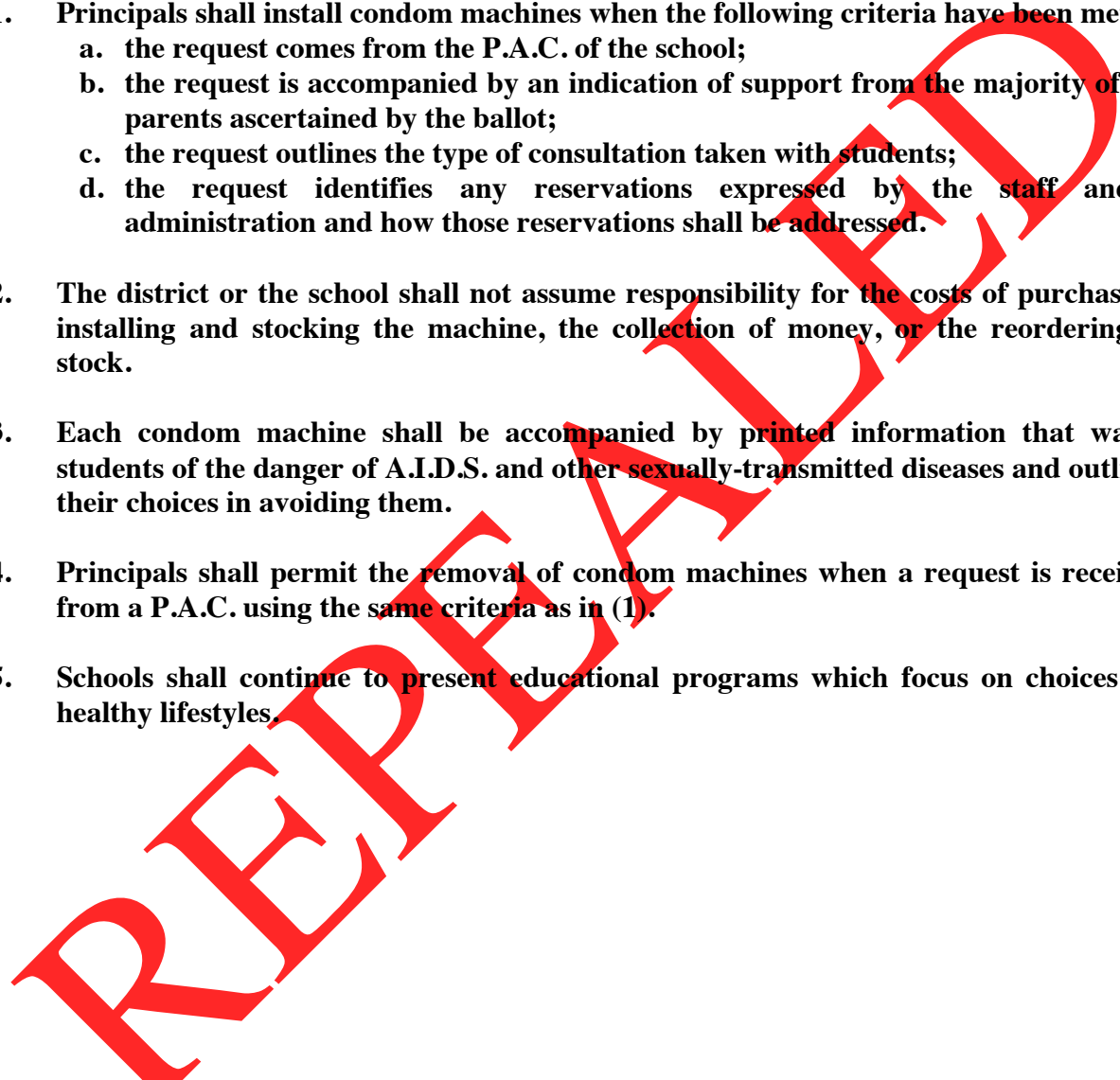
Administrative Regulations

ADMINISTRATION

1300

CONDOM MACHINES

1. Principals shall install condom machines when the following criteria have been met:
 - a. the request comes from the P.A.C. of the school;
 - b. the request is accompanied by an indication of support from the majority of the parents ascertained by the ballot;
 - c. the request outlines the type of consultation taken with students;
 - d. the request identifies any reservations expressed by the staff and/or administration and how those reservations shall be addressed.
2. The district or the school shall not assume responsibility for the costs of purchasing, installing and stocking the machine, the collection of money, or the reordering of stock.
3. Each condom machine shall be accompanied by printed information that warns students of the danger of A.I.D.S. and other sexually-transmitted diseases and outlines their choices in avoiding them.
4. Principals shall permit the removal of condom machines when a request is received from a P.A.C. using the same criteria as in (1).
5. Schools shall continue to present educational programs which focus on choices for healthy lifestyles.



Date adopted: January 1996
Revised:

Reference:

Supt. Signature:

Administrative Regulations

ADMINISTRATION – Circulating until May 5, 2017 1250

COMMUNICATION THROUGH THE MEDIA

1. The Board Chair and the Superintendent are the official spokespersons for the school district.
2. News releases which involve matters concerning the district as a whole or more than one school are the responsibility of the Chair, the Superintendent or their designates.
3. News releases which pertain to only one school shall be the responsibility of the Principal, with a copy provided to the Superintendent.
4. Clearance shall be obtained from the Superintendent before any story is released which the Principal suspects may be controversial or which may have an impact on other schools in the district.
5. All statements made to the media by other staff members shall first be approved by the Superintendent and/or designate for the district and approved by the Principal for the school.

Date adopted: January 1996

Revised: Aug 15/08

Reference:

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION – Circulating until May 5, 2017 1360

DISTRIBUTION OF UNION/POLITICAL MATERIALS

Purpose:

Judicial and arbitral jurisprudence has clarified that teachers have the right to engage in political discussion and the freedom to express their views to parents on such educational issues under Section 2(b) of the *Charter of Rights and Freedoms* (the Charter). Any restrictions on expression have to be justified under Section 1 of the Charter.

The right of teachers and support staff to further the debate with parents must be valued, but it must also be balanced with society’s interest in an effective and efficient school system, which maintains the confidence of students, parents and the public.

Teachers and support staff must obtain prior approval of the Superintendent when distributing union/political information on educational matters on school property to parents or through students.

Practices:

1. Prior to distribution of any material staff must obtain approval of the Superintendent of Schools when distributing union/political information on educational matters on school property to parents or through students.
2. The superintendent will review the information for its accuracy and relevance to educational matters.
3. Approval will be given or denied in writing within 4 working days of receipt of the proposed material .
4. Should a union/political communication not be approved for any reason, the superintendent or designate will raise the matter with the local union president or designate.
5. Any approved communication must be placed in a sealed envelope and clearly addressed to the parent/guardian. The document shall clearly indicate the author of the material.

Date adopted: January 12, 2010
Revised: November 2013

Reference:
Board Policy 11.1, 11.4

Supt. Signature:

Administrative Regulations

ADMINISTRATION – Circulating until May 5, 2017 1120

CEREMONIAL PROTOCOLS

1. Acknowledgement of First Nations

School District No. 46 (Sunshine Coast) is within the unceded lands of the shíshálh (Sechelt) Nation and the Skwxwu7mesh uxwumixw (Squamish Nation).

First Nations shall be acknowledged in school ceremonies in the following manner:

- (a) Before any other comments or introductions which are directly concerned with the ceremony itself, acknowledge the First Nations territory where the ceremony is being held.

Port Mellon to Roberts Creek

“I would like to acknowledge that we are on the unceded territory of the Skwxwu7mesh [pronounced “Sko-maish”] uxwumixw (Squamish Nation).”

Roberts Creek to Egmont

“I would like to acknowledge that we are on the unceded territory of the shíshálh [pronounced “She-shal-h”] (Sechelt) Nation.”

When speaking of the Nation, pronounce the name of the Nation in the language of that Nation. If you do not know how to pronounce it, please ask the Principal of Aboriginal Programs and Services to provide you with the proper pronunciation ahead of time.

- (b) If there is a Chief and/or elders of that nation in the audience, they are to be acknowledged next.
- i) “I would like to acknowledge Chief _____ of the _____ First Nation.” It is customary to try to look for the Chief and to try to make eye contact at that point.

If one is speaking in English, then first use the English name of the Chief. If the Chief has an ancestral name, it is considered polite to ask ahead of time if you may introduce the Chief also by his/her ancestral name.

Date adopted: January 8, 2001

Revised: May 13/08

Reference:

Supt. Signature:

Administrative Regulations

ADMINISTRATION – Circulating until May 5, 2017 1120

- (ii) Elders
“I would (also) like to acknowledge the (name of First Nation) elders that are here and thank them for honouring this ceremony.”

(The elders are not named individually – the chief, however, may choose to do that in his/her greetings.)

2. Other officials shall then be introduced in the following order:

- (a) Minister of Education;
- (b) Chair of the School Board;
- (c) Mayor;
- (d) Chair of the Regional District Council;
- (e) Chiefs of Other Nations;
- (f) Member of Parliament;
- (g) Member of the Legislative Assembly;
- (h) School Trustee(s);
- (i) Municipal and/or Regional District Councillors;
- (j) Other elected officials;
- (k) Superintendent of Schools;
- (l) Principal;
- (m) Local and Provincial Union President.

3. Graduation Ceremonies

- (a) the Canadian flag shall be present;
- (b) the ceremony shall begin with O’Canada;
- (c) greetings shall be invited from:
 - the Chief of First Nations (if present);
 - the Board of Trustees;
 - the Superintendent;
 - the Mayor and/or Regional Directors.

Date adopted: January 8, 2001

Revised: May 13/08

Reference:

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

EDUCATION – Circulating until May 5, 2017

2300

CODES OF CONDUCT

1. Principals shall work with their students, staff and the parent advisory council to develop an appropriate code of behavior for their school.
2. The following elements are to be included in a school's code of conduct.
 - (a) One or more statements that address the prohibited grounds of discrimination as set out in the BC Human Rights Code sections 7 and 8, which state:

“Discriminatory publication

7 (1) A person must not publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem or other representation that

(a) indicates discrimination or an intention to discriminate against a person or a group or class of persons, or

(b) is likely to expose a person or a group or class of persons to hatred or contempt because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons.

(2) Subsection (1) does not apply to a private communication, a communication intended to be private or a communication related to an activity otherwise permitted by this Code.

Discrimination in accommodation, service and facility

8 (1) A person must not, without a bona fide and reasonable justification,

(a) deny to a person or class of persons any accommodation, service or facility customarily available to the public, or

(b) discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the race, colour, ancestry, place of origin, religion,

Date adopted: January 1996
Revised: May 19, 2009

Reference: Board Policy 1.1-1.3, 2.1, 4.2

Supt. Signature:



School District No. 46 (Sunshine Coast)
Administrative Regulations

EDUCATION – Circulating until May 5, 2017

2300

marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons.

(2) A person does not contravene this section by discriminating

(a) on the basis of sex, if the discrimination relates to the maintenance of public decency or to the determination of premiums or benefits under contracts of life or health insurance, or

(b) on the basis of physical or mental disability or age, if the discrimination relates to the determination of premiums or benefits under contracts of life or health insurance.”

(b) A statement of purpose that provides a rationale for the code of conduct, with a focus on safe, caring and orderly school environments.

(c) One or more statements about what is

i. Acceptable behavior, and

ii. Unacceptable behavior, including aggressive behaviors such as bullying while at school, and school related activity or in other circumstances where engaging in the activity will have an impact on the local environment.

(d) One or more statements about the consequences of unacceptable behavior which focus on consequences that are restorative in nature rather than punitive, and which must take account of the students age, maturity and special needs if these students are unable to comply with the code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioral nature.

(e) An explanation that the school will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the code of conduct.

3. The code shall be reviewed at least annually by the parents, staff and parent advisory council.

Date adopted: January 1996
Revised: May 19, 2009

Reference: Board Policy 1.1-1.3, 2.1, 4.2

Supt. Signature:



School District No. 46 (Sunshine Coast)
Administrative Regulations

EDUCATION – Circulating until May 5, 2017

2300

4. A copy of the code shall be filed with the Superintendent annually.
5. Principals are responsible for ensuring that codes of conduct are enforced.
6. At the beginning of each school year, copies of the school's code of conduct shall be distributed to all parents and students.
7. Employees who are assigned to school during the year are to receive a copy of the code.
8. Students and their parents/guardians who enroll during the year are to receive a copy of the code during registration.
9. The school code of conduct shall be displayed in a prominent area of school.
10. Members of staff are expected to recognize that the code of conduct specifies ideal behavior and that students may need help in learning what is acceptable/unacceptable behavior. Staff can expect students to become more responsible on a gradual basis and to become increasingly accountable for their own behavior.

Legal References: Sections 6,7,17,20,22,26,65,79,85 School Act
Sections 7,8 BC Human Rights Code
Ministerial Order 276/07

Date adopted: January 1996
Revised: May 19, 2009

Reference: Board Policy 1.1-1.3, 2.1, 4.2

Supt. Signature:

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

Secretary-Treasurer's Report
March 8, 2017

Activity Buses

The provincial Request for Standing Offer has closed and bus manufacturers have submitted standing offers. On review of the activity bus options, staff has selected the 2017 Chevrolet Girardin G5 manufactured by Dynamic Specialty Vehicles. This unit offers the best value and excellent safety measures which will enhance student and staff safety. Attached to this report is documentation on the vehicle. It is expected that we could take delivery of up to two units as early as May, with an additional three units available in the Fall.

Student Learning Grant

The letter included in correspondence on page 49 of this agenda package documents the background and intent behind the Student Learning Grant. This one-time funding allocation is estimated at approximately \$50 per student. Staff plans to allocate this funding to schools to purchase learning resources in the same manner of approximately \$50 per student, once the final allocation amount is received. Because this funding is subsequent and supplemental to the Amended Annual Budget, a Board motion is required to confirm this allocation.

Cost Relief

The Ministry of Education has offered relief of costs in the current year related to Next Generation Network service costs and insurance premiums. The amount of cost relief is related directly to the Administrative Savings target which, in SD46, is \$182,072. The savings related to these budgeted expenditures may result in an increase to unrestricted surplus in the current year. More information can be found in the included correspondence on page 51.



THE RIGHT PEOPLE. THE RIGHT BUS.

NEW BUS
DESCRIPTION
PRICE: CONTACT US



2017 Chevrolet Girardin G5 MFSAB

UNIT # 5230-A

SERIAL #

YEAR: 2017	CHASSIS: Chevrolet	CONFIGURATION: School Activity Bus
MILEAGE: 0	CONDITION: New	CAPACITY: 24
COLOR: White	ENGINE: 6L V-8	WARRANTY: New Bus Warranty
FUEL TYPE: Gasoline	TRANSMISSION: 6 Speed Automatic	PRICE: Contact Us

FEATURES OF THIS VEHICLE

2017 Chevrolet Micro Bird G5 Multi-Function School Activity Bus, CSA D270 Compliant // 159" Wheelbase, Dual Rear-Wheels // 6.0 Litre Vortec V-8 Gasoline Engine, 6 Speed Auto. Transmission // Heavy Duty 145 Amp Alternator & Dual Batteries // Dash Air Conditioning // 4 Wheel Disc Brakes with ABS // Transmission Oil Cooler // Engine Block Heater // AM/FM/MP3 Stereo with 4 Speakers // High Back Cloth Bucket Driver's Seat // 32" Electric Entry Door w/Safety Lock // Rear Emerg. Exit Door w/Ajar Buzzer // 42,000 BTU Underseat Heater with Insulated Hoses & Shut-Off Valve // Rosco Heated Rear View & Cross-Over Mirrors // Transpec Roof Escape & Ventilation Hatch // Grey Rubber Flooring // 76" Headroom // 39" Bench Seats w/ Seatbelts // Overhead LH and RH Parcel Racks // All L.E.D. Side & Directional Lights // Perfect for School Field Trips & Sports Teams

Dynamic Specialty Vehicles
 18550 - 96 Avenue, Surrey, BC V4N 3P9
 Phone: (604) 882-9333 Fax: (604) 882-3555

** Vehicle may not be exactly shown as in photograph*

QUOTE

Date: February 21, 2017
 Quote # 02121017
 Expiration Date: 4/30/2017

Dynamic Specialty Vehicles
 18550 96th Avenue
 Langley, BC V4N 3P9
 604-882-9333
 Fax 604-882-3555
 mike@dynamicsspecialty.com

TO: Nicholas Weswick
 School District No. 46
 494 South Fletcher Rd
 Gibsons, BC V0N 1V0
 604-886-4484
 Customer ID: SD46

SALESPERSON	PAYMENT TERMS	DUE DATE
Mike Fraser		

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	2017 Chevrolet Micro Bird G5 24 Student Passengers	\$62,410.00	\$62,410.00
	Multi-Functional School Activity Bus		
	Price Includes Delivery		
6	Tire Levy	\$5.00	\$30.00

Subtotal	\$62,440.00
GST	\$3,122.00
PST	\$4,370.80
Total	\$69,932.80



THANK YOU FOR YOUR BUSINESS!

Expenditure by Object
As at February 2017

	Feb-17 Actual	Feb-17 Budget	Feb-17 Difference	2016/17 Total Budget	%
Salaries					
110 Teachers Salaries	8,562,269	8,374,500	(187,769)	13,957,500	61.35%
105 Principal and Vice Principal	1,270,692	1,286,400	15,708	1,920,000	66.18%
123 Educational Assistant Salaries	1,528,408	1,637,979	109,571	2,873,647	53.19%
120 Support staff	1,015,018	1,031,506	16,488	1,778,459	57.07%
120 Support staff-Mtce/Cust	1,252,976	1,249,459	(3,517)	1,952,279	64.18%
130 Other Professional	858,270	854,400	(3,870)	1,335,000	64.29%
140 Substitutes	295,247	449,818	154,571	749,697	39.38%
143 Short and Long Term Sick	593,155	733,024	139,869	1,221,707	48.55%
Total Salaries	15,376,035	15,617,086	241,051	25,788,289	59.62%
200 Employee Benefits	3,635,018	3,865,722	230,704	6,235,036	58.30%
Total Salaries and Benefits	19,011,053	19,482,808	471,755	32,023,325	59.37%
310 Professional Services	388,210	331,835	(56,375)	553,058	70.19%
330 Transportation	571,725	837,179	265,454	1,395,299	40.98%
340 Training and Travel	81,225	89,978	8,753	149,964	54.16%
360 Rentals	25,032	24,120	(912)	40,200	62.27%
370 Dues and Fees	58,743	54,500	(4,243)	54,500	107.79%
390 Insurance	53,888	74,700	20,812	83,000	64.93%
510 Supplies	614,012	926,533	312,521	1,544,222	39.76%
510 School Accounts	934,106	1,181,525	247,419	1,969,209	47.44%
540 Utilities	383,875	387,000	3,125	645,000	59.52%
580 Furniture and Equipment Repl	65,968	100,200	34,232	167,000	39.50%
590 Computer Equipment Replace	137,823	132,206	(5,617)	220,344	62.55%
Total Services and Supplies	3,314,607	4,139,778	825,171	6,821,796	48.59%
Total Expenditures	22,325,660	23,622,586	1,296,926	38,845,121	57.47%

DATE 01-Mar-2017 08:29 AM

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

PAGE 1

START DATE: 01-Feb-2017 TO END DATE: 28-Feb-2017

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Feb-2017 AND 28-Feb-2017						
00LCET3019	0001	*****	28094	RECEIVER GENERAL FOR CANADA	03-Feb-17	16,439.44
00LCET3020	0001	*****	28094	RECEIVER GENERAL FOR CANADA	03-Feb-17	77,865.78
00LCET3021	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	15-Feb-17	20,653.00
00LCET3022	0001	*****	28095	RECEIVER GENERAL FOR CANADA	03-Feb-17	19,500.48
00LCET3023	0001	*****	28093	RECEIVER GENERAL FOR CANADA	03-Feb-17	325,966.25
00LCET3024	0001	*****	30209	TEACHERS' PENSION PLAN	10-Feb-17	430,602.34
00LCET3025	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	15-Feb-17	27,314.00
00LCET3028	0001	*****	28094	RECEIVER GENERAL FOR CANADA	17-Feb-17	91,325.67
00LCET3029	0001	*****	28094	RECEIVER GENERAL FOR CANADA	17-Feb-17	15,424.53
00LCET3032	0001	*****	23290	MUNICIPAL PENSION PLAN	10-Feb-17	54,093.07
00LCET3033	0001	*****	28093	RECEIVER GENERAL FOR CANADA	22-Feb-17	150,000.00
00LCET3034	0001	*****	28095	RECEIVER GENERAL FOR CANADA	22-Feb-17	14,838.98
00LCET3035	0001	*****	30209	TEACHERS' PENSION PLAN	17-Feb-17	10,110.18

TOTALS FOR BANK - 0001 1,254,133.72

TOTAL NUMBER OF CHEQUES 13

TOTAL NUMBER OF CHEQUES WITH MICR 0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Feb-2017 AND 28-Feb-2017

1960000015	0001	0000049451	26243	PEBT IN TRUST	01-Feb-17	51,251.34
1960ET0017	0001	*****	13003	C.U.P.E. - LOCAL 801	01-Feb-17	13,029.62
1960ET0034	0001	*****	15021	ESC AUTOMATION	01-Feb-17	19,731.46
1962000001	0001	0000049462	12012	BC HYDRO & POWER AUTHORITY	08-Feb-17	54,155.31
1962000012	0001	0000049473	30211	FORTIS BC-NATURAL GAS	08-Feb-17	16,442.80
1962ET0006	0001	*****	12021	BC TEACHERS FEDERATION	08-Feb-17	27,382.10
1962ET0007	0001	*****	12111	BC TEACHERS FEDERATION	08-Feb-17	28,103.15
1962ET0016	0001	*****	13387	CUSTOM CARPET & INTERIORS	08-Feb-17	23,906.77
1962ET0022	0001	*****	17036	GREAT WEST LIFE ASSUR. CO.	08-Feb-17	10,338.20
1962ET0042	0001	*****	26207	PACIFIC BLUE CROSS/MSA	08-Feb-17	57,999.79
1962ET0055	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	08-Feb-17	10,376.28
1963000006	0001	0000049496	15652	EMCO CORPORATION	15-Feb-17	48,173.89
1964ET0003	0001	*****	12108	BARAGAR ENTERPRISES LTD.	21-Feb-17	15,225.00
1964ET0014	0001	*****	11909	DR. DEBORAH AMARAL	21-Feb-17	13,125.00
1964ET0045	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	21-Feb-17	10,521.57

TOTALS FOR BANK - 0001 399,762.28

TOTAL NUMBER OF CHEQUES 15

TOTAL NUMBER OF CHEQUES WITH MICR 4

ON-LINE CHEQUES : ISSUED BETWEEN 01-Feb-2017 AND 28-Feb-2017

00LCET3044	0005	*****	12144	BANK OF MONTREAL	09-Feb-17	45,063.44
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TOTALS FOR BANK - 0005 45,063.44

TOTAL NUMBER OF CHEQUES 1

TOTAL NUMBER OF CHEQUES WITH MICR 0

DATE 01-Mar-2017 08:29 AM

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

PAGE 2

START DATE: 01-Feb-2017 TO END DATE: 28-Feb-2017

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

GRAND TOTAL						1,698,959.44
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,698,959.44
GRAND TOTAL NUMBER OF CHEQUES						29
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						4

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
March 8, 2017

Our Values

Our Strategic Plan, in the middle of its third year of implantation, drives all that we do. The Values of that plan are meant to be the touchstone of how we do things and to ensure that we are true to the needs of our community and our commitments to all.

Ethics: By placing ethics in high regard and through transparency, we ensure an environment of mutual trust and respect. This value is so, so important. All our meetings are open to the public, unless they involve property or someone's employment or legal relationship with us. We always welcome guests to committee or board meetings and are encouraged by questions or suggestions. As a board we are working hard to maintain that environment of trust and respect. Always feel free to let us know how we are doing.

Board activities in February

February 17/18 – BCSTA Provincial Council. Trustee Ruth represented School District No. 46 at the BCSTA provincial council. A synopsis of the meeting is attached. Please note that the BCSTA with the encouragement of all boards is campaigning to make public education the key issue for the provincial election. Strong investment in public education is incredibly important for all our futures.

February 23, March 7 – TEA Public Hearings The first two sessions of our public consultations regarding the Trustee Electoral Areas and proposed changes were held in Gibsons and in Pender Harbour. The final consultation will be held at Chatelech Secondary School from 6 – 7 pm on Wednesday, March 29

SYNOPSIS

The following is a summary of the February 17-18, 2017 Provincial Council meeting, which took place at the Morris J. Wosk Centre for Dialogue in Vancouver. Councillors carried four motions, and you can view both the [draft copy of the Provincial Council Meeting Minutes](#) and the [Disposition of Motions online](#). For further details, please contact BCSTA CEO Mike Roberts at mroberts@bcsta.org.

President's Report

During her last Provincial Council meeting as BCSTA President, Teresa Rezanoff delivered an oral report on current events and future items of note. President Rezanoff spoke to the need to be one step ahead in the face of the impending provincial election, and how BCSTA will remain focused on creating positive working relationships in 2017. Efforts of the Elections Engagement Committee were highlighted, and BCSTA's involvement in hosting the Canadian School Boards Association 2017 National Congress and the National Trustee Gathering on Aboriginal Education, taking place in Whistler, was noted, along with her prediction of a strong gathering in July.

[Read the full President's Report here.](#)

CEO's Report

The CEO's report delivered by Mike Roberts included two separate components on this occasion. First, an overview of current BCSTA projects was provided, including the publishing of a new Guide to School Legislation (September 2017), the creation of a new Learning Guide for trustees and boards (July 2017), the revamping of the BCSTA website (August 2017), the replacement of our electronic document management system, and the creation of a Trustee Learning assessment tool (March 2017). The intent of all of these projects is to improve services and resources for member boards.

The second part of the CEO report focused on recognizing the role Trustees play in establishing ethical behaviour and

reasonable discretion on rules within a school district. The presentation included two short videos to emphasize the importance of **both ethics and discretion**.

CSBA Report

President Rezanoff provided further oral reporting in the form of the CSBA Report, which touched on recent meetings in Halifax. Key takeaways from the report revolved around continued collaborative efforts, and the importance of working with our counterparts across the country. Increasing membership within CSBA was noted as an important issue, as the organization is at its best when it has as many stakeholders taking part as possible. The report was closed on the note that registrations have been strong leading to the national congress, and that expectations for the quality of the conference are high.

[Read the full CSBA Report here.](#)

Education Committee Report

At a joint breakfast meeting with the Aboriginal Education Committee an update on the upcoming National Trustee Gathering on Aboriginal Education and the CSBA Congress (July 5-8, 2017) were presented.

During EC Business Meeting the AGM 2017 preliminary program was further discussed. With the overarching theme of "Educating for a Changing World" there will be a political aspect to the AGM focusing on "Education is the Key" to public education.

Planning for the upcoming winter academies, AGM's and new trustee academy were discussed. The goal of the professional development program is to continue to build on trustee learning and in each election cycle, from the first Winter Academy after an election to the final AGM, to help both new trustees and their more experienced colleagues to expand and build upon their knowledge about their role and responsibilities.

After the 2018 municipal election BCSTA will convene a New Trustee Academy (tentative date: January 26-26, 2019) with the goal of helping new trustees understand their roles and responsibilities. It is likely that this Academy will be offered jointly with BCPSEA.

[Read the full Education Committee Report here.](#)

Aboriginal Education Committee Report

Kaleb Child, District Principal of Aboriginal Education & Dr. Scott Benwell, Superintendent of SD85 (Vancouver Island North) who have been seconded to the Ministry of Education for two years as Field Liaisons for Aboriginal Education, described the work to date on their Equity in Action project.

Juanita Coltman, K-12 Policy Manager with FNEESC, met with our Committee to speak about some FNEESC initiatives and specifically to request support for the inclusion of a required First Peoples Course in the revised Grade 10-12 curriculum.

Committee members held a joint breakfast and meeting with members of the Education Committee. The two committees reviewed the BCSTA AGM and the NTGAE/CSBA Congress programs. Members of the committee will also be hosting a welcome booth at the NTGAE.

[Read the full Aboriginal Education Committee Report here.](#)

Legislative Committee Report

The Legislative Committee delivered a pair of reports to Provincial Council

Legislative Committee's Oral Report on Review of Motions: Rick Price (SD48) of the Legislative Committee delivered an oral report regarding the Legislative Committee's review of Provincial Council motions.

The Legislative Committee also led Provincial Councillors in a discussion about BCSTA's AGM Structure in place of the regular Issues Forum. A key issue which the Board asked the Legislative Committee to consider with respect to AGM structure is the timing of Provincial Council and the AGM business session. To help the Committee with its work on the AGM Structure Review Project, the Committee asked Provincial Councillors to provide feedback about the scheduling of the April Provincial Council meeting. Feedback will be accepted until February 28, 2017.

[Read the full Legislative Committee Report here.](#)

Financial Committee Report

The members of the Finance Committee reviewed the following agenda items with the February Provincial Council:

8.1 BCSTA Member Fees

8.2 BCSTA Draft 2017/2018 Budget

Agenda Item 8.1 BCSTA Member Fees, shown below, was approved by Provincial Council:

That BCSTA member fees be increased each year by the amount of the most recent five-year average of the Vancouver Price Index as of January 1 of each year and that member fee increases be supported by any unbudgeted member equity surplus arising in the fiscal year preceding adoption of BCSTA's annual budget.

After its presentation of Agenda Item 8.2 BCSTA Draft 2017/2018 Budget, the Finance Committee requested feedback about the budget draft from the assembly and asked that any additional feedback be provided to the Finance Committee by March 10, 2017. The final budget draft will be adopted by the April 2017 Provincial Council.

As agenda item 8.1 BCSTA Member Fees, was approved by Provincial Council, the 2017/2018 draft budget includes an inflationary member fee increase of 1.22 percent, totalling approximately \$22,000. Since the 2015/2016 fiscal year ended with a member equity, or year-end surplus, this inflationary member fee increase will be fully funded from member equity. Any changes in member fees for individual boards of education will therefore be solely the result of changes in FTE students.

Feedback regarding BCSTA's 2017/2018 draft budget can be sent to the Finance Committee by mail or by e-mail to:

BCSTA Finance Committee

c/o Jodi Olstead, Director of Finance & Human Resources
BC School Trustees Association
4th Floor, 1580 West Broadway
Vancouver, BC V6J 5K9
jolstead@bcsta.org

Sector Leader Speakers Series

Assembling under the banner, "How does a strong public education system make a difference to your sector?" BCSTA's Elections Engagement Committee, with the aim of reaching out to community members outside of the education sector, invited the following distinguished guests to the Morris J.

Wosk Centre for Dialogue in Vancouver to speak on the importance of public education:

- **Dr. Patricia Daly**, *Vice-President*, Public Health and Chief Medical Health Officer, Vancouver Coastal Health
- **James Hursthouse**, *Acting DigiBC Executive Director*, DigiBC
- **Bernard Richard**, Representative for Children and Youth
- **Isobel Mackenzie**, The Senior's Advocate
- **James Rout**, *Associate Vice-President*, Education Support and Innovation, BCIT
- **Kishoore Ramanathan** and **Amy Zeng**, *Representatives*, Student Voice

[Read our coverage of the session in *The Education Leader*.](#)

Elections Engagement Committee Workshop

On Saturday afternoon after the business session, the Elections Engagement Committee, headed by Donna Sargent and Gordong Swan presented a slideshow reviewing the committee's election campaign strategy. They also asked Provincial Counsellors to brainstorm answers to several questions designed to create discussion on engagement strategies for the election.

[Download the Elections Engagement Committee Strategy slide show here.](#)

[Read the collated ideas from the brainstorming session here.](#)

Disposition of Motions

The following motions were carried:

- 9.1 Fraser Valley Branch Constitution and Bylaws
- 9.2 Funding of Direct and Indirect Costs Arising from Supreme Court of Canada Decision
- 9.3 Recruitment and Retention in Northern Districts (as amended)
- 9.4 Syrian Refugee Funding (as amended)

[See the full Disposition of Motions.](#)



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

OPERATIONS COMMITTEE NOTES

Held on February 16th, 2017 from 12:30-2:00 pm
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Lori Pratt (Committee Chair), Dave Mewhort, Greg Russell

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Phil Luporini, District Principal of Technology; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Paul Bishop, Director of Instruction; Carolyn Smith, CUPE Local 801; Rob Collison, Manager of Facilities and Transportation; Allyson Fawcus, DPAC; Betty Baxter, Board Chair

The meeting was called to order at 12:34 p.m.

1. Strategic Plan: 2.h. Safe and Healthy Schools (Operational)

Goal 2. h. Our staff will thrive with their students in safe and healthy schools where everyone feels respected for their individual gifts and contributions.

Secretary-Treasurer Weswick provided an update on:

- Emergency procedures – the district is moving towards implementing procedures from the provincial emergency planning guide.
- Elimination of toxins from classrooms – approximately 95% of the cleaning supplies used are non-toxic supplies.
- Custodial training provided for outbreak management
- Upgrades to HVAC at Langdale and Madeira Park Elementary provide proper air handling and ventilation, bringing fresh air in to the schools.

2. Preliminary Budget Considerations

Secretary-Treasurer Weswick shared feedback from principals and vice-principals for funding priorities in the 2017/18 budget year, which include:

- Additional counselling support
- Technology (both hardware and training)
- Work experience and careers support
- Extended experiences
- Teacher training and collaboration time

The committee reviewed additional priority funding items that support implementation of strategic plan priorities for the 2017/18 budget year, as detailed in the budget presentation attached to these notes.

Secretary-Treasurer Weswick reported that funding implications of the SCC ruling remain unknown at this time.

3. Transportation Review

Secretary-Treasurer Weswick reported that work continues on implementing software to map current routes, entering catchment areas into the system and ensuring student data is input correctly. Once completed, the team will begin to examine route optimization, mapping alternative routes and creating some “what-if” scenarios for review. The district expects to move to regional consultations in April to share route alternatives with the community.

4. Regulation 1250 – Communicating through the Media (revised)

The committee reviewed recommended changes to the regulation.

5. Regulation 1360 – Distribution of Union Materials (revised)

The committee reviewed recommended changes to the regulation.

The meeting adjourned at 2:00 p.m.

NEXT MEETING: Thursday, March 16th from 12:30 to 2:00 pm at the School Board Office.



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

COMMITTEE OF THE WHOLE NOTES

Held on February 28, 2017 from 10:30-12:00 pm
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Betty Baxter (Committee Chair), Lori Pratt, , Pammila Ruth,
Christine Younghusband

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick,
Secretary-Treasurer; Vanessa White, Director of Instruction; Paul Bishop,
Director of Instruction; Erica Reimer, Executive Assistant (Recording
Secretary)

REGRETS: Dave Mewhort, Trustee; Lori Dixon, Trustee; Greg Russell, Trustee;
Carolyn Smith, CUPE Local 801

The meeting was called to order at 10:43 a.m.

1. Strategic Plan: 3.c International Education

Goal 3.c. – Our district will actively recruit students from around the world to live and learn with us in a welcoming international student program that showcases the beautiful, natural environment of the Sunshine Coast.

Director Bishop reported that Tom Ristimaki remains engaged by the district and works to support the district with a new agent, School Travel Services (STS). Retired principal Dave Hunt, continues to meet with students when they arrive, coordinate with families and organize activities every 6 weeks during their stay. The district is offering one of the most inexpensive international education programs in the province and is considering increasing costs, including an additional fee to provide direct English language supports.

Muskoka Language International (MLI) has offered two short-term cultural trips to the school district in the 16/17 school year.

An international education website is in the works and will reside at the domain name LearnInBc.ca.

The committee discussed the importance of a strong screening process to ensure international students are socially and emotionally prepared to visit a foreign country and to ensure that English language skills are adequate to support their learning during their stay on the coast. The committee also discussed supports for parents hosting international students during homestays.

2. SD46 Presentation to BCSTA AGM

Superintendent Bocking indicated that he had contacted BCSTA to request an opportunity to present at the April AGM on District cultural change using Learning Together and CARE projects as illustrations of our work. The committee discussed the timing for the presentation and suggested that the BCSTA Academy in November could be another opportunity to present to trustees.

3. School Calendar

Director Bishop reported that the 2017-18 and 2018-19 school calendars had been circulated for one month, as per ministry guidelines. The district did not receive any formal feedback but did receive anecdotal feedback that parents appreciated the opportunity to look to the future for vacation planning.

The committee discussed the benefits and disadvantages of approving two school calendar years. Trustees commented that a statement of commitment for the ongoing two-week spring break was in order to ensure the public is aware of the board's intention to continue with the extended break. Director Bishop noted that Ministry guidelines exist to alter a school calendar should it be required.

RECOMMENDATION:

- 1) That the Board adopt the 2017-18 School Calendar and acknowledge that it contains a two-week spring break.
- 2) That the Board adopt the 2018-19 school calendar, continuing with a two-week spring break.

4. Communication plan (standing item)

The committee reviewed the communication plan.

The meeting adjourned at 11:57 a.m.

NEXT MEETING: Tuesday, March 28th from 11:30 to 1:00 pm at the School Board Office.

SCHOOL CALENDAR FORM - GENERAL

2017/2018 CALENDAR

JULY						
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■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday



Ministry of Education

SCHOOL CALENDAR FORM - GENERAL

2018/2019 CALENDAR

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■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday





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

POLICY COMMITTEE NOTES

Held on February 28, 2017 from 9:30-10:30 am
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Christine Younghusband (Committee Chair), Lori Pratt,
Betty Baxter, Pammila Ruth

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick,
Secretary-Treasurer; Vanessa White, Director of Instruction; Paul Bishop,
Director of Instruction; Erica Reimer, Executive Assistant (Recording
Secretary)

REGRETS: Dave Mewhort, Trustee; Lori Dixon, Trustee; Greg Russell, Trustee;
Carolyn Smith, CUPE Local 801; Sarah Bradley, DPAC

The meeting was called to order at 11:35 a.m.

1. Corporate Policy

The committee considered:

- Feedback from PACs and DPAC on the topic of corporate sponsorships,
- Policies developed by other school boards across the province,
- Expectation that the ministry provides full funding to support schools,
- Lack of support for corporate agendas on the coast,
- Individual needs of schools and the motivation for fundraising,
- Policy must inform administration on the board's values and provide direction for the regulation.

The committee reviewed policy language submitted by Trustee Younghusband and suggested changes. The full policy, including markup, is attached to these notes.

RECOMMENDATION:

"That Policy 19 be updated as follows:

19. PARTNERSHIPS AND/OR CORPORATES SPONSORSHIPS

The Board of Education welcomes and encourages partnership arrangements and corporate sponsorships between the school district and community in form of donations of equipment and funds to enhance learning opportunities . The school environment must be preserved for sound educational activities and resources to

protect the welfare of students and the integrity of the learning environment in their school and not for commercial gain.

In order for any partnership or corporate sponsorship to be successful in a school community, the balance of respective responsibilities and benefits must be fully understood by all parties and established in accordance to regulations.”

The committee recommended that the agenda setting committee consider:

- Updating the preamble to include a statement that clarifies the board’s expectation that the provincial government provides full funding for curricular matters.
- Developing a “Role of the PAC / DPAC” policy

The meeting adjourned at 10:40 a.m.

NEXT MEETING: Tuesday, March 28th from 11:30 to 1:00 pm at the School Board Office.

PARTNERSHIPS AND/OR CORPORATE SPONSORSHIPS

The Board of ~~School Trustees of School District No. 46 (Sunshine Coast)~~ Education welcomes and encourages partnership arrangements and corporate sponsorships between the school district and ~~the~~ community in form of donations of equipment and funds to enhance learning opportunities ~~because they can contribute to broader educational opportunities than those otherwise available~~. The ~~school classroom~~ environment, ~~however~~, must be preserved for sound educational activities and resources to protect the welfare of students and the integrity of the learning environment in their school and not for commercial gain.

~~19.1~~—In order for any partnership or corporate sponsorship to be successful in a school community, the balance of respective responsibilities and benefits must be fully understood by all parties and established in accordance to regulations. ~~_____ environment, it must be based on an appropriate balance of the following, determined through consultation with the school community:~~

~~the obligation conferred on educators to protect the welfare of students and the integrity of the learning environment in their classrooms;~~

~~the educational opportunities provided.~~

Board Policy: December 2010

Revised:



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

EDUCATION COMMITTEE NOTES

Held on February 22nd, 2017 from 2:30-4:00 pm
At the SCTA Office, Sechelt, B.C.

PRESENT: TRUSTEES: Pammila Ruth (Committee Chair), Lori Dixon, Lori Pratt,
Christine Younghusband

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of
Instruction; Vanessa White, Director of Instruction; David Barnum, Transition
Coordinator; Louise Herle, SCTA President; Erica Reimer, Executive Assistant
(Recording Secretary)

REGRETS: Carolyn Spence, Principal; Betty Baxter, Board Chair

The meeting was called to order at 2:44 p.m.

1. District Report on Student Achievement

Superintendent Bocking shared plans to develop a website that will reflect both quantitative and qualitative data on student achievement in the district. The website, currently in development, will be brought back to the Education Committee in draft form in April and will be presented to the board in May for approval. In addition to data supporting student achievement, including FSA and completion rates, the website will highlight strategies that support the district's goals through short videos featuring district employees.

2. Strategic Plan: 1.c. Math

Goal 1.c.: Our students will achieve the mathematical skills required for academic and life success.

David Barnum, chair of the district math committee, shared results of a recent survey to assess professional development needs for math teachers in the district. The survey results identify a need for support for K-3 teachers, support for the new curriculum and a need for resources. The survey results are included in the meeting package at:
http://www.sd46.bc.ca/files/16-17_BoardMeetings/cmtes/20170222_Ed-Agenda.pdf

Mr. Barnum provided information on other math supports including the district Math LSA and the BC Association of Mathematics Teachers.

3. Strategic Plan: 2.f. Leaders

Goal 2.f.: Our staff will be leaders in their work.

Director Bishop and Director White shared information on district activities that promote leadership:

- February 10th District Professional Day
- Professional development opportunities for EAs during spring break
- Emergency preparedness training and incident command systems
- Principal pool processes and leadership training opportunities
- Parent information nights with information on supports available to students with life skill needs
- Presentation to SET BC by Sandy Magnussen

4. Regulation 1120 – Ceremonial Protocols (revised)

The committee reviewed changes to the regulation. A suggestion was made to list “mayors and regional directors” in the protocols for graduation ceremonies.

5. Regulation 2300 – Codes of Conduct (revised)

The committee reviewed changes to the regulation. Director White reported that sections 7 and 8 of the BC Human Rights code had been embedded in the regulation for clarity.

6. Parent Engagement Committee

Superintendent Bocking reported that:

- DPAC is taking place at Elphinstone Secondary on Thursday, February 23
- The superintendent and secretary-treasurer continue to meet with PACs to discuss budget and transportation.
- The Parent Engagement Committee newsletter is published electronically on a bi-monthly schedule during the school year .
- “In the Know” presentation at Chatelech Secondary on Wednesday, February 22 on how to initiate a conversation with teens regarding drug use.
- Trustee Electoral Area Consultation taking place on Thursday, February 23 at Elphinstone Secondary.

The meeting adjourned at 3:57 p.m.

NEXT MEETING: Wednesday, March 29th from 2:30 to 4:00 pm at the School Board Office.



February 20, 2017

Ref: 192896

To: All Board Chairs, Superintendents, Secretary Treasurers
All School Districts

Colleagues,

I am pleased to provide you with additional information regarding the Student Learning Grant that was announced this past weekend. I can confirm that this is one-time funding that will flow by mid-March as a Special Grant to be reported in each school district's operating fund. Funds are intended to be spent on learning resources, supplies, and equipment to help ensure that classrooms are well-resourced and students are well-supported through the implementation of the new curriculum and other learning innovations across the K-12 public education system. Total provincial funding being provided to school districts in 2016/17 is \$27.4M, and is being allocated based on a calculation of \$50/student FTE. The Ministry of Education will be confirming district-by-district allocations over the coming days and likely before the end of the month. Please note the following Ministry expectations regarding the funding:

- Eligible categories of resources/supplies include instructional supplies (e.g. electronic learning resources, textbooks, other classroom supplies serving an educational purpose), athletic equipment, and learning resources to assist non-enrolling teachers (i.e. career preparation materials);
- Where possible, funding should first be used on items that will help defray costs for parents;
- Any unspent funding from 2016/17 can be carried over to the 2017/18 school year, noting that the categories listed above still apply; and
- School districts should track how funding is being utilized, and report-out by July 31, 2017 school year to their District Parent Advisory Council, cc'ing the School District Financial Reporting Branch at SDFR@gov.bc.ca and including planned uses for any unspent funding for the 2017/18 school year.

If you have any further questions regarding this funding, please contact Kim Abbott at Kim.Abbott@gov.bc.ca or (250) 896-3680.

Sincerely,



George Farkas
Assistant Deputy Minister



February 3, 2017

Ref: 192514

To Betty Baxter, SD46 Sunshine Coast Board Chair
Re: Administrative Savings Recoveries

Dear Ms. Baxter,

As you know, in March this year the Government committed to redirecting \$25 million in administrative savings from school districts back into the school system. For your School District this means the return of \$182,072. I am pleased to now be able to announce that this will be accomplished by the elimination, or reduction, of your charges for the Next Generation Network (NGN), School Protection Plan Premium (SPP), School Protection Plan Property Premium (SPP-Property) and/or MyEdBC, as appropriate. The details for your district are attached and any revised charges will be implemented on January 31, 2017.

Please note that SPP premiums now include the premiums for EPLP. The EPLP premium amounts were communicated in a letter from Kim Abbott dated June 29, 2016.

In the New Year I will be having discussions with Treasury Board Staff and the Technical Review Committee about the process for the 2017/18 school year; I welcome any suggestions you may have.

Sincerely,

George Farkas
Assistant Deputy Minister

Attachment: Administrative Savings Return

cc: Superintendent and Secretary Treasurer

School District 46: Sunshine Coast

Administrative Savings	182,072
Less:	
NGN Charge	-141,619
Portion of SPP Premium*	-40,453
	<hr/>
	0
*Balance to be charged	13,966



February 28, 2017

Ref: 192960

To: All British Columbia Board Chairs

Re: Substance Use and Overdose Prevention/Intervention for Schools

British Columbia has seen a significant rise in opioid-related overdose deaths, with 922 deaths last year (an 80.8 percent increase over 2015). In October 2016, the Provincial Health Officer, Dr. Perry Kendall wrote school district superintendents and independent school administrators regarding the rise of illicit drug overdoses this year. Dr. Kendall indicated the Province's focus for youth aged 10–18 continues to be on prevention through better decision-making, increasing awareness of naloxone, and safer drug practices. In addition, Dr. Kendall stated that schools are not currently designated as high-risk environments.

Recently, the BC Coroners Service concluded an inquest into the death of Brandon Jansen. Following this inquest, one of the recommendations made was for naloxone kits to be made available in the school system with trained personnel on site. Following this recommendation, Dr. Kendall has reiterated his guidance in a letter dated February 24th that:

- Schools are not designated as a high-risk environment at this time as no overdoses have occurred in a school.
- If a school administrator knows that a particular school has a high-risk population or is aware of students using drugs on or near school grounds, in addition to the referral and support protocols that the school may have, it is recommended they obtain a naloxone kit for the school and ensure a person is available who is comfortable administering it.
- Naloxone kits can be purchased behind the counter in many pharmacies for about \$50, and pharmacists can provide overdose prevention and response training to ensure safe administration.

Letters from Dr. Kendall with this updated information are being sent out to all school district superintendents and independent school administrators. I encourage you to contact your local Medical Health Officer if you have any questions.

Resources for Schools and Teachers

- The new Physical and Health Education curriculum focuses on the development of knowledge, skills, attitudes, and beliefs related to health literacy and encompasses a number of important health and safety topics, including nutrition, prevention of illness and injury, decision-making skills, healthy relationship skills, mental well-being, sexual health, and substance use. Substance use is covered in nearly every Grade K–10 in different ways.

.../2

Ministry of Education
Office of the Deputy Minister

Mailing address
PO Box 9179 Stn Prov Govt
Victoria BC V8W 9H8

Telephone: (250) 387-2026
Facsimile: (250) 356-6007

- *iMinds* – Substance use instruction materials developed by the Centre for Addictions Research of BC (CARBC), which includes four new teaching resources for Grades 6–11 about opioids. This can be found online <http://www.uvic.ca/research/centres/carbc/publications/helping-schools/index.php>
 - The four new resources are: The Giver (Grades 6–8); The Hunger Games (Grade 7–9); Pain Medications: Benefits and Risks (Grade 9); and Opioid Use: Deconstructing Media Messages (Grade 11).
- *Drug Education is Conversation* is a brief overview that reminds everyone the principles of good education apply even in the context of a perceived crisis. Drug education can fit well in a variety of subject areas (e.g., English Language Arts, Social Studies, Arts Education, Physical and Health Education).
- The Ministry of Health has developed a campaign toolkit, which includes a variety of posters, web buttons, and Facebook posts to support public bodies in raising awareness about fentanyl and drug overdoses. This can be found online <http://www2.gov.bc.ca/gov/content/overdose/what-you-need-to-know/recovery-services-treatment-support>

Resources for Parents/Guardians and Families

- Parenting Articles - parent resources on how to talk to kids, teens and adult children about substance use and overdose (Ministry of Health/CARBC) online at:
 - <https://www.healthlinkbc.ca/substance-use/parenting-articles>
 - <http://www2.gov.bc.ca/gov/content/overdose/talking-to-youth>
- Information Kit for Schools and Parents – Stop Drug Overdose (Fraser Health) online at: http://www.fraserhealth.ca/media/Overdose_SchoolToolkit_FINAL.pdf

Sincerely,



Dave Byng
Deputy Minister

pc: Dr. Perry Kendall, Provincial Health Officer and Co-Chair of the Joint Task Force on
Overdose Response