



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

REGULAR MEETING AGENDA

Wednesday, October 11th, 2017 at 7:00 p.m.
At the School Board Office, Gibsons, B.C.

1. Call to Order
2. Swearing-in of Student Trustee
3. Celebrating Education: WE Day Celebrations – V. White
4. Public Question Period (10 minutes in total)
5. Adoption of the Agenda
6. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings
 - a. Regular Meeting – September 13, 2017 Pg. 3-5
 - b. Record of Closed Meeting – September 13, 2017 Pg. 6
 - c. Record of Special Closed Meeting – September 26, 2017 Pg. 7
7. Reports
 - a. Executive Reports
 - i. Superintendent’s Report Pg. 8
 1. Administrative Regulations in Circulation:
 - a. Regulation 2210 – Automotive Training Program Courses Pg. 9
 - b. Regulation 3600 – School Board Vehicles Pg. 10
 - c. Regulation 3720 – School Vans (to be repealed) Pg. 11-12
 - d. Regulation 3800 – Transportation of Students Pg. 13-15
 - ii. Strategic Plan Update:
 1. Goal 1.g. – Outdoor Education Pg. 16-17
 2. Goal 2.d. – Parent Communication Pg. 18-19
 - iii. Secretary-Treasurer’s Report
 1. Preliminary Enrollment Report Pg. 20
 2. Larger Cheques Written in the Month of September 2017 Pg. 21
 - b. Board/Committee Reports
 - i. Board Report Pg. 22
 1. BCSTA Report
 2. BCPSEA Report
 3. Student Trustee Report
 - ii. Operations Committee Notes – September 26, 2017 Pg. 23-24
 - iii. Committee of the Whole Notes – September 26, 2017 Pg. 25-27
 1. Select Standing Committee on Finance and Government Services Pg. 28-30
 - iv. Education Committee Notes – September 27, 2017 Pg. 31-32

MOTION: “TO receive the reports.”

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

9. Next Meeting

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

MOTION: "TO approve the committee agendas."

10. Adjournment

COMMITTEE MEETINGS 2017 – 2018				
MONTH	EDUCATION COMMITTEE	OPERATIONS COMMITTEE	POLICY COMMITTEE	COMMITTEE OF THE WHOLE
September	27 from 2:30 – 4 pm	21 from 12:30 – 2 pm	26 from 11:30 – 1 pm	26 from 9:30 – 11:30 am
October	18 from 2:30 – 4 pm	19 from 12:30 – 2 pm	24 from 11:30 – 1 pm	23 from 9:30 – 11:30 am
November	29 from 2:30 – 4 pm	16 from 12:30 – 2 pm	28 from 11:30 – 1 pm	28 from 9:30 – 11:30 am
December	20 from 2:30 – 4 pm	21 from 12:30 – 2 pm	19 from 11:30 – 1 pm	19 from 9:30 – 11:30 am
January	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
February	28 from 2:30 – 4 pm	15 from 12:30 – 2 pm	27 from 11:30 – 1 pm	27 from 10:30 – 12:00 am
March	15 from 2:30 – 4 pm	15 from 12:30 – 2 pm	13 from 11:30 – 1 pm	13 from 9:30 – 11:30 am
April	25 from 2:30 – 4 pm	26 from 12:30 – 2 pm	24 from 11:30 – 1 pm	24 from 9:30 – 11:30 am
May	23 from 2:30 – 4 pm	24 from 12:30 – 2 pm	22 from 11:30 – 1 pm	22 from 9:30 – 11:30 am
June	20 from 2:30 – 4 pm	21 from 12:30 – 2 pm	19 from 11:30 – 1 pm	19 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, October 19 from 12:30 – 2:00 pm at the SBO

1. Strategic Plan 2.j. – Sustainable Practices
2. District Catchment Area Review
3. Preliminary Budget Timelines
4. Regulation 4220 – Charitable Donations (revised)

Committee of the Whole – Monday, October 23 from 9:30 – 11:30 am at the SBO

1. External Committees Report
2. Truth and Reconciliation Report
3. BCPSEA Governance
4. Communication (standing item)

Education Committee – Wednesday, October 18 from 2:30 – 4:00 pm at the SBO

1. Strategic Plan 1.i. – Technology
2. Middle Years Development Instrument (MDI)
3. Curriculum – Secondary Numeracy Assessments
4. Parent Engagement (standing item)

Policy Committee – Monday, October 23 from 11:30 – 1:00 pm at the SBO

1. Role of PAC/DPAC
2. Appeals Bylaw Review



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

Held on Wednesday, September 13, 2017

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

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

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)

#1. 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.

#2. Public Question Period

- There were no questions.

#3. Adoption of the Agenda

MOTION: Pratt/Ruth

"THAT the agenda of September 13, 2017 be adopted."

Carried.

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

- a. Regular Meeting – June 14, 2017
- b. Record of Closed Meeting – June 14, 2017
- c. Record of Special Closed Meeting – June 14, 2017
- d. Record of Special Closed Meeting – June 22, 2017

MOTION: Pratt/Mewhort

"THAT the minutes of Regular Meeting of June 14, 2017 and the Record of Closed and Special Closed Meetings taking place on June 14 and June 22, 2017 be adopted."

Carried.

#5. Reports

- a. Executive Reports
 - i. Superintendent's Report

Superintendent Bocking spoke to his written report and highlighted the following:

- Kindergarten student survey,
- Changes to the Foundation Skills Assessments (FSA),
- Levelled Literacy Intervention to support reading,
- Primary math support initiatives

Director Bishop reported on staffing and trades programming. Director White shared information on training sessions focused on Trauma Informed Practice and Zones of Regulation.

ii. Secretary-Treasurer's Report

1. Audited Financial Statements

a. Auditor's Report – Richard Wilson, The Coast Group

Mr. Wilson spoke to the auditor's report and indicated that the audit process was complete pending approval by the board.

b. Management Discussion and Analysis

Secretary-Treasurer Weswick reviewed the financial statements and provided information on restricted and unrestricted surplus amounts. It was noted that the district would be submitting an updated application for the Classroom Enhancement Fund in late October. A copy of Secretary-Treasurer Weswick's presentation is attached to these notes.

MOTION: Pratt/Mewhort

"THAT the Board of Education of School District No. 46 (Sunshine Coast) approve the 2016-17 Audited Financial Statements"

Carried.

2. Larger Cheques Written in the Month of June, July and August 2017

The report was submitted as written. Clarification was requested on payments in August to UBC Okanagan. The amounts were related to scholarship payments to students attending the school.

b. Board/Committee Reports

i. Board Report

The report was submitted as written. Chair Baxter reported on her conversation with the incoming Minister of Education. Trustees Ruth and Youngusband reported back on their experiences at the Canadian School Boards Association conference and the National Trustee Gathering on Aboriginal Education.

1. BCSTA Report

Trustee Ruth reported on timelines for motions to BCSTA Provincial Council. She shared information developed by the BCSTA Professional Learning Committee and indicated that branches would be surveyed for examples of good practice in professional learning.

2. BCPSEA Report

Trustee Younghusband reported that BCPSEA has been sharing updates on implementation of the memorandum of understanding and would be looking to the next phase of implementation, including remedies.

ii. Operations Committee Notes – June 22, 2017

The notes were submitted as written.

iii. Committee of the Whole Notes – June 21, 2017

The notes were submitted as written. Trustees noted their appreciation of the format of the strategic plan report at the June meeting.

MOTION: Mewhort/Younghusband

“TO receive the reports.”

Carried.

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

- A member of the audience sought clarification on payroll items listed on page 42 of the meeting package. A response was provided.

#7. Next Meeting

The next public board meeting will be held on October 11th, 2017.

MOTION: Younghusband/Pratt

“TO approve the committee agendas.”

Carried.

#8. Adjournment

MOTION: Pratt/Mewhort

The meeting adjourned at 7:57 p.m.

Carried.

Chair

Secretary-Treasurer



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

RECORD OF CLOSED MEETING

Held on Wednesday, September 13th, 2017

At the School Board Office – Gibsons, B.C

PRESENT: TRUSTEES: B. Baxter (Chair), D. Mewhort, G. Russell, P. Ruth, L. Pratt,
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: L. Dixon, Trustee

The meeting was chaired by Vice-Chair Pratt.

Call to Order

The meeting was called to order at 4:30 p.m.

- **Financial Audit**
- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
 - Personnel
 - Exempt Staff
 - BCPSEA Bargaining Process
 - Superintendent Evaluation Committee – June 21, 2017
 - Property
 - Property Update
- **Items for Disclosure**
 - No items to disclose

Adjournment

The meeting adjourned at 6:03 p.m.

Chairperson

Secretary-Treasurer



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

RECORD OF SPECIAL CLOSED MEETING

Held on Tuesday, September 26, 2017
At the School Board Office – Gibsons, B.C

PRESENT: TRUSTEES: B. Baxter (Chair), L. Pratt (Vice-Chair), D. Mewhort, C. Younghusband

STAFF: N. Weswick, Secretary-Treasurer

REGRETS: Trustees G. Russell, L. Dixon, and P. Ruth

The meeting was chaired by Vice-Chair Pratt.

Call to Order

The meeting was called to order at 11:44 a.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Information / Action Items**
 - Personnel
 - BCPSEA Bargaining Survey
- **Items for Disclosure**
 - No items to disclose

Adjournment

The meeting adjourned at 12:02 p.m.

Chairperson

Secretary-Treasurer

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

Superintendent's Report

October 11th, 2017

1. Students

- a. Students in grades 4 and 7 have begun completing the Foundation Skills Assessment as of last week and can complete it during the month of October. (1b, 1c)
- b. Many students, staff and community members participated in Terry Fox runs. More than an event at many of our schools, this is an opportunity for our students to develop an understanding of persistence, sacrifice and dedication to a cause. (1d, 1e)
- c. Staff are learning about Google Chrome computers particularly on applications to accessibility. Most of the Chromebooks are at the secondary level at this time. (1i, 2e)
- d. Secondary students from across the district will be attending a conference at Elphinstone Secondary School to learn more about options that are available to them after their high school career is completed. Special thanks to Pender Harbour teacher Scott Bruce for his diligence in putting this event together. (1k)

2. Staff

- a. District Teacher Librarians are keen to prepare for *Coast Reads* again this year. *Coast Reads* has proven to be highly motivational for many students and staff. (2b)
- b. District staff has been working diligently with the Sunshine Coast Teachers' Association to collaboratively ensure the Memorandum of Agreement signed by the provincial parties is appropriately implemented. We are now at a stage where solutions to remedy issues are being addressed and implemented. (2j)
- c. District staff attended the BCSSA Metro Fall retreat to share and learn about succession planning across the metro region. There is a clear need for support and recruitment to these critical roles in all districts. (2j)

3. Community

- a. In partnership with our Aboriginal Education staff, our students participated in *Siyiyaya. Our Families. Our Stories*. Students prepared meaningful artwork and deepened their relationships with their own culture and community. This was a project of Canada150. (3f)
- b. A new cohort of Educational Assistants has begun their two-year training program at Capilano University to become Educational Assistants, potentially in our district. (3g)

Title: **Automotive Training Program**

Category: **Education**

Number: **2210**

Circulating until December 8, 2017

The Automotive Training Liability Release Form shall be completed, witnessed and kept on file by instructors/teachers in charge of any automotive training course before any motor vehicle not owned by the School District may be brought into school automotive shops or yards for use, repair or servicing.

Attachment: Automotive Training Liability Release Form

Adopted: February 2000

Revised: July 2012

References: Board Policy 12.7

Title: **School Board Vehicles**

Category: **Facilities**

Number: **3600**

Circulating until December 8, 2017

Guidelines for the use of school board vehicles are detailed in the district's Fleet Safety and Maintenance Plan. This plan has been developed in an effort to embrace safety and incident prevention amongst our drivers, students, staff and the public.

Attachment: Fleet Safety and Maintenance Plan

Adopted: January 1996

Revised: April 2012

References: Board Policy 12.7



School District No. 46 (Sunshine Coast)

Administrative Regulations

FACILITIES – Circulating until November 3, 2017

3720

SCHOOL VANS

The following procedures are to be followed with respect to School District No. 46 (Sunshine Coast) 15 passenger van use:

1. Drivers must have a CLASS 4 License (in keeping with BC law) and be formally approved as a School District driver through submission and approval of a driver abstract.
2. No School District 46 15 passenger van is equipped with roof racks (all have been removed).
3. All passengers MUST wear seat belts. Drivers are not permitted to proceed until all passengers are buckled up.
4. All School District 46 15 passenger vans are safety inspected by an independent company every 6 months under the supervision of the Manager of Facilities and Maintenance.
5. All School District 46 Vans must be equipped with winter tires for winter use.
6. Prior to taking the van out, tire pressure must be checked to ensure that the pressure is compliant with manufacturer's recommended pressure levels. A tire pressure gauge is available in all vans and drivers must sign the van log to confirm that this has been done prior to leaving, along with the aspects of the safety checklist.
7. Where drivers are unsure of weather conditions or feel that there is anything untoward or unsafe then DO NOT PROCEED.
8. When the school van is being refueled, all passengers shall step out.
9. The driver of the school van shall ensure that:
 - a. the van is not loaded beyond its licensed seating capacity;
 - b. riders receive instructions on the safest methods for loading and unloading;
 - c. riders are advised of required conduct with respect to seating (i.e. use of seatbelts) and behaviours while in the van.
10. District transportation regulation 3800 shall be adhered to (e.g. children under the age of thirteen (13) shall not be transported in a front passenger seat equipped with an air bag).
11. The van logbook and copies of insurance and government inspection certificates shall be kept in the van.

Page 1 of 2

Date adopted: February 12, 2001
Revised: February 15, 2002; May 10, 2011

Reference: Motor Vehicle Act Regulation 26/58, Board Policy 1.3 Pre-trip checklist and maintenance log attached.

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

FACILITIES – Circulating until November 3, 2017

3720

SCHOOL VANS (cont'd)

12. A list of passengers riding in a school van shall be established and maintained in an accurate and up-to-date manner.
13. Where a school van is damaged, becomes defective or malfunctions, its driver shall, at the first indication of the damage, defect or malfunction, stop at, or as near as practical to, a place off the travelled portion of the road and not proceed until safe to do so.
14. Drivers of school vans shall adhere to the Motor Vehicle Act and its Regulations.
15. Any fines associated with violations, infractions, tickets or citations are the sole responsibility of the individual employee or volunteer driver.
16. Drivers and administrators must consider the total length of day for an employee driving a School District van after working a full day, when planning a trip.

ATTACHED: Pre-trip checklist and maintenance log

Page 2 of 2

Date adopted: February 12, 2001
Revised: February 15, 2002; May 10, 2011

Reference: Motor Vehicle Act Regulation 26/58, Board Policy 1.3 Pre-trip checklist and maintenance log attached.

Supt. Signature:

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

Circulating until December 8, 2017

A. Entitlement/Eligibility

1. Walk Limits:

Parents/guardians are responsible for getting their children to and from school. The board assists parents with this responsibility provided the student qualifies for transportation under the Board's Administrative Regulations.

Students residing in the Sunshine Coast School Board's jurisdiction, who are enrolled in a school within their designated catchment area (home school) are eligible for bus transportation as long as they reside at greater than the following distances from that school:

(a) Elementary Grades K-7: 2.0 km

(b) Secondary Grades 8-12: 3.2 km

Parents/guardians are responsible for transportation of such students to and from the appropriate school bus pick-up location.

Parents/guardians are responsible for the safety and supervision of their children prior to pick-up by the bus and immediately after leaving the bus on their return trip home. Parents/guardians shall ensure the children are at the proper pick-up location five minutes prior to scheduled pick-up.

Transportation for students residing within the above noted walk limits is the responsibility of the parent/guardians.

2. Registration for Ridership:

Registration must occur prior to June 15 of each year through an online request form on the districts website, in order to receive service in September.

A paper registration form will be made available upon request.

3. Empty seat/Courtesy riders:

When routes have been established and there are available seats on the bus, students not meeting the eligibility requirements to ride the bus may make application to their school principal for use of an available seat on the appropriate bus serving their residential area and school of attendance. However, if a seat is granted, any such permission may be withdrawn at any time and should not be considered to constitute a precedent or establish a right. Preference will be given to the youngest students for whom applications have been received, living furthest from the school. Assignments of these ineligible students to available seats will be finalized at the discretion of the school district office in conjunction with the school bus operator.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

Circulating until December 8, 2017

4. Cross Boundary Transportation:

The School Board is not obligated to provide transportation for students attending schools other than their designated home school.

5. Transportation Assistance:

Transportation assistance may be provided where bus transportation is not practical and students are outside the walk limits.

6. Special Transportation:

Transportation requirements for special needs students shall be dealt with on an individual basis. In special cases of ill health, the Secretary-Treasurer may waive the walk limits.

7. Summer School:

Transportation for students attending summer school shall be the responsibility of the parents/guardians.

8. Ferry Transportation:

Transportation assistance is not provided to students who rely on the ferry service, as this service is free to students using the ferry to get to and from school.

B. Curricular and Extracurricular

1. Principals shall allocate funds in the annual operating budget of their schools for curricular and extracurricular activities.
2. Principals shall oversee transportation arrangements for curricular and extracurricular transportation.
3. For curricular and extracurricular trips, the preferred modes of transportation are: first, school buses, including multi function activity buses; second, buses operated by transit companies; third, vehicles rented from a commercial operator; fourth, privately owned vehicles.
4. Drivers of privately owned vehicles must provide assurance to the principal that vehicles meet highway safety requirements.
5. In vehicles other than school buses which are not equipped with seat belts, only as many passengers as there are available seat belts shall be transported, and seat belts shall be worn at all times when the vehicle is operated.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

Circulating until December 8, 2017

6. Children under the age of thirteen should not be transported in the front passenger seat of a vehicle equipped with an air bag.
7. Booster seats must be used when applicable in accordance with the *Motor Vehicle Safety Act*.
8. Smoking in vehicles transporting students is not permitted, this includes e-cigarettes and vapour products.
9. The principal shall determine that each driver has a valid driver's license by obtaining a drivers abstract. The abstract will be reviewed for proper class and restrictions and scrutinized to determine if any violation is indicative of poor driving habits or if other critical violations exist (e.g. prohibition, suspension, etc.).
10. The principal shall determine that each vehicle is insured for a minimum third party liability of \$1,000,000.
11. If the vehicle is to be used for school activities in excess of 1,600 kms, the insurer shall be notified. If required by the insurer, the vehicle shall be rated and insured for business use.
12. Schools shall not borrow a vehicle to be driven by anyone else but the owner.
13. Drivers of school district owned vehicles must review and adhere to the stipulations of the *Fleet Safety and Maintenance Plan*.

Adopted: January 1996

Revised: February 2000, April 2002, July 2002, January 2004

References: Board Policy 12.7

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

Strategic Plan Report: Outdoor Education

Submitted by Superintendent Bocking

October 11th, 2017

Strategic Plan Goal 1 (g): Students will experience, respect and enhance the natural world by actively participating in sustainable practices and outdoor education.

Let your walks now be a little more adventurous.

- Henry David Thoreau

Background:

Environmental education can result in longer attention spans, more creativity, higher levels of self confidence, greater academic success, improvements in cognitive development, self discipline, imaginative and creative expression, language skills and social interactions. Here, on the remarkably beautiful Sunshine Coast, our students experience the wonders of nature as a normal part of their learning.

Discussion:

Some key environmental education initiatives include:

- Numerous vegetable gardens have been developed at our schools enabling our students to get their hands dirty.
- Schools actively promote recycling, litter-less lunches and learning strategies to educate students about their personal environmental impact.
- Teachers from NEST have been active in sharing their experiences with others from far beyond our district.
- The Sunshine Coast-based, Simon Fraser University Nature-Based Experiential Education Program is finished in December!

Outdoor Ed programs are well established in our Secondary schools. Chatelech Secondary, for example, has a well-established grade 11/12 program, but students in grade 10 PE also benefit from outdoor pursuits. Sample trips include: paddle boarding, overnight hiking trips to the Chief in Squamish, indoor climbing at "The Hangar" in Sechelt and skiing later in the year at Manning Park. Elphinstone Secondary currently offers Outdoor Education for grade 10 students. They recently completed two nights camping at Garibaldi Provincial Park. The Sunshine Coast Alternative School currently offers local hiking and community recreation activities to students twice a month.

Next Steps:

While we are very proud of our progress to date, we continue to deepen opportunities for students. To that end, we are planning the following:

- Sharing in the EduCoaster and in social media the exciting initiatives that are taking place.
- Developing materials and supports for “Garbology” in all interested schools.
- Teachers will have the opportunity to learn from our own local outdoor education experts about being outside with their students: how to plan, ensure safety and learning.
- Finalizing an Atlas of Learning for the Sunshine Coast, an online resource for teachers to access the bountiful opportunities for exploring the outdoors.
- Ensure we are working in partnership with our facilities department in our commitment to sustainable living, learning and working

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

Strategic Plan Report: Parent Engagement

Submitted by Superintendent Bocking

October 11th, 2017

Strategic Plan Goal 2 (d): Our staff will interact with our students' parents positively and with full information freely shared using efficient strategies.

To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others.

- Tony Robbins

Background:

Parents make a difference to student learning in many ways, but research into student success reveals that the four factors that make the biggest difference are:

- Letting your child know you have high expectations for him or her,
- Talking with your child about school,
- Focusing on students' attitudes, more than their marks,
- Reading to and/or with your child.

Peopleforeducation.ca

Discussion:

The district's active District Parent Advisory Council continues to develop deeper connections amongst PACs and with trustees and district staff. The outcome is frank discussions related to parent engagement and student success. The District Parent-Teacher Communication Committee examines effective communication and develops strategies to ensure the school/ home partnership is well developed. Further, technical solutions to communication are being continually enhanced to meet the needs of students, teachers and parents.

A group of five elementary schools have been working with the support of an "Innovation Grant", to support the adoption of FreshGrade as an online reporting strategy. The initial full year of implementation has been highly successful with parents, students and teachers continuing to be supportive of this mode of communication. Some challenges are continuing to be addressed including appropriate teacher work load, amount of reporting and parent/student/teacher interaction.

Elphinstone Secondary School is developing a paperless process for reporting student achievement.

The Ministry of Education has developed reporting guidelines that are designed to support a flexible approach to reporting to respond to the changing technical opportunities and shifting priorities of teachers and the parents of our students.

Next Steps:

- Ensure Ministry of Education reporting guidelines are followed while still being creative in their implementation.
- Expand the use of Freshgrade to all interested teachers recognizing that this is a multi-year process.
- Develop and implement a clear social media strategy.
- Present a Family Expo in May, 2018 to bring supportive information to district parents.

Funded Enrolment Comparison 2016-2017

		K	1-3	4-7	8-10	10-12	Grad. Adult	Funded FTE	Diff.
Cont Ed	2017	0.000	0.000	0.000	0.000	3.375	0.000	3.375	+2.250
	2016	0.000	0.000	0.000	0.000	1.125	0.000	1.125	
Gibsons Elem.	2017	37.000	120.000	175.000	0.000	0.000	0.000	332.000	+24.000
	2016	39.000	123.000	146.000	0.000	0.000	0.000	308.000	
Madeira Park Elem.	2017	16.000	29.000	39.000	0.000	0.000	0.000	84.000	+2.000
	2016	12.000	31.000	39.000	0.000	0.000	0.000	82.000	
Elphinstone Sec.	2017	0.000	0.000	0.000	342.188	197.188	0.000	539.375	-22.063
	2016	0.000	0.000	1.000	354.375	205.563	0.500	561.438	
Roberts Creek Elem.	2017	33.000	85.000	132.000	0.000	0.000	0.000	250.000	+21.000
	2016	32.000	81.000	116.000	0.000	0.000	0.000	229.000	
Davis Bay Elem.	2017	21.000	75.000	83.000	0.000	0.000	0.000	179.000	-1.000
	2016	30.000	86.000	64.000	0.000	0.000	0.000	180.000	
Pender Harbour	2017	0.000	0.000	14.000	46.500	58.625	0.000	119.125	+18.938
	2016	0.000	0.000	10.000	46.500	43.687	0.000	100.188	
Halfmoon Bay Elem.	2017	24.000	78.000	108.000	0.000	0.000	0.000	210.000	+5.000
	2016	27.000	72.000	106.000	0.000	0.000	0.000	205.000	
Langdale Elem.	2017	16.000	38.000	50.000	0.000	0.000	0.000	104.000	-4.000
	2016	13.000	42.000	53.000	0.000	0.000	0.000	108.000	
West Sechart Elem.	2017	29.000	107.000	112.000	0.000	0.000	0.000	248.000	+21.000
	2016	34.000	94.000	99.000	0.000	0.000	0.000	227.000	
Chatelech Sec.	2017	0.000	0.000	0.000	251.938	195.938	0.000	447.875	-11.875
	2016	0.000	0.000	0.000	242.000	217.750	0.000	459.750	
Cedar Grove Elem.	2017	28.000	88.000	134.000	0.000	0.000	0.000	250.000	-5.000
	2016	24.000	85.000	146.000	0.000	0.000	0.000	255.000	
Kinnikinnick Elem.	2017	29.000	96.000	108.000	0.000	0.000	0.000	233.000	+10.000
	2016	27.000	91.000	105.000	0.000	0.000	0.000	223.000	
SCAS	2017	0.000	6.000	13.000	27.000	77.000	0.000	123.000	-19.250
	2016	0.000	13.000	19.000	31.000	79.250	0.000	142.250	
SPIDER	2017	6.000	15.000	26.000	7.000	7.375	0.000	61.375	+0.875
	2016	5.000	19.000	20.000	12.125	3.875	0.500	60.500	
District Totals							2017	3184.125	+41.875
							2016	3142.250	

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

DATE 06-Oct-2017 04:22 PM

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

PAGE 1

START DATE: 01-Sep-2017 TO END DATE: 30-Sep-2017

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Sep-2017 AND 30-Sep-2017						
00LCET3230	0001	*****	28094	RECEIVER GENERAL FOR CANADA	06-Sep-17	14,460.58
00LCET3231	0001	*****	28094	RECEIVER GENERAL FOR CANADA	06-Sep-17	27,059.03
00LCET3241	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	15-Sep-17	19,725.00
00LCET3244	0001	*****	23290	MUNICIPAL PENSION PLAN	08-Sep-17	29,105.40
00LCET3246	0001	*****	28094	RECEIVER GENERAL FOR CANADA	19-Sep-17	13,332.56
00LCET3247	0001	*****	28094	RECEIVER GENERAL FOR CANADA	19-Sep-17	32,680.21
00LCET3249	0001	*****	30209	TEACHERS' PENSION PLAN	13-Sep-17	42,906.19
00LCET3251	0001	*****	28093	RECEIVER GENERAL FOR CANADA	06-Sep-17	35,083.68
00LCET3253	0001	*****	28093	RECEIVER GENERAL FOR CANADA	26-Sep-17	150,000.00
00LCET3258	0001	*****	23290	MUNICIPAL PENSION PLAN	26-Sep-17	52,106.70
TOTALS FOR BANK - 0001						416,459.35
TOTAL NUMBER OF CHEQUES						10
TOTAL NUMBER OF CHEQUES WITH MICR						0
COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Sep-2017 AND 30-Sep-2017						
1996000014	0001	0000050341	12916	M.L. PETERSON HARDWOOD	07-Sep-17	29,531.25
1996000018	0001	0000050345	26243	PEBT IN TRUST	07-Sep-17	44,831.44
1996ET0013	0001	*****	14095	DUTCH DOOR HARDWARE	07-Sep-17	17,184.16
1996ET0034	0001	*****	15516	STEPHEN MCNICHOLLS CONSULTING INC.	07-Sep-17	23,719.50
1998000003	0001	0000050358	12012	BC HYDRO & POWER AUTHORITY	13-Sep-17	14,933.21
1998000005	0001	0000050360	15847	BRITCO CONSTRUCTION	13-Sep-17	195,838.07
1998000015	0001	0000050370	14044	DYNAMIC SPECIALTY VEHICLES LTD	13-Sep-17	139,865.60
1998ET0026	0001	*****	15924	POWERSCHOOL CANADA LLC	13-Sep-17	41,304.90
1998ET0032	0001	*****	29460	SUNSHINE COAST PRINCIPALS &	13-Sep-17	20,400.00
1999ET0002	0001	*****	15581	ARI FINANCIAL SERVICES T46163	20-Sep-17	18,368.37
1999ET0013	0001	*****	15064	ELITE FIRE PROTECTION LTD	20-Sep-17	10,448.55
1999ET0027	0001	*****	26207	PACIFIC BLUE CROSS/MSA	20-Sep-17	59,916.39
TOTALS FOR BANK - 0001						616,341.44
TOTAL NUMBER OF CHEQUES						12
TOTAL NUMBER OF CHEQUES WITH MICR						5
GRAND TOTAL						1,032,800.79
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,032,800.79
GRAND TOTAL NUMBER OF CHEQUES						22
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						5

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
October 11, 2017

The Board of Education is thrilled to welcome our student trustee for 2017/18 to our table tonight. We will be inviting the student trustee to attend the BCSTA Trustee Academy on November 23 – 25 in Richmond. SD46 will be presenting a session at the Academy entitled: *The Courage to Work Together: Governing to Create Communities of Learning*.

We look forward to working with our student trustee in this and many other learning and governing opportunities throughout the year.

September has been quiet in terms of community events but October will be a busy month with Provincial council meetings, consultations on BCPSEA governance and day long consultations for Board chairs and Superintendents with the new leadership of the Ministry of Education in late October.

As we move through our committee work this month, we will be reporting on external committee involvement and talking to PAC's about constitution and policy support.



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

OPERATIONS COMMITTEE NOTES

Held on September 21, 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,
Betty Baxter

STAFF/OTHERS: Nicholas Weswick, Secretary-Treasurer; Phil Luporini,
District Principal of Technology; Rob Collison, Manager of Facilities and
Transportation; Erica Reimer, Executive Assistant (Recording Secretary);
Janice Budgell, CUPE 801; Tracey Bond

REGRETS: Patrick Bocking, Superintendent

The meeting was called to order at 12:30 p.m.

1) Summer Work Review

Rob Collison, Manager of Facilities, shared a handout featuring photographs of work performed over the summer months. He highlighted the following projects:

- Solar panels installed at Langdale Elementary, as well as duct cleaning, gym floor recoating and renovated PAC kitchen,
- Parking lot improvements at the Heritage Building,
- Ongoing renovations at Elphinstone Secondary, including gym floor recoating,
- New portables at Cedar Grove Elementary and West Sechelt Elementary
- HVAC replacement at Davis Bay Elementary and future solar installation
- Playground resurfacing at Kinnikinnick Elementary
- Roof hatch installed at the Phoenix Building
- Gym floor recoating at Chatelech Secondary
- Asbestos abatement at West Sechelt Elementary and gym floor recoating
- Refurbished tennis courts at Pender Harbour Secondary, HVAC replacement and future solar installation,
- Repaired, refurbished and re-decked flat deck trailers
- Completed installation of school signs
- Various roofing projects
- Custodial deep clean at all facilities

The committee discussed the solar project at Langdale Elementary. Secretary-Treasurer Weswick recognized the hard work of custodians during the summer deep clean in rejuvenating and sanitizing school facilities.

2) Updated Regulations for Review

a. Regulation 3600 – School Board Vehicles

The revised regulation refers to the newly developed Fleet Safety and Management Plan. The plan, created with assistance of a consultant, outlines and standardizes the operation of school district vehicles

b. Regulation 3720 – School Vans (to be repealed)

The regulation is being repealed as school vans have been replaced with five multi-function activity buses (MFABs). The district may retain one van and remove seating for use for cargo.

c. Regulation 3800 – Transportation of Students

The changes mark the beginning of an ongoing review. Additional feedback will be solicited on the regulation during the circulation phase. Secretary-Treasurer Weswick outlined a registration process being considered and indicated that walk to stop limits may be considered as part of the review. The committee discussed courtesy and cross boundary transportation.

d. Regulation 3950 – Vehicles not Owned by School District (renamed to Automotive Training Program)

The regulation is being renamed and numbered as the regulation speaks to automotive training programs.

The meeting adjourned at 1:55 pm.

NEXT MEETING: Thursday, October 19 from 12:30-2:00 pm at the SBO.



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

COMMITTEE OF THE WHOLE NOTES

Held on September 26, 2017 from 9:30-11:30 a.m.

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

PRESENT: TRUSTEES: Betty Baxter (Committee Chair), Dave Mewhort, Lori Pratt,
Christine Younghusband

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

REGRETS: Pammila Ruth, Trustee; Lori Dixon, Trustee; Greg Russell, Trustee; Nicholas
Weswick, Secretary-Treasurer

The meeting was called to order at 9:32 a.m.

1. Implementation Plan (Year 3)

Superintendent Bocking shared information on new programs and initiatives that will be implemented in year three of the four year strategic plan. The full presentation is included with the meeting agenda package at http://www.sd46.bc.ca/files/17-18_BoardMeetings/cmtes/20170926-COW_Agenda.pdf

Early Learning

- Circle of Security - programs offered for parents through SD46
- Immigrant Parents As Literacy Supporters (iPALS) - through Literacy Council partnerships
- Develop outside play space for Gibsons Elementary StrongStart

Reading

- Levelled Literacy Intervention (LLI) implementation
- Reading Assessment Focus - supporting students through formative assessments.
- Core Competencies - through a reading lens

Math

- 'Collaborating About Math in Primary' (CAMP) - district-wide support over the year for primary teachers
- Secondary Numeracy Assessment Support (New Provincial Assessment)

Social and Emotional

- Zones of Regulation training
- MDI touchback session with students Learning Through Loss partnership with Hospice

Mental and Physical Health:

- Family Expo May 2018
- Action Schools BC workshop
- Focus on Outdoor Play, nutrition, sleep, hygiene, and reduction in screen time.

Music/Fine Arts:

- Visual Arts survey of teachers and follow up training

Sustainable and Outdoor:

- Publishing activities map
- Extend Garbology in schools

Experiential Learning:

- SFU Nature Based Experienced Learning Cohort graduates!!
- Teacher training for experiential learning

Technology:

- Multiple elements of Engage! SharePoint system
- Deepening high schools APP and using MyEducation to communicate with parents and students.
- Chromebook pilot project
- Paperless report cards using MyEducation
- POP Up UDL/Accessibility Workshops in all schools
- Engage! video collection for staff

Indigenous Cultures:

- Increase use of term: Indigenous Peoples Teachings and Learning
- Adjust Aboriginal Education Support Program to 3 week/ 1 week intensive program.

Graduation:

- My Blueprint implementation. Some elementary schools involved in a K-6 pilot.
- Review the 2015-16 graduation cohort to understand our graduation rates
- Focus on increasing numbers of students transitioning from Train in Trades (formerly ACE-IT) to Work in Trades (formerly Secondary Apprenticeship).

2. Select Standing Committee on Finance and Government Services (SSCFGS) Discussion

The committee reviewed the prior year's submission to the SSCFGS and suggested that the following items be included in this year's submission:

- request for funding stability,
- clear criteria on capital funding request,
- support for new curriculum implementation for grades 10-12,
- better address funding needs for special needs students, and
- highlight the importance of educational assistants.

Chair Baxter agreed to draft a new letter based on the committee's feedback. A copy of the submission will be included with the notes at the October board meeting.

3. Trustee Professional Learning Plan

Trustees discussed the professional learning opportunities that stemmed from the board evaluation discussions at the end of the 2016-17 school year. Trustees agreed that professional development around collective bargaining would be the highest priority. It was agreed to bring a discussion to a closed meeting during the 2017-18 school year.

Professional learning surrounding understanding financial statements was also discussed. Secretary-Treasurer Weswick agreed to schedule a session in the spring/late summer to review, using the year's financial statements as a training tool.

4. Partners in Learning Event Update

Superintendent Bocking reviewed changes to the event's format, including additional time for attendees to explore the table displays and improved flow to provide additional attention to the information booths. The committee suggested using a scavenger hunt to encourage participation at the information booths and suggested that the welcome and aboriginal greeting take place before the mingle and display portion of the evening. Trustees agreed to be stationed at the entrance to welcome and direct attendees.

5. Communication (standing item)

Due to time constraints, the committee did not review the communication plan.

The meeting adjourned at 11:30 a.m.



BOARD OF EDUCATION

Delivered via email: FinanceCommittee@leg.bc.ca

October 6, 2017

Select Standing Committee on Finance and Government Services
 Room 224, Parliament Buildings
 Victoria, B.C., V8V 1X4

Dear Chair D'Eith and Committee Members,

Thank you for the opportunity to submit input for the 2018–19 provincial budget deliberations. We appreciate the committee's careful discussion and the inclusion of public input.

School District No. 46 (Sunshine Coast) includes coastal communities of Langdale and Gibsons northwest through Roberts Creek, Sechelt and Halfmoon Bay to Pender Harbour and Egmont. Like elsewhere in British Columbia, there is evidence in our district of decreased resources for public education. Through careful strategic planning, tremendous community support and a slight uptick in enrolment numbers for the past couple of years, our district has consistently balanced our budget and provided outstanding educational opportunities for our students. To continue to offer excellence in all we do, we respectfully submit the following for your consideration.

Funding Stability

In recent years the Ministry of Education has introduced a number of sudden and surprising policy changes for funding re capital projects, small rural schools and transportation. Announcements of several positive changes were made mid year in 2016/17 well after we have done extensive community consultation and made difficult decisions re the allocation of limited resources. This has been disrespectful of our communities and of the tremendous efforts of our staff to meet Ministry imposed deadlines for budget and calendar. We need increased funding for operational costs and we need equity in how those funds can be accessed across the province. The Hydro increases, Next Generation Network, MSP premium increases, WorkSafe BC premiums, have been downloaded to the local level with a big impact on our budget. These pressures and the unpredictability of Ministry decisions impede community confidence in public education and strong relationships within our district with community partners. Once again, we request that the Ministry of Education increase funding for public education in British Columbia, establish that funding once per year and avoid policy changes within the school year.

Capital Funding

We have aging facilities, some of which are very overcrowded. There is continues to be uncertainty regarding funding for capital projects. We need clarity regarding capital funding and clear criteria to be able to access funds provided by the Ministry of Education. The past few years have seen several policy changes and created great uncertainty. A predictable multi-year funding model would help us to plan and implement facility upgrades in a much more efficient and inclusive manner.

New Curriculum implementation

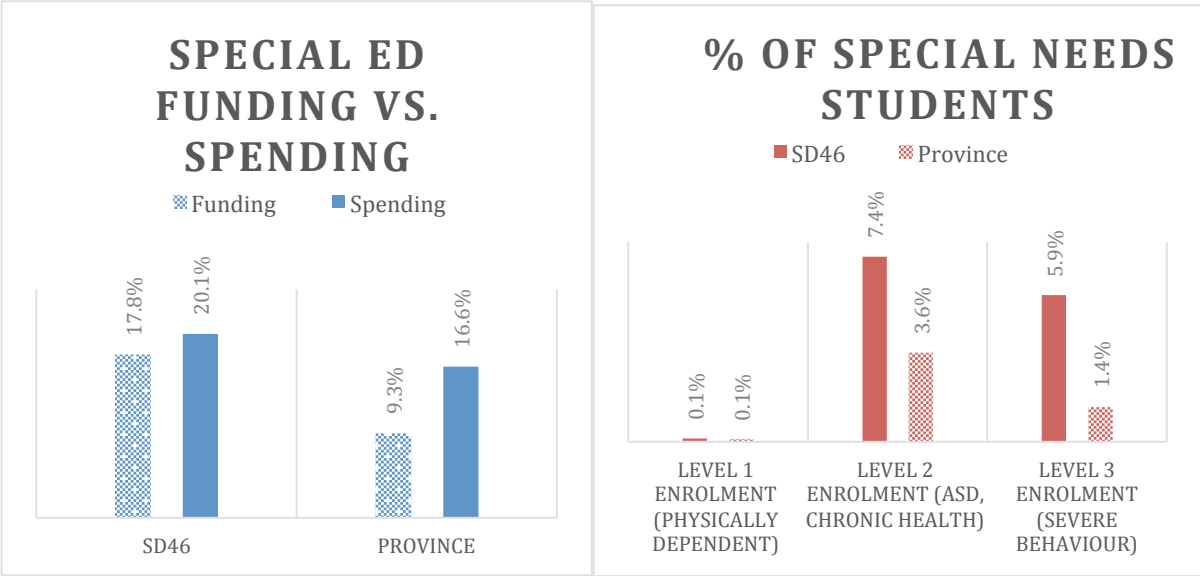
We appreciated the contribution for funding support for the training of teachers on the new curriculum. Personalized learning, trades and technology and English language support are areas that need stable funding in addition to the training of teachers in the new curriculum. We recognize that these requests have been made in the past and the need is still rising every year. In particular we need to focus on the needs for those subject specialists teaching secondary Grades 10 – 12.. Teachers will be implementing a new curriculum for the next few years, so funding for new curriculum materials would help immensely to move through this major change. Greater and consistent funding for professional learning is essential and it must include more than teaching staff. Education assistants are important players in the support of students. Additional professional development funds to train Education Assistants in the new curriculum would ease the transition.

Investment in Special Education

School districts in BC receive targeted funding for students with special needs in order for districts to provide additional supports to those students. This funding is not nearly enough to provide sufficient resources for these students, so as a result school districts spend, on average, double the amount they receive to support these students. Districts do this by using general funding, provided for basic programming, to hire additional special education teaching and support staff.

Some districts, such as School District No. 46, have a significantly higher proportion of their students requiring additional supports, which can either place pressure on general operating budgets, or lead to inequitable service levels. The resulting potential for failure in properly serving students with special needs may lead to human rights violations and broader societal costs in the long term.

The implementation of the old contract language has led to allocation of staffing in ways that further limit our ability to support students. Our operating funds are stretched thin to reduce class sizes and the denial in our district of over \$700,000 in necessary Classroom Enhancement Funding to support non-enrolling teachers could mean future layoffs across all program areas.



Aboriginal Education

A commitment to implementing the actions of the Truth and Reconciliation Commission regarding indigenous people in Canada is a worthy step for every stakeholder in public education. We are proud of our district’s program for Aboriginal Education. We still need additional funds to establish a local

curriculum and enhance opportunities for students to learn and celebrate the shíshálh language. We recommend increased funding to allow school districts to move ahead in helping communities learn and change by implementing the education proposed in the TRC recommendations.

To continue our delivery of excellent education our province needs improved government investment. Public education for the children and families of the province is best way to assure a prosperous, healthy future. Thank you for your consideration.

Sincerely,



Betty Baxter
Board Chair

pc: Trustees, Board of Education of School District No. 46 (Sunshine Coast)
Patrick Bocking, Superintendent of Schools
Louise Herle, President, Sunshine Coast Teachers' Association (SCTA)
Janice Budgell, President, Canadian Union of Public Employees (CUPE), Local 801
Nicholas Simons, MLA, Powell River-Sunshine Coast
All Board of Education via BCSTA



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

EDUCATION COMMITTEE

Held on September 27, 2017 from 2:30-4:00 p.m.

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

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of Instruction; Stephanie Murawsky, Executive Assistant (Recording Secretary), Lenora Joe (shíshálh Nation)

REGRETS: Louise Herle, SCTA President; Lori Dixon, Trustee; Carolyn Spence, Principal

The meeting was called to order at 2:35 p.m.

1. Strategic Plan 1.g. – Outdoor Education

Goal 1.g.: Our students will experience, respect and enhance the natural world by actively participating in sustainable practices and outdoor education.

Superintendent Bocking and Director Bishop shared the following updates:

- NEST program model has generated interest from many districts and organizations.
- Davis Bay Elementary greenhouse project well underway.
- Education Committee members are Jami Mani, Jenny Groves, Barry Krangle and Rita Poulsen. The committee will be rolling out ATLAS, an interactive map which will highlight local areas of interest with related materials for learning.
- Indigenous learning is being incorporated into environmental education.
- Gardens at schools provide learning opportunities to students.
- Where possible, Manager of Facilities Collison is supporting schools in the development of outdoor learning spaces.
- *Garbology* kits are being created allowing students to better understand their impact on environment.
- Teacher workshops are taking place to support teachers levels of comfort to create programs outdoors.
- Nicholas Sonntag Marine Centre committee launch recently took place. A teacher and student were part of the organizing committee.

2. Strategic Plan 2.d. – Parent Communication

Goal 2.d.: Our staff will interact with our students' parents positively and with full information freely shared using efficient and responsive strategies.

Superintendent Bocking reported that the district is emphasizing “parent engagement” rather than “parent communication.” DPAC meetings have been scheduled for the year with topics to engage parent participation. A list is available at <http://www.sd46.bc.ca/index.php/dpac>. The committee discussed the makeup and membership of the Parent Engagement Committee.

3. Grad Exit Survey

Director Bishop shared the following information:

- Ministry provides a portal for students to view transcripts and pertinent information relating to graduation.
- The MyBlueprint web portal will be available for students to log in to starting in grade 7. Training for staff is taking place on October 25th
- DSLT is designing an exit satisfaction survey.
- The district is engaged in a research project looking at the 2015/16 cohort to determine what barriers may have led to students not achieving graduation. The information collected will be compared to the to the ministry’s graduation data.

4. Untargeted Charitable Donations

The committee reviewed the charitable donations listed in the agenda package. Regulation 4220 stipulates that the Superintendent determine the use of any untargeted donations and report to the Education Committee. In the 2016/17 school year, the district received \$260 in untargeted donations which will be used to support the strategic plan. The committee suggested that the regulation be modified to include a threshold for untargeted donations, under which a report to Education Committee would not be required.

5. Curriculum (standing item)

Superintendent Bocking shared a BCTF poster describing their framework for professional development. The committee discussed the framework for career long development. An update was provided on core competency self reporting at the elementary level. The curriculum changes for secondary students are being trialed for the 2017/18 school year before being implemented in 2018/19.

6. Parent Engagement (standing item)

The next DPAC meeting is scheduled for Thursday, September 28 at Chatelech Secondary.

The meeting adjourned at 3:45 p.m.