



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

REGULAR MEETING AGENDA

Wednesday, November 8th, 2017 at 7:00 p.m.
At the School Board Office, Gibsons, B.C.

1. Call to Order
2. Public Question Period (10 minutes in total)
3. Adoption of the Agenda
4. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings
 - a. Regular Meeting – October 11, 2017 Pg. 3-6
 - b. Record of Closed Meeting – October 11, 2017 Pg. 7
5. Reports
 - a. Executive Reports
 - i. Superintendent’s Report Pg. 8
 1. Administrative Regulations in Circulation:
 - a. Regulation 4220 - Donations Pg. 9-10
 2. Administrative Regulations to be Repealed:
 - a. Regulation 3720 - School Vans Pg. 11-12
 - ii. Strategic Plan Update:
 1. Goal 1.i. – Technology Pg. 13-14
 2. Goal 2.j. – Sustainable Practices Pg. 15-16
 - iii. Secretary-Treasurer’s Report Pg. 17-19
 1. Larger Cheques Written in the Month of October 2017 Pg. 20-21
 - b. Board/Committee Reports
 - i. Board Report Pg. 22-23
 1. BCSTA Report
 2. BCPSEA Report
 3. Student Trustee Report
 - ii. Education Committee Notes – October 18, 2017 Pg. 24-25
 - iii. Operations Committee Notes – October 19, 2017 Pg. 26-27
 - iv. Committee of the Whole Notes – October 23, 2017 Pg. 28-31
 - v. Policy Committee – October 23, 2017 (*motion & bylaw*) Pg. 32-35

MOTION: “TO receive the reports.”

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

7. Next Meeting

The next public board meeting will be held on December 13th, 2017.

MOTION: “TO approve the committee agendas.”

8. 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	23 from 11:30 – 1 pm	23 from 9:30 – 11:30 am
November	29 from 2:30 – 4 pm	15 from 12 – 1:30 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 – Wednesday, November 15 from 12:00 – 1:30 pm at the SBO

1. Strategic Plan 2.e. – Healthy Staff
2. Transportation / Bus Route Optimization Report
3. Wired Glass in Schools
4. Budget Discussion

Committee of the Whole – Tuesday, November 28 from 9:30 – 11:30 am at the SBO

1. Strategic Plan 2.h. – Safe / Healthy Schools (Cultural)
2. BCSTA Trustee Academy Presentation Debrief
3. BCPSEA AGM Motions
4. Communication (standing item)

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

1. Surplus Policy
2. Positive Language Edits (Policies 5.2, 11.7, 13.8, 13.9)

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

1. Strategic Plan 1.b. – Reading
2. Strategic Plan 2.b. – Reading Teachers
3. Board Authority Authorized Course Update
4. Curriculum (standing item)
5. Parent Engagement (standing item)

Upcoming Public Events

- *Partners in Learning* – Wed. Nov. 15 from 5-6:30 pm at Chatelech Secondary
 - *Public Budget Consultation* – Wed. Nov. 22 from 6-7:30 pm at Chatelech Secondary
- Visit www.sd46.bc.ca for more information



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

Held on Wednesday, October 11th, 2017
At the School Board Office, Gibsons, B.C.

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

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

#9. 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.

#10. Swearing-in of Student Trustee

Secretary-Treasurer Weswick facilitated the swearing-in of incoming student trustee, Pearl Deasey, to the Board of Education of School District No. 46 (Sunshine Coast). Chair Baxter presented Student Trustee Deasey with a school district jacket to celebrate the occasion.

#11. Celebrating Education: WE Day Celebrations – J. Ostashek

Langdale Elementary Teacher, Jane Ostashek, and grade 7 students, Jack Marshall, Ryan Cole, Willow Carriere, Margot Whyard, Rory Scott and Cora Weatherbe, shared their enthusiasm for the upcoming WE Day Celebrations and provided additional information on past initiatives, including their WE Create Change assembly, and other WE school campaigns. In addition to learning about the various WE campaigns, the board was taught the movements to the WE Day Dance. The district is proud to be sending 215 students to take part in the WE Day celebration at Rogers Arena on October 18, 2017.

#12. Public Question Period

- There were no questions.

#13. Adoption of the Agenda

MOTION: Younghusband/Pratt

“THAT the agenda of October 11, 2017 be adopted.”

Carried.

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

- a. Regular Meeting – September 13, 2017
- b. Record of Closed Meeting – September 13, 2017
- c. Record of Special Closed Meeting – September 26, 2017

MOTION: Mewhort/Ruth

“THAT the minutes of Regular Meeting of September 13, 2017 and the Record of Closed and Special Closed Meetings taking place on September 13 and September 26, 2017 be adopted.”

Carried.

#15. Reports

a. Executive Reports

i. Superintendent’s Report

Superintendent Bocking spoke to his report.

1. Administrative Regulations in Circulation:
 - a. Regulation 2210 – Automotive Training Program Courses
 - b. Regulation 3600 – School Board Vehicles
 - c. Regulation 3720 – School Vans (to be repealed)
 - d. Regulation 3800 – Transportation of Students

Secretary-Treasurer Weswick indicated that the revised regulations had been reviewed at the September Operations Committee meeting. The regulations will be in circulation until December 8, 2017, with the exception of regulation 3720 which will be circulating until November 3, 2017. The district welcomes comments on all circulating regulations: http://www.sd46.bc.ca/files/draft_reg_resp.pdf.

ii. Strategic Plan Update:

1. Goal 1.g. – Outdoor Education

Superintendent Bocking spoke to his written report and highlighted work taking and next steps. Director Bishop reported on outdoor education initiatives at the secondary level. It was noted that there are no plans for a secondary NEST program at this time.

2. Goal 2.d. – Parent Communication

Superintendent Bocking spoke to his written report. Trustees requested additional information on changes in reporting structures and the MyEd online reporting service, in addition to discussing applications in use at secondary schools.

iii. Secretary-Treasurer’s Report

1. Preliminary Enrollment Report

Secretary-Treasurer Weswick reported that the information provided in the package was preliminary. Final enrolment numbers will be provided after October 23, 2017. Trustees requested additional information on capacity at Gibsons Elementary school. Secretary-Treasurer Weswick reported that both Gibsons Elementary and Cedar

Grove Elementary have been closed to cross boundary intakes due to capacity issues.

2. Larger Cheques Written in the Month of September 2017

The report was submitted as written.

Trustees requested clarification on items in the report.

b. Board/Committee Reports

i. Board Report

The report was submitted as written.

1. BCSTA Report

Trustee Ruth shared information on the upcoming Provincial Council meeting and indicated that Minister Fleming would be reporting to the council.

2. BCPSEA Report

Trustee Younghusband reported that BCPSEA representatives had been invited to attend the Issues Forum at the BCSTA Provincial Council meeting and noted that she would be in attendance. Trustee Younghusband also reported that she and Secretary-Treasurer Weswick would be attending the BCPSEA professional learning Symposium in November.

3. Student Trustee Report

Student Trustee Deasey spoke to the following items:

- Career Fair was a great opportunity for students.
- The District Student Leadership Team plans to create a monitored Facebook page to allow for broader student communication across the district.
- Chat-To-Go application is useful to students. SWAAG (Sauer's Week at a Glance) provides a weekly update.
- The Sunshine Coast Alternative School's kickball tournament last week was a success.
- Elphinstone Secondary held their first pep rally, Black and Gold day to celebrate school spirit.
- Pender Harbour Secondary Students took part in a their swearing-in ceremony.

ii. Operations Committee Notes – September 26, 2017

The notes were submitted as written. Trustee Pratt highlighted the conversation around summer work and thanked maintenance and custodial staff for their hard work.

iii. Committee of the Whole Notes – September 26, 2017

The notes were submitted as written.

1. Select Standing Committee on Finance and Government Services

A copy of the board's submission to the SSCFGS was provided for information.

iv. Education Committee Notes – September 27, 2017

The notes were submitted as written. Trustee Ruth was pleased to hear the report on the opening of the Nicholas Sonntag Marine Research Centre. Chair Baxter reported on a conversation with manager, Graham Starsage.

MOTION: Pratt/Ruth

“TO receive the reports.”

Carried.

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

- There were no questions.

#17. Next Meeting

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

MOTION: Mewhort/Pratt

“TO approve the committee agendas.”

Carried.

#18. Adjournment

MOTION: Mewhort/Ruth

The meeting adjourned at 8:16 p.m.

Carried.

Chair

Secretary-Treasurer



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

RECORD OF CLOSED MEETING

Held on Wednesday, October 11th, 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 5:43 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
 - Personnel
 - Superintendent Evaluation Committee – September 26, 2017
 - Property
 - Property Update
- **Items for Disclosure**
 - No items to disclose

Adjournment

The meeting adjourned at 6:11 p.m.

Chairperson

Secretary-Treasurer

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

Superintendent's Report

November 8th, 2017

1. Students

- a. Collaborating About Math in Primary (CAMP) has begun with many teachers registering. CAMP follows a model similar to the Collaborating About Reading Engagement (CARE) program for reading. (1c, 2a)
- b. Grade 7 students from across the district enjoyed some excellent soccer at the annual post Hallowe'en Sugar Bowl! (1e)
- c. Elementary students from across the district trained at their schools and then enjoyed two well organized Cross Country Running events at Cliff Gilker Park and in Gibsons. (1e)
- d. The Train in Trades (formerly ACE-IT) programs running this year include Auto technician (through the year), culinary (First Semester) and Carpentry (Second Semester) (1k)

2. Staff

- a. Teachers Empowering Teachers Through Technology (TETT) Project has restarted this year to provide support to teachers using an innovative collaborative model. (2a, e)
- b. SPARK! Programs are starting soon! Parents learn all about how to support their child's learning at home. (2d)
- c. Training will continue this year for Zones of Regulation training to help our staff and students manage themselves in challenging interpersonal struggles. (2h)

3. Community

- a. District Community Schools have the opportunity to apply for a United Way of the Lower Mainland grant to support after school programming. (3e)
- b. The British Columbia Institute of Technology (BCIT) will be working with Langdale Elementary and Pender Harbour Elementary Secondary to develop a solar energy research project. (3g)

Title: **Donations**

Category: **Finance**

Number: **4220**

Circulating until January 5, 2018

Background:

The Board of Education of School District No. 46 (Sunshine Coast) encourages donations of “gifts” and “gifts-in-kind” to the School District in the form of cash donations and/or used and new equipment that will be valued as having instructional and/or technological benefit to the School District.

Practices:

1. Definitions:

In this regulation:

- a. “Gift” is defined as a voluntary and gratuitous transfer of cash, real or personal property for which no right, privilege, material benefit will accrue to the donor.
- b. “Gift-in-Kind” is a donation in any form other than cash or cheque and normally requires valuation for tax receipt purposes.

2. Conditions of Gift Acceptance

In considering a gift-in-kind:

- a. School District No. 46 (Sunshine Coast) must first agree to accept the terms and conditions, including the associated costs, upon which the gift has been offered.
- b. The gift should be such that it can be retained as a School District No. 46 (Sunshine Coast) asset and used in connection with School District activities, with discretion as to its use and management, or disposed of for cash or cash equivalent.
- c. School District No. 46 (Sunshine Coast) considers potential liabilities, including environmental issues that may arise from the acceptance of a particular gift-in-kind.

3. Gifts

A gift is made in any circumstance where all of the conditions listed below are satisfied:

- a. Cash, real property, or personal property is transferred by a donor to the School District.
- b. The transfer is voluntary.
- c. The transfer is made without expectation of return. No consideration – no benefit of any kind – to the donor or to anyone designated by the donor, may result from the payment.
- d. Notwithstanding the above, the donor may designate an established School District scholarship or bursary fund, building project, or targeted program or school of study as approved by the Superintendent.
- e. When cash or a cheque that qualifies as a donation is received, it must be sent, with backup documentation to the Secretary-Treasurer for processing.

4. Gifts-in-Kind

Persons authorized on behalf of School District No. 46 (Sunshine Coast), to accept gifts that are valued over \$1,000 are the Superintendent or Secretary-Treasurer.

Title: **Donations**

Category: **Finance**

Number: **4220**

Circulating until January 5, 2018

5. Approval

The Superintendent must approve:

- a. Any gift which, in the opinion of the Secretary-Treasurer, exposes School District No. 46 (Sunshine Coast) to an uncertain and potentially significant liability.
- b. Any gift which, in the opinion of the Secretary-Treasurer, is precedent setting or involves sensitive issues.

6. Receipts

Receipts for gifts-in-kind will be made according to the following guidelines:

- a. Revenue Canada requires satisfactory evidence of fair market value of the gift. The generally accepted meaning of "fair market value" is the price the property would bring in an open market transaction between a willing buyer and a willing seller acting independently of each other and each having full knowledge of the facts. Gifts valued at less than \$1,000 can be appraised by a School District staff member, provided the staff member is knowledgeable in the field of the gift and qualified to appraise the gift for its fair market value. An example is the donation of books valued by the librarian. All such gifts and appraisals are subject to the prior approval of the Secretary-Treasurer.
- b. Gifts valued over \$1,000 must be appraised by an independent appraiser in consultation with the Secretary-Treasurer.
- c. School District No. 46 (Sunshine Coast) is a registered charity and can issue receipts for cash donations for income tax purposes under the Income Tax Act.

Nothing should be done by any member of staff, which might be construed as an acceptance of a gift until the decision to accept has been made.

7. Use of Donations

Donations will be used for the purpose intended by the donor. If donations have not been targeted to a specific location or program, their use will be determined by the Superintendent. Untargeted donations in excess of \$1000 will be determined by the Superintendent, in consultation with the Education Committee, on an annual basis.

Adopted: June 2010

Revised: October 2010, November 2013, May 2014

References: Policy 12 (Role of Secretary-Treasurer), Policy 7 (Trustee Donations)



School District No. 46 (Sunshine Coast)

Administrative Regulations

FACILITIES

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

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:

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

Strategic Plan Report: Technology
Submitted by Superintendent Bocking
November 8th, 2017

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

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

- Steve Jobs

Background:

The needs of our students and staff to learn and to be productive is at the core of our work in technology. Consequently, we ensure that we have wireless connectivity so that students and staff can access apps on their devices or ours wherever we are. The district provides training in multiple ways to support our staff who in turn support our students' learning needs. Finally, with an impressive "Engage!" framework we are learning how to communicate even more efficiently, collaborative more effectively and produce more abundantly.

Discussion:

The following initiatives currently taking place:

- Next Generation Network 2 (NGN2) is fully in place resulting in upgrades to available bandwidth at several sites.
- All computers in the district are on a replacement plan to ensure technology remains current.
- Continued support and training for learning through technology is readily accessible for teachers.
- The Engage! site provides collaborative opportunities for teachers and staff.
- Apps have been developed for Chatelech, Pender Harbour and Elphinstone Secondary schools.
- Access points are being added to improve wireless access.
- Currently, approximately 38% of our elementary teachers utilize the FreshGrade platform to communicate student learning. Additionally, over 30% of our elementary teachers actively use FreshGrade as a blog.
- The back end of the district website software, "Joomla" is upgraded and will be live this week allowing for more flexibility in web page design.

Next Steps:

- Embedding Engage! into our processes is an ongoing process
- Web site design revamp
- Developing a communication and social media strategy

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

**Strategic Plan Report:
Sustainable Practices**

Submitted by Secretary-Treasurer Weswick
November 8, 2017

Goal 2.j.: Our staff will employ sustainable practices through efficient human resource, financial, facility and environmental strategies.

Background:

School District 46 remains committed to sustainable practices and the long-term preservation of assets in support of the district's 2015 – 2019 Strategic Plan.

Discussion:

At the recent Operations Committee, sustainable practices throughout the district were presented and discussed. Some highlights from this presentation include:

- The maintenance department continues to reduce energy, water, and fuel consumption through improvements to boiler systems, efficient lighting controls and the replacement of windows and doors.
- Leadership Development Initiatives for both existing leaders and future district leaders are a significant focus for the year and to develop capacity longer term.
- Recruitment of specialist teachers has been a significant challenge during the implementation of the restored teacher contract language and resulting labour demand provincially.
- The Environmental Sustainability Committee is developing an online atlas that will highlight local areas and provide suggestions for activities that support the new curriculum.
- Schools continue to actively promote the outdoors through the Environmental Education Committee and strategies to encourage learning outdoors.
- Students are engaged in gardening and learning about sustainability through experiential opportunities.
- Changes to the district's purchasing regulation that take advantage of purchasing consortiums.
- The transportation review process will allow the district to improve routes and have a better understanding of student ridership.

Greenhouse gas reductions through building upgrades and change initiatives are a point of pride for School District 46:



Next Steps:

- Installation of photovoltaic solar capacity at Pender Harbour Elementary Secondary
- Installation of photovoltaic solar capacity at Davis Bay Elementary
- Monitoring of solar output at Langdale Elementary
- Learning/community gardens and greenhouse initiatives will be supported as they continue to gain momentum
- Evaluation of return on investment for future energy management initiatives
- Application for School Enhancement Program capital funding for building renewal and energy reduction/generation projects
- Further increasing change initiatives will reduce energy consumption and greenhouse gas emissions

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

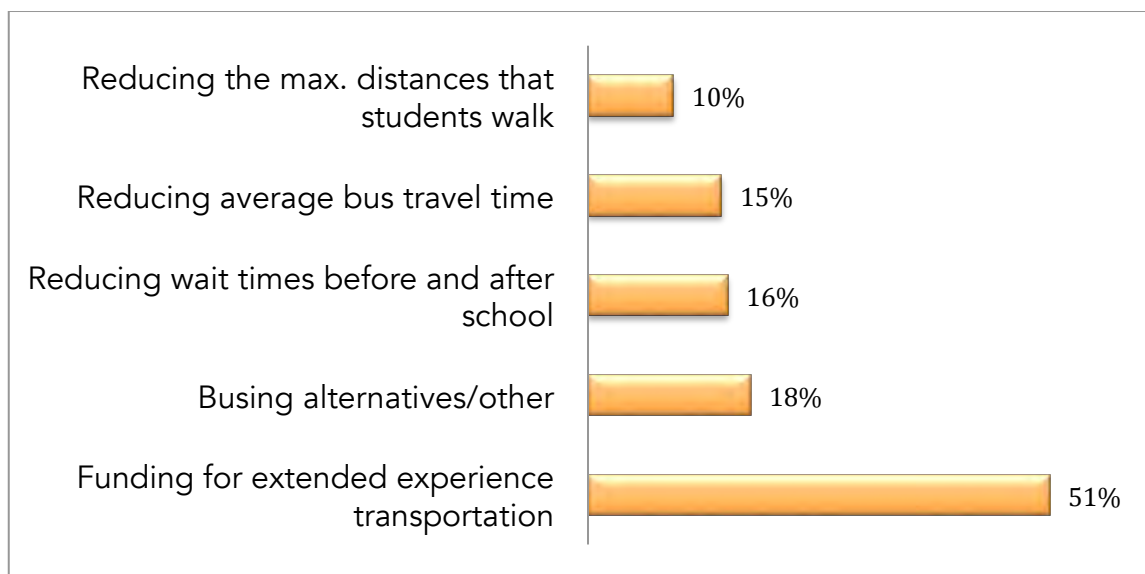
Secretary-Treasurer's Report
November 8, 2017

Transportation Funding

In the approved 2017/18 Preliminary Budget, there was a ministry-funded \$380,000 line item to address transportation route changes as well as support for school extended experiences. We arrived at these priorities after significant public consultation where we asked one simple question:

What is the best use of the new transportation funding in subsequent years?

We heard from a broad range of stakeholders and these are the consolidated results:



The draft transportation report compiled with the assistance of the Ministry of Education's Service Delivery Project indicated that there were no significant efficiencies that could be gained without a more comprehensive route and bell schedule review. We have also taken all of our 15 passenger vans off the road and replaced them with brand new Multi-Function Activity Buses (M-FABs) using the previous year's funding. These activity buses greatly improve overall safety for staff, students and volunteers, but come with some added expenses.

In order to honour the Board's commitment to enhancing extended experiences for students, staff has now allocated the remaining funds for the current year, with the vast majority going directly to schools to support transportation for field trips, sports teams,

access to community recreation centers and other curricular and extra-curricular outings. The allocations to schools and the remainder of the breakdown for this transportation funding is shown in the following charts.

	Enrolment (FTE)	Funding Per Pupil	Subtotal	Additional	TOTAL
Cedar Grove	250	55.37	\$13,843	5,000	\$18,843
Davis Bay	179	55.37	\$9,911	5,000	\$14,911
Gibsons	332	55.37	\$18,383	5,000	\$23,383
Halfmoon Bay	210	55.37	\$11,628	5,000	\$16,628
Kinnikinnick	234	55.37	\$12,957	5,000	\$17,957
Langdale	104	55.37	\$5,758	5,000	\$10,758
Madeira Park	84	55.37	\$4,651	5,000	\$9,651
Roberts Creek	250	55.37	\$13,843	5,000	\$18,843
West Sechelt	248	55.37	\$13,732	5,000	\$18,732
Pender Harbour	89.625	55.37	\$4,963	10,000	\$14,963
Chatelech Sec.	448.313	55.37	\$24,823	10,000	\$34,823
Elphinstone Sec.	548.250	55.37	\$30,357	10,000	\$40,357
Spider DL	62.625	55.37	\$3,468		\$3,468
SCAS	121	55.37	\$6,700	10,000	\$16,700
Total	3160.8125		\$175,014	85,000	\$ 260,014

OVERALL 2017/18 TRANSPORTATION ALLOCATION

School Allocations	260,014
Driver Training	33,000
MFAB Maintenance	16,000
MFAB Insurance	4,125
We Day / District	15,000
Software	3,000
Reserve	49,000
Total	380,139

Average Teacher Costs

Any budget relies on estimates and one of the most pivotal in our context is the average cost of teacher salaries and benefits. For the current year, we projected an average salary of \$76,000 plus benefits. This figure includes Salary Indemnity (SIP) payments of 2% that are recorded as salary but paid directly to the BCTF.

Each October we report average teacher costs to the Ministry of Education through a "Form 2003" reporting process and I'm pleased to report that the actual teacher cost calculated through that process is \$75,591 when adjusted for SIP (2016: \$75,119).

Unfortunately, we are also facing sharp cost increases related to average teacher costs as a result of the provincial teacher Extended Health and Dental plan that was negotiated several years ago. It was negotiated during the “net zero/collaborative gains” mandate and came with some initial funding from BCPSEA that lasted for two years. That funding has since run out but the 2017/18 increase alone will cost the District more than \$90,000, with the trend indicating further increases to come.

SD46 has seen Teacher Extended Health Benefit costs double since the provincial plan was brought in. This means a cost increase of over \$205,000 per year, including the 19% increase (which doesn't include dental) in 2017/18. Staff has approached BCPSEA about this issue and though they agree the majority of the costs are likely a result of this provincial bargaining decision, there is no further funding available.

Below is a history of Extended Health premiums and claims in SD46 showing the trend since the introduction of the provincial plan in 2013.



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

DATE 01-Nov-2017 08:47 AM

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

PAGE 1

START DATE: 01-Oct-2017 TO END DATE: 31-Oct-2017

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Oct-2017 AND 31-Oct-2017						
00LCET3269	0001	*****	28094	RECEIVER GENERAL FOR CANADA	04-Oct-17	67,060.61
00LCET3270	0001	*****	28094	RECEIVER GENERAL FOR CANADA	04-Oct-17	13,842.38
00LCET3272	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	16-Oct-17	18,508.50
00LCET3273	0001	*****	23290	MUNICIPAL PENSION PLAN	11-Oct-17	54,347.33
00LCET3276	0001	*****	28094	RECEIVER GENERAL FOR CANADA	11-Oct-17	66,056.48
00LCET3277	0001	*****	28094	RECEIVER GENERAL FOR CANADA	11-Oct-17	13,307.79
00LCET3279	0001	*****	12012	BC HYDRO & POWER AUTHORITY	19-Oct-17	20,763.36
00LCET3281	0001	*****	33038	WORKERS' COMPENSATION BOARD	10-Oct-17	22,935.87
00LCET3282	0001	*****	28095	RECEIVER GENERAL FOR CANADA	04-Oct-17	10,392.70
00LCET3284	0001	*****	23268	MINISTRY OF PROVINCIAL REVENUE	16-Oct-17	27,150.00
00LCET3285	0001	*****	28093	RECEIVER GENERAL FOR CANADA	04-Oct-17	242,658.92
00LCET3287	0001	*****	30209	TEACHERS' PENSION PLAN	11-Oct-17	457,186.25
00LCET3291	0001	*****	23290	MUNICIPAL PENSION PLAN	27-Oct-17	54,847.90
00LCET3300	0001	*****	28094	RECEIVER GENERAL FOR CANADA	25-Oct-17	11,888.64
00LCET3301	0001	*****	28094	RECEIVER GENERAL FOR CANADA	25-Oct-17	72,103.70

TOTALS FOR BANK - 0001

1,153,050.43

TOTAL NUMBER OF CHEQUES

15

TOTAL NUMBER OF CHEQUES WITH MICR

0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Oct-2017 AND 31-Oct-2017

2001000001	0001	0000050445	13811	4TH UTILITY INC.	04-Oct-17	21,031.29
2001000007	0001	0000050451	14044	DYNAMIC SPECIALTY VEHICLES LTD	04-Oct-17	209,798.40
2001000012	0001	0000050456	26243	PEBT IN TRUST	04-Oct-17	44,966.66
2001ET0003	0001	*****	12021	BC TEACHERS FEDERATION	04-Oct-17	27,328.20
2001ET0004	0001	*****	12111	BC TEACHERS FEDERATION	04-Oct-17	28,619.93
2001ET0041	0001	*****	26207	PACIFIC BLUE CROSS/MSA	04-Oct-17	65,872.30
2001ET0049	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	04-Oct-17	10,462.00
2001ET0058	0001	*****	34000	XEROX CANADA LTD	04-Oct-17	18,783.33
2002000002	0001	0000050466	15901	ACTES ENVIRONMENTAL LTD.	11-Oct-17	49,245.00
2002000005	0001	0000050469	15234	BANK OF MONTREAL	11-Oct-17	38,500.00
2002ET0051	0001	*****	14628	RAM MECHANICAL	11-Oct-17	34,230.00
2004ET0002	0001	*****	11050	APPLE CANADA INC. C3120	18-Oct-17	11,141.76
2004ET0011	0001	*****	15900	ENSIGN PACIFIC CHRYSLER DODGE JEEP RAM	18-Oct-17	39,561.76
2006000001	0001	0000050532	15848	ALTERNATIVE POWER SYSTEMS (APS)	25-Oct-17	147,861.17
2006000019	0001	0000050550	15619	THE COAST GROUP	25-Oct-17	14,900.00
2006ET0007	0001	*****	15847	BRITCO CONSTRUCTION	25-Oct-17	65,104.36
2006ET0038	0001	*****	14685	MACK KIRK ROOFING & SHEET METAL LTD.	25-Oct-17	222,573.75
2006ET0043	0001	*****	25010	OLYMPIC INTERNATIONAL AGENCIES LTD.	25-Oct-17	305,760.00

TOTALS FOR BANK - 0001

1,355,739.91

TOTAL NUMBER OF CHEQUES

18

TOTAL NUMBER OF CHEQUES WITH MICR

7

ON-LINE CHEQUES : ISSUED BETWEEN 01-Oct-2017 AND 31-Oct-2017

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

DATE 01-Nov-2017 08:47 AM

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

PAGE 2

START DATE: 01-Oct-2017 TO END DATE: 31-Oct-2017

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
00LCET3305	0005	*****	12144	BANK OF MONTREAL	09-Oct-17	69,190.69
TOTALS FOR BANK - 0005						69,190.69
TOTAL NUMBER OF CHEQUES						1
TOTAL NUMBER OF CHEQUES WITH MICR						0
GRAND TOTAL						2,577,981.03
CANCELLED TOTAL						0.00
NET GRAND TOTAL						2,577,981.03
GRAND TOTAL NUMBER OF CHEQUES						34
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						7

WARNING: NUMBER OF CHEQUES DOES NOT MATCH NUMBER OF CHEQUES WITH MICR

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

Board Report
November 8, 2017

Our Mission: To enable and inspire our students to realize their full potentials, as knowledgeable, confident and contributing citizens in the global community.

Board activities:

October 13, 2017 – Howe Sound Community Forum. Vice Chair Pratt attended the forum as an observer. The forum, held twice yearly, focuses on the ecological, economic and environmental health of Howe Sound and is comprised of elected representative from Gibsons, Bowen Island, Squamish, Whistler, Islands Trust, West Vancouver, Lions Bay, Metro Vancouver, and the Sunshine Coast and Squamish Lillooet Regional Districts as well as the MLAs and MP. A tour of the Port Mellon industrial area was also included in the day.

October 25, 2017 – Chair Baxter, Superintendent Bocking and Secretary Treasurer Weswick attended the annual conference with senior officials from the Ministry of Education. Deputy Minister Scott Macdonald shared the Ministry approach to put students at the centre of planning and priorities. The Ministry also announced the review of operational funding (document attached).

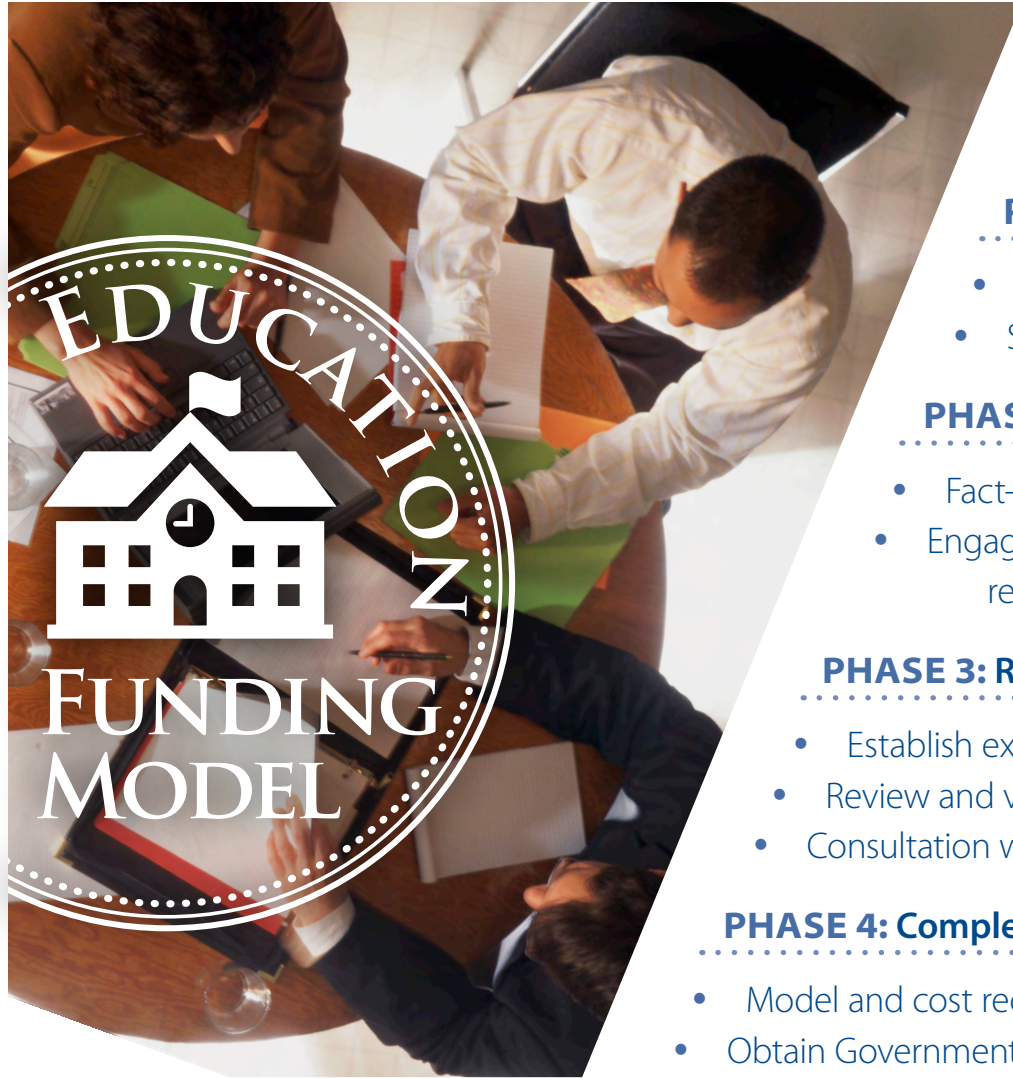
October 26, 2017 – Chair Baxter attended the BCSTA annual school board chairs meeting in Richmond.

October 27 and 28 – Trustee Ruth attended the BCSTA Provincial Council as our representative and Trustee Younghusband attended as an observer.

October 28, 2017 – Trustee Younghusband attended the BCSTA Provincial Council Issues Forum to discuss BCPSEA Governance. The forum was recorded live for those who were unable to attend the event. Trustee Younghusband reported out the shared views of SD46 Board of Education.

October 31, 2017 – Trustee Younghusband participated in a conference call with other BCPSEA reps, board chairs, and trustees about upcoming agenda items scheduled for the BCPSEA Advisory Committee meeting to be held on November 1, 2017. BCPSEA representatives provided input. BCPSEA governance will be a topic for discussion at this meeting.

B.C. EDUCATION FUNDING MODEL REVIEW



PHASE 1: Establish principles, Fall 2017

- Launch of funding model review
- Scope principles for new funding model

PHASE 2: Gathering foundational information, Fall/Winter 2017

- Fact-finding, information gathering and research
- Engage sector stakeholders through technical survey, regional meetings and written submissions

PHASE 3: Review team analysis, Winter 2017/Spring 2018

- Establish expert team
- Review and validation of initial findings
- Consultation with sector stakeholders leading to recommendations

PHASE 4: Complete a new model, Summer/Fall 2018

- Model and cost recommended options
- Obtain Government approvals
- Develop implementation plan and transition options

PHASE 5: Implementation and evaluation, Fall 2018 to Fall 2019

- Confirm key features of new model
- Announce preliminary operating grants for 2019/2020 school year (March 15, 2019)
- Implementation and evaluation



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

EDUCATION COMMITTEE

Held on October 18th, 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; Vanessa White, Director of Instruction; Paul Bishop, Director of Instruction; Phil Luporini, District Principal of Technology; Louise Herle, SCTA, Erica Reimer, Executive Assistant (Recording Secretary),

REGRETS: Lori Dixon, Trustee; Lenora Joe (shíshálh Nation)

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

1. Strategic Plan 1.i. – Technology

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

District Principal Luporini reported on the following items:

- Next Generation Network 2 (NGN2) is in place, resulted in upgrades to available bandwidth at several sites.
- All computers in the district are now on a replacement plan to ensure technology remains current.
- Continued support and training for learning through technology is available for teachers.
- The Engage! site provides collaborative opportunities for teachers and staff.
- Apps have been developed for Chatelech and Elphinstone Secondary schools.
- Access points are being added to improve wireless access.

The committee discussed issues with content streaming for SPIDER student and overcrowding affecting wireless access speeds. District Principal Luporini reported that technology staff plan to continue to add access points as needed to ensure consistent service across all sites. Information was provided on the role of the Technology Planning Committee.

2. Middle Years Development Instrument (MDI)

Director White reviewed MDI results for the district. In particular, the committee reviewed overall “well-being” results for the Gibsons and Sechelt areas. The district continues to work to improve results in that area. Areas of strength include adult

relationships at home and school, participation in after school activities and strong relationships with peers. Lack of sleep for some students continues to be a point of concern in results from both grade 4 and grade 7 participants. A copy of Director White's presentation is available as part of the agenda package at

http://www.sd46.bc.ca/files/17-18_BoardMeetings/cmtes/20171018-EdCmte_Agenda.pdf

Public MDI results for the district can also be found at:

<http://earlylearning.ubc.ca/maps/mdi/nh/sd46/>

Community schools have received a United Way grant to increase access to afterschool care and activities. A decision on how to use the funds is forthcoming in consultation with community school coordinators and MDI results will be part of the determination.

The district shared MDI results with the SCRCD to inform them in their decision making process for recreational planning.

3. Curriculum - Secondary Numeracy Assessment

Director Bishop spoke to his written report and demonstrated the new numeracy assessment exam which can be accessed online at

https://www.awinfosys.com/eassessment/eexams_sample.htm

The assessments for literacy and numeracy will replace provincial exams for students graduating in 2018 onwards. Students who have already successfully completed a provincial exam will not be required to complete the new assessment exams.

The district has agreed to take part in testing for the numeracy assessment in January, providing students an opportunity to preview the changes and become comfortable with the format. The numeracy assessment contains 26 questions and is significantly shorter than provincial exams.

The committee raised questions as to how the assessments would be marked. Director Bishop agreed to report back with information.

The new assessments will also be tested for accessibility and integration with existing Mac features during the testing phase.

4. Parent Engagement (standing item)

Superintendent Bocking announced that DPAC executive elections would be taking place at the October DPAC meeting. The Parent Engagement Committee meets in the week following the Education Committee meeting. The committee will be discussing technology and reporting, including FreshGrade and MyEd online reporting.

The meeting adjourned at 4:07 p.m.

NEXT MEETING: November 29th from 2:30-4:00 pm at the School Board Office



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

OPERATIONS COMMITTEE NOTES

Held on October 19th, 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: Patrick Bocking, Superintendent; Nicholas Weswick,
Secretary-Treasurer; Rob Collison, Manager of Facilities and Transportation;
Phil Loporini, District Principal of Technology; Paul Bishop, Director of
Instruction; Erica Reimer, Executive Assistant (Recording Secretary); Carolyn
Smith, CUPE 801; Tracey Bond; Marnie Baba

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

1) District Catchment Area Review

Secretary-Treasurer Weswick reported that the district is commencing a catchment area review to address overcrowding at schools. Senior management will be reviewing the cross boundary regulation to ensure accuracy and to reflect practice. The committee reviewed enrollment projections in the Long Range Facilities Plan and compared to current enrollment which shows an increase in enrollment beyond what was predicted. Changes to class size and composition have resulted in the need for additional classroom space. Several schools, including Gibsons Elementary, Cedar Grove Elementary, Davis Bay Elementary and West Sechelt Elementary, are closed to cross boundary applicants. A portable has been added to Cedar Grove Elementary and to West Sechelt Elementary to provide additional class space. The committee discussed adjusting catchment boundaries at Gibsons Elementary, Halfmoon Bay Elementary and Davis Bay Elementary in order to shift incoming students to neighboring schools with excess capacity. Secretary-Treasurer Weswick will meet with affected school staffs and PACs to request feedback on how to address capacity issues at their schools. Information will be brought back to the Operations Committee for further discussion.

Secretary-Treasurer Weswick reported that daycare space at schools nearing capacity is generally not suitable for classroom space. The district has made a commitment in those cases to preserve neighborhood learning centres.

2) Regulation 4220 - Charitable Donations (revised)

The committee discussed a revision to the regulation that was initiated at the September Education Committee meeting. At that meeting, the recommendation

was discussed that the regulation be modified to include a minimal threshold for untargeted donations, under which a report to Education Committee would not be required. The revised regulation sets that threshold at \$1000.

3) Strategic Plan 2.j. – Sustainable Practices

Goal 2.j.: Our staff will employ sustainable practices through efficient human resource, financial, facility and environmental strategies.

Superintendent Bocking reported that the schools continue to actively promote the outdoors through the Environmental Education Committee and strategies to encourage learning outdoors. Students are engaged in gardening and learning about sustainability through experiential opportunities.

Director Bishop shared strategies employed through human resources to attract and retain staff. The district is attending recruitment fairs at local post secondary institutions to promote the Sunshine Coast as an employer. The district is working with Teachers in Charge and educational leaders at schools to provide opportunities for leadership development. The committee discussed issues with attracting volunteers at community schools and in other organizations. A conversation took place surrounding the balance required to maintain an active on-call custodial list.

Secretary-Treasurer Weswick reported that the finance department has been focused on improving the district's classroom enhancement fund application to optimize potential funding. He reported on changes to the district's purchasing regulation that take advantage of purchasing consortiums and support sustainable practices as well. Secretary-Treasurer Weswick noted that he has begun to review financial practices from a risk management perspective and that the focus would be a priority for years to come. The transportation review process will allow the district to improve routes and have a better understanding of student ridership.

Rob Collison, Manager of Facilities and Transportation, reported that projects funded through minor capital grants reduce operating expenses and present an ongoing savings for the district. He spoke to solar energy projects at Langdale Elementary, Davis Bay Elementary and Pender Harbour Secondary. He noted that the solar project at Pender Harbour would include battery storage to enable water pumps to function during hydro outages. Additional information on sustainable initiatives can be found in the written report in the meeting's agenda package.

The meeting adjourned at 1:51 pm.

NEXT MEETING: November 15th from 12:30-2:00 pm at the School Board Office



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

COMMITTEE OF THE WHOLE NOTES

Held on October 23, 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,
Greg Russell, Pammila Ruth, Christine Younghusband

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

REGRETS: Lori Dixon, Trustee

The meeting was called to order at 9:30 a.m.

1. External Committees Report

Trustee reported verbally on their engagement on external committees:

SCRD Transportation Committee – While recently there have been fewer items on the committee agenda that directly affect the school district, participation remains valuable. The committee meets every 3 months.

SCRD Policing Committee – A copy of the RCMP Annual Report was provided for information. The committee meets every 3 months. Information from Policing Committee meetings is shared with trustees via the notebook.

DPAC – Meetings are generally well attended. An executive election is taking place at the upcoming AGM.

SCYAAC – Meetings are scheduled every second month with the hopes of improving meeting attendance. The committee has met once this year and saw a strong end to the 2016/17 school year.

Howe Sound Community Forum – Attended by all elected officials in the Howe Sound area. Typically discusses environmental and business issues.

VOICE on the Coast – Committee is dormant.

Healthy Schools Committee – Committee comprised of Vancouver Coastal Health and school district representatives. Round robin discussion took place at recent meeting, along with discussion on school projects.

Intergovernmental Meeting – The Sechelt Nation will be hosting a forum in November using a format similar to the one that the district modeled.

Aboriginal Advisory Circle – The circle meets every second month with a meeting taking place on October 23. Interesting information on aboriginal initiatives and learning at schools.

2. Truth and Reconciliation Report

Superintendent Bocking reported on several calls to action listed in the findings of the Truth and Reconciliation Report and shared ways in which the district endeavors to act on the findings. In particular, the committee discussed the call to eliminate educational gaps between aboriginal and non-aboriginal Canadians. The committee reviewed district data that demonstrates an improving trend in the grade to grade transitions between aboriginal and non-aboriginal students. The committee also discussed the recommendation to develop culturally appropriate early education programs for aboriginal families, noting that the district offers a number of early learning programs that follow the Reggio Emilia approach and is responsive to all cultures. The miniature longhouse at the Sechelt StrongStart is a strong symbol of support for aboriginal families with young children. The committee discussed the shíshálh language programs in relation to calls to action for aboriginal language rights and the creations of post-secondary programs in aboriginal languages. A copy of Superintendent Bocking's report is available online at: http://www.sd46.bc.ca/files/17-18_BoardMeetings/cmtes/20171023-COW_Agenda.pdf

3. BCPSEA Governance

Trustee Younghusband reported on recent BCPSEA conference calls discussing a return to BCPSEA governance. Boards across the province are being asked to submit a response to a series of questions on how the governance board should take shape. Past trustee, Silas White, provided information regarding his experiences on the board during his term as trustee. The committee agreed to provide the following responses to the questions posed:

- Should the trustee representatives to the new BCPSEA board be elected or appointed to the board? If elected, through what process?

Trustee representatives should be elected at the BCPSEA AGM taking place in January.

- What is the appropriate number of trustees on the board (knowing there will likely also be some appointed government representatives)?

The total make up of the board should be an odd number, suggesting 7 but less than 9, with a majority of trustees.

- Should there be required regional representation by trustees on the new BCPSEA board? If yes, based on what?

No. Support for the electoral process as a means of selecting representatives.

- Should there be longer terms for directors (e.g. 3 years), or one-year terms only?

Trustee terms should align with the general election, in staggered 2 year terms.

- Should the start date of all trustee terms to the BCPSEA board be the same, or should they be staggered in some way?

As above, terms should be staggered, beginning with BCPSEA AGM date.

- What commonalities or considerations for structure and governance should be shared by all four employer association boards under PSEC

No response at this time.

- Consistent with the Public Sector Employers Act, what should the roles, responsibilities and accountabilities for the new BCPSEA Board be? (i.e. what do you see as their role and core responsibilities?)

Regarding PSEC: there should be a strong commitment to meet and to disclose. BCPSEA needs to be an informed active player in process. PSEC needs to be open to consultation from member boards.

- Should a desired skill set for director candidates be developed (by PSEC)? If yes, what could the list include?

Not until boards are engaged in PSEC.

- Should BCPSEA also maintain a technical advisory committee (reporting to the CEO) comprised of senior district staff representatives and sector experts?

No.

- What other questions or considerations does your board feel are important?

The board supports the following principles:

- *Trust and respect to build board*
- *Local school boards act as the employer*
- *Underscore urgency, board to be elected in 2018*
- *Establish principles for decision making and strategic plan*

4. Communication Plan (standing item)

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

The meeting adjourned at 11:24 a.m.

NEXT MEETING: November 28th from 9:30-11:30 am at the School Board Office



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

POLICY COMMITTEE NOTES

Held on October 23, 2017 from 11:30-1:00 p.m.
At the School Board Office, Gibsons, B.C.

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

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

REGRETS: Lori Dixon, Trustee

The meeting was called to order at 11:41 a.m.

1. Role of the PAC/DPAC

The committee discussed feedback from various PAC meetings and DPAC, including a suggestion from DPAC that the policy clearly state that both PAC and DPAC meetings are open to all parents. Trustees reported that reactions to the draft policy were positive and agreed to add language to the policy to clarify that all parents are welcomed at these meetings.

Trustees discussed a review of PAC constitutions undertaken by DPAC in recent years and noted some inconsistencies in the DPAC constitution. Trustees suggested hosting a professional development session for interested PACs to assist in running meetings, developing elections and passing motions.

RECOMMENDATION:

“That the following new policy be created:

Role of PAC/DPAC

The Board of Education of School District No. 46 (Sunshine Coast) believes that parents are partners in our educational system. The Board believes that parent engagement contributes to a positive learning environment, provides input to school planning, and promotes an open, two-way communication between parents, schools, and the District. Parental input, advice and feedback are essential elements in the development of positive relationships between home, school, and the District. The Board encourages that all schools have a Parent Advisory Council (PAC) and representatives from these PACs form the District Parent Advisory

Council (DPAC), as per Section 8 of the School Act. All parents are welcome to attend PAC and DPAC meetings.

RECOMMENDATION:

“That the board support PACs in running meetings, developing elections, passing motions and other governance processes”

2. Annual Appeals Bylaw

The committee reviewed the appeals bylaw and discussed in particular items related to the board’s role in the appeals process, timelines for review and the benefit of an annual review of the bylaw. Trustees debated the board’s role in the decision making process in an appeal and determined that the current language of 70.8 was appropriate. Recommendations for changes to 70.5 and 70.3 were considered and will be put forward to the November board meeting for consideration. Secretary-Treasurer Weswick agreed to request legal advice on the timelines for review of an appeal to ensure that the recommended language is in accordance with *School Act*.

RECOMMENDATION:

That the Appeals Bylaw be updated as follows:

70 APPEALS BYLAW

The School Act requires that the Board set up a procedure enabling a student or his/her parents/guardians to appeal any decision made by an employee of the Board that significantly affects the education, health or safety of the student. The Board expects its employees to make any necessary decisions regarding students but appreciates that those affected may not always agree, hence the need to provide for appeals. For the purpose of this bylaw, the failure to make a decision may be considered as a decision in that a non-decision may have a significant effect on a student.

Objectives

- *To provide a means of appealing decisions.*
- *To safeguard the rights of students and their parents and to ensure their fair treatment.*
- *To ensure that procedural and administrative fairness and due process have been adhered to and conform to Board policy.*

70.1 *The Board requires that an appeal of any decision made by its employees which significantly affects the education, health or safety of a student be heard first at the school level and then, if necessary, at the district administrative level on a consultative basis per administrative regulations.*

- 70.2 If the Administrative Regulation 5350 (How to Communicate with Us) fails to satisfy the student and/or parent/guardian bringing the appeal, he/she/they may appeal to the Superintendent of Schools. The basis of the appeal to the Superintendent is to be filed in writing.
- 70.3 If the appeal to the Superintendent cannot be resolved to the satisfaction of the complainant, the Board will review the complaint ~~and listen to the appeal within 45 days of its official receipt at a board meeting, as per Section 11(7) of the School Act.~~
- 70.4 The Superintendent or designate will prepare a report for the School Board concerning the matter and will provide a copy to the complainant.
- 70.5 The appeal will be heard in-camera at ~~the next~~ a Special Closed Meeting of the Board and render a decision within 45 days as per Section 11(7) of the School Act and render a decision within 45 days as per Section 11(7) of the School Act.
- 70.6 The complainant and/or his/her advocate have the right to appear before the Board. At least forty-eight (48) hours prior to the meeting the complainant must notify the Superintendent of who will be attending the meeting.
- 70.7 The Board may request the presence of the complainant or any person who was involved in the matter giving rise to the appeal before the Board or in the dispute resolution efforts to date. At least forty-eight (48) hours prior to the meeting the complainant will be advised who will be attending the meeting.
- 70.8 The scope of the review shall be based on the criteria that:
- (a) the policies of the School Board have been followed;
 - (b) the administrative regulations of the school district have been followed;
 - (c) relevant information was considered by administration and the decision under appeal has been based on that evidence;
 - (d) the procedures followed have been fair to the complainant.
- 70.9 The Board will deliberate in the absence of all persons who were involved in the dispute or dispute resolution efforts to date.
- 70.10 The Board shall make a decision on the matter in question as soon as feasible after listening to the appeal and shall give written reasons for the decision to the complainant. Such decision shall be final.
- 70.11 No person shall penalize or otherwise discriminate against a person who brings a complaint, gives evidence or otherwise assists in the investigation, inquiry or reporting of a complaint to the administration or Board.
- 70.12 Information about the appeals procedure provided to a complainant and/or their advocates shall contain information about how to access the office of the Ombudsman and when it is appropriate to do so.

70.13 The Board shall conduct an annual review of this bylaw.

The meeting adjourned at 12:58 p.m.

NEXT MEETING: November 28th from 11:30-1:00 pm at the School Board Office