



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

REGULAR MEETING AGENDA

Wednesday, October 10th, 2018 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: Excellence in All We Do! – P. Bocking
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 12, 2018..... Pg. 3-6
 - b. Record of Closed Meeting – September 12, 2018..... Pg. 7
7. Reports
 - a. Executive Reports
 - i. Superintendent's Report..... Pg. 8
 1. Administrative Regulations:
 - a. Circulating to November 5, 2018 Prior to being Repealed
 - i. Reg. 1260 – School Calendar Pg. 9
 - b. Revised and Circulating until December 3, 2018:
 - i. Reg. 1230 – Process for Administrative Regulations Pg. 10-11
 - ii. Reg. 1070 – Coaching Pg. 12-14
 - iii. Reg. 1150 – Graduation Ceremonies Pg. 15
 - iv. Reg. 1255 – Scholarships, District / Authority Awards and Bursaries..... Pg. 16-18
 - v. Reg. 1275 – Family Law Information Pg. 19-20
 - vi. Reg. 3180 – Responding to a Threat or Potential Violent Behaviour..... Pg. 21-25
 - c. Regulations to be Repealed:
 - i. Reg. 2230 – Career Programs
 - ii. Reg. 2920 – Distance Education
 - iii. Reg. 3870 – Use of Potentially Dangerous Equipment
 2. Strategic Plan Reports:
 - a. Goal 1.g. – Outdoor Education..... Pg. 26-27
 - b. Goal 2.d. – Parent Communication..... Pg. 28-29
 - ii. Secretary-Treasurer's Report
 1. Enrolment Report..... Pg. 30
 2. Larger Cheques Written in the Month of September 2018..... Pg. 31
 - b. Board/Committee Reports
 - i. Board Report Pg. 32
 1. Board Evaluation Committee Notes – July 3, 2018..... Pg. 33-34
 2. BCSTA Report
 3. BCPSEA Report
 4. Student Trustee Report
 - ii. Operations Committee Notes – September 20, 2018..... Pg. 35-36
 1. SCRD Regional Growth Strategy (*motion*)
 2. Gibsons Temporary Bylaw re: Cannabis Stores / Consumption Lounges (*motion*)

- iii. Committee of the Whole Notes – September 25, 2018.....Pg. 37-38
 - 1. Select Standing Committee on Finance and Government Services.....Pg. 39-42
- iv. Education Committee Notes – September 26, 2018.....Pg. 43-45

MOTION: “TO receive the reports.”

8. Correspondence

- a. D. Cunliffe – Request for Letter of Support for Halfmoon Bay Community Association.....Pg. 46

MOTION: “TO receive the correspondence.”

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

10. Next Meeting

The inaugural meeting of the board will take place at 7:00 pm on November 6th, 2018.

The next public board meeting will be held on November 14th, 2018.

MOTION: “TO approve the committee agendas.”

11. Adjournment

COMMITTEE MEETINGS 2018 – 2019				
MONTH	EDUCATION COMMITTEE	OPERATIONS COMMITTEE	POLICY COMMITTEE	COMMITTEE OF THE WHOLE
September	26 from 2:30-4 pm	20 from 12:30-2 pm	Cancelled	25 from 9:30-11:30 am
October	24 from 2:30-4 pm	18 from 12:30-2 pm	Cancelled	Cancelled
November	28 from 2:30-4 pm	22 from 12:30-2 pm	27 from 11:30-1 pm	27 from 9:30-11:30 am
December	19 from 2:30-4 pm	20 from 12:30-2 pm	18 from 11:30-1 pm	18 from 9:30-11:30 am
January	23 from 2:30-4 pm	17 from 12:30-2 pm	22 from 11:30-1 pm	22 from 9:30-11:30 am
February	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
March	13 from 2:30-4 pm	14 from 12:30-2 pm	12 from 11:30-1 pm	12 from 9:30-11:30 am
April	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
May	22 from 2:30-4 pm	16 from 12:30-2 pm	28 from 11:30-1 pm	28 from 9:30-11:30 am
June	26 from 2:30-4 pm	20 from 12:30-2 pm	25 from 11:30-1 pm	25 from 9:30-11:30 am
OCTOBER AGENDAS:	1. Technology (1.i.) 2. MDI 3. Regs for Review: a. 1130 – Extended Experiences b. 2060 – Distribution of Union/Political Materials c. 1090 – Copyright d. 3210 – Smoking in Schools e. 3240 – Student Substance Use 4. Curriculum (standing item) 5. Parent Engagement (standing item)	1. Sustainable Practices (2.j.) 2. Preliminary Budget Timelines 3. Regs for Review: a. 2080 – Job Descriptions b. 2110 – Reference Checks c. 3140 – Med. Examination of Employees d. 5045 – Grant Applications e. 5070 – School Funds 4. Local Government OCP and Zoning Referrals (standing item)	<i>Cancelled – No meeting</i>	<i>Cancelled – No meeting</i>
<i>All committee meetings take place at the School Board Office, unless otherwise noted.</i>				



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

Held on Wednesday, September 12th, 2018

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

PRESENT: **TRUSTEES:** L. Pratt (Chair), D. Mewhort, G. Russell, P. Ruth, C. Younghusband (via teleconference)

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; B. Baxter, Trustee

#1. Call to Order

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

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

#2. Celebrating Education: Energy Matters – J. Stroman

Mr. Stroman reported that student lead initiatives in 2017-2018 saved 577 kgs of greenhouse gas emissions (GHGs) during the three days “Energy Cup”. A total of 96 students in grades 5-7, participated directly in the program, and engaged more than 400 students in energy conservation games. In the coming year, Mr. Stroman hopes to increase the number of participating schools, provide modularized program resources to educators in an effort to streamline the program, and to shift the timeline of the “Energy Cup” to the last week of February.

#3. Public Question Period

- There were no questions from the public.

#4. Adoption of the Agenda

MOTION: Russell/Ruth

“THAT the agenda of September 12th, 2018 be adopted.”

AMENDMENT: Mewhort/Ruth.

“THAT the agenda of September 12th, 2018 be adopted, with the Auditor’s Report moved to item 5 on the agenda.”

Carried as amended.

#5. Auditor's Report

Richard Wilson, Incorporated Managing Partner at TCG Professional Accountants LLP, presented the independent auditor's report to the board.

MOTION: Russell/Mewhort

"THAT the Board of Education of School District No. 46 (Sunshine Coast) accept the auditor's report as delivered on September 12, 2018"

Carried.

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

- a. Regular Meeting – June 13, 2018
- b. Record of Closed Meeting – June 13, 2018
- c. Record of Special Closed Meeting – August 13, 2018

MOTION: Russell/Ruth

"THAT the minutes of the Regular Meeting of June 13, 2018, the Record of the Closed Meeting of June 13, 2018 and the Record of the Special Closed Meeting of August 13, 2018, be adopted."

Carried.

#7. Reports

a. Executive Reports

i. Superintendent's Report

Superintendent Bocking spoke to his written report, highlighting recent events taking place in the district.

ii. Secretary-Treasurer's Report

Secretary-Treasurer Weswick shared details on SCRD facility usage under the Joint-Use Agreement, in addition to information on solar array projects at three district schools.

1. Audited Financial Statements

Secretary-Treasurer Weswick reviewed the audited financial statements, highlighting Operating Funds, Operating Surplus and an adjustment to the Financial Provision.

a. Management Discussion and Analysis

Secretary-Treasurer Weswick reported that discussion and analysis document helps to summarize the audited financial statements, comparing actual to budget as well as variances from the prior year.

Trustees shared their appreciation for the new report.

MOTION: Russell/Ruth

"THAT the Board of Education of School District No. 46 (Sunshine Coast) approve the 2018-19 Audited Financial Statements"

Carried.

2. Larger Cheques Written in the Month of June, July and August 2018

Secretary-Treasurer Weswick reported that a large transfer was made in June to take advantage of higher interest funds.

3. Administrative Regulations:

a. Circulating to October 1, 2018 Prior to being Repealed:

The following regulations were deemed redundant or unnecessary and are scheduled to be repealed.

- i. Reg. 2320 – Career Programs
- ii. Reg. 2350 – Distance Education / Distributed Learning
- iii. Reg. 1950 – Visitors
- iv. Reg. 3870 – Use of Potentially Dangerous Equipment

b. Revised and Circulating until November 5, 2018:

Additional information on revisions can be found in the committee notes of meetings taking place in June, 2018.

- i. Reg. 1170 – Internet Appropriate Use and District Wide Network
- ii. Reg. 3050 – Animals in Schools
- iii. Reg. 3260 – Trespassing and Maintaining Order
- iv. Reg. 3280 – Video Surveillance

c. Regulations to be Repealed:

The following regulations have completed the circulation phase and have been repealed.

- i. Reg. 2150 – Alternative Programs
- ii. Reg. 2920 – Students Over School Age

d. Regulations to be Received:

The following regulations have completed the circulation phase and with no significant changes and will be put into force and effect.

- i. Reg. 1020 – Assessment & Evaluation of Student Learning
- ii. Reg. 1165 – Inclusive Education
- iii. Reg. 1180 – International and Non-Resident Students
- iv. Reg. 1190 – Partnerships & Corporate Sponsorships
- v. Reg. 1320 – Student Suspensions
- vi. Reg. 3150 – Medical Exclusions
- vii. Reg. 4010 – Access to Facilities / School Keys

b. Board/Committee Reports

i. Board Report

Chair Pratt reported on trustee activities during the summer months.

1. BCSTA Report

Vice-Chair Ruth provided a verbal report on a recent BCSTA Professional Learning Committee meeting and reported that a guide had been developed to assist new

school trustees when taking office. The BCSTA Trustee Academy is scheduled of November 29-31 in Vancouver.

2. BCPSEA Report

There was no report.

ii. Committee of the Whole Notes – June 19, 2018

The notes were presented as written.

iii. Operations Committee Notes – May 31, 2018

The notes were submitted as written. Trustee Russell noted a correction to the upcoming Operations Committee meeting date.

iv. Education Committee Notes – June 20, 2018

The notes were submitted as written.

MOTION: Mewhort/Russell

“TO receive the reports.”

Carried.

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

- A CUPE representative commented on volunteer work being performed to remediate fields.
- A member of the audience requested additional information on a payment to Lindel Painting. Secretary-Treasurer Weswick provided a response.
- A member of the audience asked for additional information on the top dressing of fields. Superintendent Bocking provided a response.
- A member of the press asked if similar incidence of soil contamination had ever occurred in the past. Superintendent Bocking provided a response.

#9. Next Meeting

The next public board meeting will be held on October 10th, 2018.

MOTION: Russell/Ruth

“TO approve the committee agendas.”

Carried.

#10. Adjournment

MOTION: Mewhort/Ruth

The meeting adjourned at 8:10 p.m.

Carried.



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

RECORD OF CLOSED MEETING

Held on Wednesday, September 12th, 2018
At the School Board Office – Gibsons, B.C.

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

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 Ruth.

Call to Order

The meeting was called to order at 4:31 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
 - Personnel
 - Employee Update
 - Property
 - Property Update
 - Legal/Liability
 - BCHRT Update
 - Financial Audit – R. Wilson
- **Items for Disclosure**
 - The Board Evaluation Notes of July 3, 2018 will be disclosed at the October Regular Meeting

Adjournment

The meeting adjourned at 5:12 p.m.

Lori Pratt
Board Chair

Nicholas Weswick
Secretary-Treasurer

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

Superintendent's Report

Submitted by Superintendent Patrick Bocking
October 10th, 2018

1. Students

- a. Most Kindergarten students have completed the screening process to identify potential challenges to their learning as well as to identify their level of literacy and numeracy skills. (1a)
- b. Grade 10 students across the district have or will soon take part in Blanket Exercises to learn more deeply about the history of Indigenous people. (1j)
- c. Many of our schools participated in Orange Shirt Days, in a variety of ways. This day recognizes the horrific federal policies related to residential school experience. (1j)
- d. The District Student Leadership Team (DLST) has selected a new student trustee for the 2018/ 2019 school year. The person will be introduced at this meeting. (1k)
- e. The DSLT is developing structures to ensure a regular flow of information between students and the DSLT and thence to the board. (1k)

2. Staff

- a. The District Environmental Education Committee is developing plans for teacher training including special workshops with leading experts in the field. (2a)
- b. World Teacher Day was Friday, October 5th. Staff were acknowledged in a variety of ways at schools and across the district. (2g)
- c. White Hatter presentations are taking place in many of our schools for our students and evening presentations are in place for their parents. These internet safety sessions have been extremely informative and support safer online experiences for our students and their families. (2h)

3. Community

- a. DPAC discussions centred on discussing agenda items for the new year and reviewing the current trends in student achievement in our district. The DPAC is interested in further discussions regarding mental health and technology. (3a)



School District No. 46 (Sunshine Coast)

Administrative Regulations

EDUCATION

1260

SCHOOL CALENDAR GUIDELINES

The following process must be followed when a school is intending to initiate any calendar change:

- A. B.C. Reg. 314/12 must be adhered to.
- B. Any recommended alterations to the School Calendar must be educationally sound (benefit all students).
- C. Any recommended alteration must take into account the impact on students, parents and staff.
- D. Any recommended alteration must take into account the calendar of surrounding schools (i.e. secondary school and elementary clusters / feeder schools).
- E. There must be no additional cost to the District (e.g. busing).

Requests to alter the existing school calendar must be filed by the Principal and given to the Superintendent with supporting documentation from staff and parents no later than **the last week of February**.

Timeline:

First week of December Principals must discuss possible changes to the school calendar with the Superintendent.

Last week of February Formal requests submitted to the Superintendent.

First week of April Requests with Superintendent's recommendation to the Board of School Trustees.

Last week of April Provide parents and employees with copies of the alteration to the school calendar.

September Implementation of new calendar.

APPENDIX A: Request for Alteration of School Calendar

APPENDIX B: School Calendar Regulation

Date adopted: January 26, 2004

Revised:

Reference: B.C. Reg. 314/12, the School Calendar Regulation

Supt. Signature:

Title: **Process for Administrative Regulations**

Category: **Education**

Number: **1230**

Circulating until December 3, 2018

I. Rationale

A. Having clear processes to develop regulations ensures all community members can discuss and provide input for our district obligations.

II. Process

A. The following process must be followed when a new administrative regulation is developed or when an existing regulation requires revision.

1. New regulation or revision to existing regulation developed by Superintendent of Schools.
2. Draft regulation or draft revision forwarded to relevant Board committee.
3. Draft regulation or draft revision presented to Board of Education.
4. Draft regulation or draft revision circulated and posted by management at all centres for input. (Note: all centres = Board, Management Staff, all school sites, PACs, DPAC, CUPE, SCTA)
5. Input (in writing) received for 8 weeks.
6. Input reviewed by Superintendent of Schools.
7. Changes to regulation reviewed by relevant Board committee (if substantive changes).
8. Final draft presented to Board of Education for receipt.
9. Received/signed regulation distributed to regulation manual holders and web site updated.
10. The following information shall be included with each regulation:
 - a) Regulation approval:
 - (1) Date Received
 - b) References: (if applicable)
 - (1) The School Act/Ministerial Orders
 - (2) School District No. 46 Board Policy

B. The following process must be followed when an administrative regulation is to be repealed:

1. Decision to repeal a regulation by Superintendent of Schools.
2. Regulation to be repealed forwarded to relevant Board committee.
3. Regulation to be repealed presented to Board of Education.
4. Regulation to be repealed circulated and posted by management at all centres for input.
5. Input (in writing) received for 4 weeks.

Title: **Process for Administrative Regulations**

Category: **Education**

Number: **1230**

Circulating until December 3, 2018

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6. Input reviewed and considered by Superintendent of Schools.
 7. Regulation to be repealed presented to Board of Education.
 8. Notification of repealed regulation distributed to all centres and web site updated.
 9. In the event that a regulation must be repealed due to matter of urgency, the above process will be suspended and the repealed regulation will be addressed at the next board meeting.

Received:

References: Board Policy 11.19, *School Act* Section 85

Title: **COACHING**
Category: **EDUCATION**
Number: **1070**

Circulating until December 3, 2018

I. Rationale

Ensuring our coaches understand the culture and expectations for school sports assures that our students benefit most from their athletic experiences.

II. Athletic Programs

A. Athletic programs will:

1. Encourage all student-athletes to reach their full academic and educational potential.
2. Recommend that each student-athlete and parent/legal guardian be advised to carry appropriate insurance coverage.

III. Coaches Code of Conduct

A. Coaches play an important role in the personal and athletic development of young athletes. Therefore, coaches are expected to model the positive aspects of school sport. Coaches shall:

1. recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.
2. at the high school level, observe the Competitive Rules and Regulations of BC SCHOOL SPORTS, the local Athletic Association and applicable Sport Commission.
3. observe the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.
4. fulfill all league, exhibition, invitational, play-off and championship competitive and event obligations, in accordance with Athletic Association policy, Sport Commission policy or Tournament Organizer agreements.
5. treat all participants respectfully and refrain from any form of discrimination, as outlined in Regulation 1080 (Codes of Conduct).
6. respect the rulings of officials without gesture or argument, and require student-athletes to do the same.
7. not, under any circumstances, endorse, recommend or suggest the use of performance enhancing drugs or supplements by any student-athlete.
8. abstain from the use of tobacco products, any form of drug, and alcohol while supervising student-athletes.



Title: **COACHING**
 Category: **EDUCATION**
 Number: **1070**

Circulating until December 3, 2018

not, under any circumstances, require or imply that a student must be involved in any summer program or club program as part of their obligation to participate on a school team.

9. build up every individual athlete in confidence and spirit regardless of skill or ability.

IV. Students

A. Coaches will support student-athletes to:

1. Understand their role as school and district representatives at competitions.
2. Recognize that all regular school and district rules are in effect at all times, including nights and weekends.
3. Treat everyone with respect by:
 - a) treating teammates, coaches, opponents, event organizers and spectators with respect;
 - b) respecting and accepting with dignity the decisions of officials;
 - c) being generous in winning and gracious in losing.
 - d) Being understanding and accepting of each teammates different level of skills and abilities.
4. Exercise self-control at all times by:
 - a) remembering that there is no place in sport for drugs or alcohol;
 - b) refraining from the use of foul or profane language;
 - c) refraining from the use of physical force outside of the rules of the game.
5. Play fair by playing within the rules and the spirit of the rules of the game at all times.
6. To come to all practices and games prepared to contribute to your team and teammates with a positive attitude.

V. Community or Parent Coach

A. The School Principal shall meet with each prospective Coach to discuss school athletic policy and school sport philosophy, ensuring that the coach understands:

1. the expectations for the supervision of student-athletes



Title: **COACHING**
 Category: **EDUCATION**
 Number: **1070**

Circulating until December 3, 2018

2. emergency protocol with the school
3. accountability for equipment, uniforms, finances
4. competition schedules and deadlines
5. practice times, policies and access
6. school and/or district travel policies and insurance requirements
7. at the high school level the BCSS Coach's Code of Conduct and procedures
8. at the high school level, the BCSS Competitive Rules and Regulations
9. the decision-making process and jurisdictional boundaries of the school, school district, and at the high school level, the athletic association, sport commission and BCSS
10. required paperwork for team and student-athlete registration and entry into events

B. The School Principal shall request and check at least two (2) references for each Community Coach candidate. Reference checks should include questions about previous conduct, suspensions or probationary penalties served, technical skill and ability, age group and/or gender previously coached and degree of commitment and interest. Further, a school representative shall be at all sporting events for elementary-aged students

C. Community Coaches must undertake a Criminal Records check prior to working with any students.

D. At the high school level, BCSS Supervision Policies (A3.1) does not require that a Teacher-Sponsor be present with adults who have been approved by the School Principal. It is therefore strongly recommended that periodic observations of the Community Coach at practice and in competition be conducted by the Principal. Community Coaches at the elementary level must be supervised by district staff and follow the philosophy and mission statement as laid out in the Elementary School Sport Manual. At the elementary level, sports are to be developmental and the spirit of competition comes second to the spirit of fair play and good sportspersonship.

Received:

References:



Title: **GRADUATION CEREMONIES**
Category: **ADMINISTRATION**
Number: **1150**

I. **RATIONALE:**

A. Graduation ceremonies are a way for the school district to recognize the accomplishments of its students meeting Ministry of Education graduation requirements.

II. There are four graduation ceremonies within the school district:

- A. Chatelech Secondary School Ceremony
- B. Elphinstone Secondary School Ceremony
- C. Pender Harbour Secondary Ceremony
- D. Sunshine Coast Alternative School Ceremony

III. Students (meeting graduation requirements) are invited to participate in the ceremony from which they attended their final year of schooling.

IV. Sunshine Coast Alternative School students (meeting graduation requirements) are invited to participate in the ceremony where they have the most educational connectedness.

V. Graduation ceremonies must promote recognition of student achievement, involve students and parents in planning and conducting the event, and be arranged within reasonable financial limitations.

VI. The principals of secondary schools with graduating classes shall work together to establish similar school policies on graduation ceremonies and to avoid conflicting dates.

VII. Principals shall discuss expectations (e.g. general conduct, no use of drugs and alcohol) with members of the graduating class and their parents/guardians.

VIII. The ceremonial protocols (Regulation 1060) for graduation ceremonies shall be followed.

Received:

References: Policies 1.3, 4.1.1



Title: **SCHOLARSHIPS, DISTRICT / AUTHORITY AWARDS AND BURSARIES**

Category: **ADMINISTRATION**

Number: **1255**

Circulating until December 3, 2018

I. Rationale:

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

II. Responsibility for Compiling Scholarships, Awards and Bursaries

A. A list of scholarships, awards and bursaries will be compiled on a yearly basis.

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

III. Procedures for Promoting Applications of Scholarships, Awards and Bursaries

A. All scholarships, awards and bursaries available to students in the school district will be:

1. outlined and explained at the school level to the eligible student body at appropriate times throughout the school year, keeping in mind the timelines of each scholarship, award and bursary;
2. provided in summary to each eligible student by April 15th of each year; and,
3. publicized in such a manner so as to inform the parents/guardians of all eligible students by April 15th each year.

B. Interested students are to be informed by staff on the merits of scholarships, awards and bursaries that are consistent with their goals and interests.

C. Criteria information, application forms and addresses and other pertinent information are to be made available by school personnel to students in support of their goals and post-secondary education objectives.

D. Students are to be given assistance by school staff in completing application forms and written documentation in support of their applications.



Title: **SCHOLARSHIPS, DISTRICT / AUTHORITY AWARDS AND BURSARIES**

Category: **ADMINISTRATION**

Number: **1255**

Circulating until December 3, 2018

E. Students may only submit an application to their school of record for scholarship and bursary purposes.

IV. Selection Procedures

A. Where selection of recipients is the responsibility of the school, such selection will be made by a panel of not less than three (3) people. Fair process shall be followed and must adhere to the specific criteria outlined by each donor.

B. Where selection of recipients is the responsibility of the school board office, the school shall ensure that all applications are forwarded to the Director of Instruction's office prior to the due date. Selection will be made by a panel of not less than three (3) people. Fair process shall be followed and must adhere to the specific criteria outlined by each donor.

C. Where selection of recipients is the responsibility of the donor or a community group:

1. the criteria for award must be broad enough so as not to limit the application process to any specific student – donors are encouraged to consult with school staff when drafting such provisions,
2. there shall be a clearly documented and transparent selection process that includes all eligible students, and
3. the donors shall inform the schools of their selection at a time outlined by the school.

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

E. Selection of District / Authority Awards shall be the responsibility of the school and the nomination process shall be determined by a fair process in accordance with specific criteria outlined by the Ministry of Education. Each school shall submit their selected nominees to the School Board Office for submission to the Ministry. Nominees are submitted to the ministry through the School Board Office by June 30.

V. Unclaimed Awards

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

Title: **SCHOLARSHIPS, DISTRICT / AUTHORITY AWARDS AND BURSARIES**

Category: **ADMINISTRATION**

Number: **1255**

Circulating until December 3, 2018

donor.

B. If an award remains unclaimed after the two-year period, the donor will be notified and the award will be decommissioned for that year's recipient.

C. At the discretion of the donor, the criteria for the award may be expanded.

D. In the case of District / Authority Awards disbursed through the Ministry of Education, recipients have until the expiry date on their voucher to redeem their award - up to five years from September 30th of their graduating year from high school.

Received:

References: Handbook of Procedures for the Graduation Program

Title: **FAMILY LAW INFORMATION**

Category: **ADMINISTRATION**

Number: **1275**

Circulating until December 3, 2018

I. Rationale

A. With the new *Family Law Act* replacing the original *Family Relations Act*, there have been significant changes in the definitions, language and policy regarding parenting after separation or divorce. The terms “custodial parent” and “access” have been removed and instead, the new Law refers to guardianship, parenting time and parental responsibilities. This may have significant impact on the rights and responsibilities of parents with regards to involvement in decision-making with respect to their child’s education. We are aware that not all families will have an updated legal agreement in place that incorporates the language of the new *Family Act*, and that previous “custody orders” may still exist for some families. These will be interpreted as per the new *Family Law Act*.

II. The *School Act* defines “parent” as:

A. a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the *Family Law Act* that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or

B. a person who usually has the care and control of the student or child;

III. The parent of a school-aged student is entitled to be informed of the student’s attendance, behaviour and progress in school. The parent may, and at the request of a teacher, principal or vice-principal must, consult with the teacher, principal, vice-principal or director of instruction with respect to the student’s educational program

IV. When parents are living separate and apart, determination of guardianship or usual care and control of the student is defined by other legislation, such as the *Family Law Act*, the *Infants Act* or a court order.

Title: **FAMILY LAW INFORMATION**

Category: **ADMINISTRATION**

Number: **1275**

Circulating until December 3, 2018

V. The school principal determines who is “parent” by a review of the documentation that is provided to the school until such time as the school receives notice from one or other of the parents or the Ministry of Children and Family Development that the situation has changed. In this event, the school principal requires written confirmation of the change, i.e. a copy of the legal court order or agreement relating to the change in guardianship/parenting responsibilities, or usual care or control.

VI. The primary contact with the school will be with any person who has legal guardianship of the child and has the parental responsibility of making decisions respecting the child’s education. When the school principal requires information or direction regarding the child, the contact will be with the guardian who has the parental responsibility of making decisions respecting the child’s education, whenever possible. If both parents have shared parental responsibility in this regard, the school principal will make best efforts to contact both parents, but must contact the parent who is currently having parenting time with the child that day.

VII. If both guardians have shared parental responsibility for matters relating to education of the child, and disagree with each other about the course of action related to the child’s education, then the school principal will use their best judgement until the matter is clarified by a court order. The school principal may not do all of what a guardian may request in relation to the child, and will only have an obligation to comply with requests which are reasonable in the particular circumstances.

VIII. Schools will not provide verbal or written documentation to parents to support or deny any guardianship or proposed arrangements between parents. They may however, provide information upon request to a court-appointed officer if it is deemed in the best interest of the child.

Received:

References: Board Policy 4.2

Title: **RESPONDING TO A THREAT OR POTENTIAL VIOLENT BEHAVIOUR**

Category: **ADMINISTRATION**

Number: **3180**

Circulating until December 3, 2018

I. Rationale:

This protocol is designed to guide school personnel in responding effectively to threatening behaviour in their site/building (those who threaten to harm staff and/or other students). Protocols clarify for school personnel their role in threat assessment and crisis intervention and lessen the burden on individual school employees.

II. Definition of violence:

“The attempted or actual exercise by a person, other than a worker, or any physical force so as to cause injury to an employee, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury.” (*WorkSafeBC Regulation Part 4 Section 27*)

III. Prevention:

A. Principals and teachers shall strive to ensure that all students receive instruction that promotes prevention education, responsible decision-making, positive self-esteem and overall good emotional health.

B. Principals and teachers shall remain aware of current knowledge and techniques related to threat making behaviour appropriate to their level of involvement.

C. Principals and teachers shall remain aware of the *Responding to Student Threat Making Behaviour: A School Staff Guide* (flow chart attached).

D. Students and parents shall be made aware of available counseling services and other support services within & outside of the school.

Title: **RESPONDING TO A THREAT OR POTENTIAL VIOLENT BEHAVIOUR**

Category: **ADMINISTRATION**

Number: **3180**

Circulating until December 3, 2018

E. Encouragement and support shall be offered to those student organizations and activities that, in the opinion of the administrator, help to develop a positive peer influence in the area prevention of child and youth threat-making behaviour.

F. District Student Support Services will facilitate annual review of district protocols and procedures to respond to threat-making behaviour.

G. District Student Support Services will facilitate in bi-annual training of protocols and procedures to respond to threat-making behaviour for school district employees and their partner agencies as per the *Community Protocol for Dealing with High-Risk Student Behaviour Agreement*.

IV. Reporting

A. Individuals who have been threatened will report the incident as soon as possible to their supervisor or principal.

B. Individuals who have been threatened will complete the *Threat/Violent Incident Reporting Form* and will submit to site supervisor/principal and their site based Health and Safety CUPE/SCTA member. The principal will initiate an investigation.

C. The principal or supervisor will develop a plan to assess and address the threat, and when the plan is completed, fill in section 8 of the *Threat/Violent Incident Reporting Form* and forward to the Director of Instruction for Human Resources, who will forward to the appropriate and necessary personnel.

D. If the threat occurs outside school hours then the employee should contact the RCMP and contact their supervisor or principal at the earliest time reasonably possible. The employee should follow up with the supervisor or principal the next morning or Monday morning or the next time the employee returns to work.

Title: **RESPONDING TO A THREAT OR POTENTIAL VIOLENT BEHAVIOUR**

Category: **ADMINISTRATION**

Number: **3180**

Circulating until December 3, 2018

V. Intervention

A. When there is a concern regarding a threat from a student, qualified and trained personnel will initiate a Threat Assessment (see attached: *Responding to Student Threat Making Behaviour: A School Staff Guide*).

B. In making decisions about threat assessment procedures, the administrator shall be guided by the concept of “in loco parentis” (reasonable parent) and shall consider what is best for the individual student as well as the health, safety and wellbeing of other students and staff members.

C. School staff involved with the student will connect the student and his/her parents to available counseling services and other supports outside of the school, as identified by *Responding to Student Threat Making Behaviour: A School Staff Guide*.

D. If a student or staff’s life is in danger, the usual rules of confidentiality must be broken and the legal guardian must be informed. However, if informing the legal guardian is perceived to increase the level of risk to the youth, the Ministry of Children and Family Development must be notified immediately as per the *Community Protocol for Dealing with High-Risk Student Behaviour Agreement*.

VI. Threat-Making Behaviour Intervention Procedure

A. If a concern arises regarding the threat-making behaviors of a child or youth the principal will be informed as soon as possible. Time shall be of the essence and priority given to expedite interventions and assistance.

B. The principal will consult with the Director of Instruction to facilitate the initiation of a threat-making assessment by two individuals qualified to conduct a Threat Assessment as soon as possible. This may include individuals from the district team to support building staff.

Title: **RESPONDING TO A THREAT OR POTENTIAL VIOLENT BEHAVIOUR**

Category: **ADMINISTRATION**

Number: **3180**

Circulating until December 3, 2018

-
- C. Qualified examiners will conduct the Threat Assessment (See attached: *Threat Assessment Process* in the *Responding to Student Threat Making Behaviour: A School Staff Guide*), and report back to the principal.
- D. Qualified examiners in consultation with the school principal and another qualified examiner, if available, will **ASSESS** the level of risk as defined in the *Responding to Student Threat Making Behaviour: A School Staff Guide*.
- E. Qualified examiners in consultation with the school principal and another qualified examiner, if available, will **ACT** on information and observations by following the action identified in the *Responding to Student Threat Making Behaviour: A School Staff Guide* and create a response or support plan.
- F. If the risk is assessed as **HIGH**, provide one-to-one supervision of the child or youth at all times, until qualified prevention supports and a plan are clearly in place including safe transport to the hospital emergency department. The RCMP are informed and asked to attend the site.
- G. If the risk is assessed as **MEDIUM**, provide one-to-one supervision for the child or youth at all times, until the parents have been informed, have a safety plan in place, and in person, take responsibility for the physical care of the child.
- H. The qualified examiner will file the threat assessment summary report (*Threat/Risk Assessment Report Form*) of the incident with District Student Support Services and will place a confidential "Notification of Risk Assessment" form in student file.
- I. Director of Instruction at District Support Services will seal the assessment tool/data in an envelope and initial the seal, and date the envelope. The envelope will remain in the office in a locked safe until the student graduates or moves to another school district. Copies may be forwarded to RCMP and MCFD (as per the *Community Protocol for Dealing with High-Risk Student Behaviour Agreement*).

Title: **RESPONDING TO A THREAT OR POTENTIAL VIOLENT BEHAVIOUR**

Category: **ADMINISTRATION**

Number: **3180**

Circulating until December 3, 2018

J. The principal shall inform staff and students where appropriate of the response plan in a timely manner (Section 8 of the *Threat/Violent Incident Reporting Form*). Every effort shall be made to also inform replacement/on call staff, when appropriate, of the response plan as well. If a student safety plan is to be developed this will be distributed to all employees who may have contact with the student.

Received:

References: Board Policy 4.2

Responding to Student Threat Making Behaviour: A School Staff Guide

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

Strategic Plan Report: Outdoor Education

Submitted by Superintendent Bocking

October 10th, 2018

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 results 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 from the past year include:

- The DBES greenhouse is closer to becoming a reality!
- Schools actively promote recycling, litter-less lunches and learning strategies to educate students about their personal environmental impact.
- The E3 Online Atlas has been developed as a resource to support exciting outdoors activities on the Sunshine Coast.
- Schools are developing strategies to ensure outdoor spaces are supportive of play and learning through landscape modifications, fences and other structures.

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:

- Developing a workshop for teachers and the community with Dr. Milt McLaren, professor who has led the development of Environmental Education at Simon Fraser University.
- Teachers will have the opportunity to learn from our own local outdoor education experts about being outside with their students: how to plan lessons outdoors while ensuring safety and curriculum expectations are fully met.

- Developing ideas of having the principles of “Zero Waste” integrated into our daily learning and work.
- Finish the Greenhouse!

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

Strategic Plan Report: Parent Communication

Submitted by Superintendent Bocking

October 10th, 2018

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:

Research reveals that the four factors that make the biggest difference in terms of parent influence on student success are:

- Letting their child know that they 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 active District Parent Advisory Council continues to develop deeper connections amongst PACs and with trustees and district staff. Excellent discussions take place related to parent engagement and student success. Staff provide regular information to these sessions.

The District Parent Engagement Committee examines effective communication and develops strategies to ensure the school/home partnership is well developed. The committee developed and implemented a world map and heritage project for every school in the district. An updated new world map, with the tag line: School District No. 46: We Share, We Connect, We Grow, was placed in every school and a teacher's heritage and map guide with pins was given to every classroom teacher as a possible start up project for students and their families. Moreover, the committee created inserts for school newsletters providing home based activities to develop core competencies and introduce families to the components of the new curriculum.

The Ministry of Education is developing reporting guidelines that will be designed to support a flexible approach to reporting in response to the changing technical opportunities and shifting priorities.

Electronic solutions to communication are being supported to meet the needs of students, teachers and parents. For example, FreshGrade is an online student portfolio service which is used by many of our teachers to report their students' progress and to engage in a continuing dialogue between the teacher, the student and the parent. MyEd is our student information system which is also being used in its reporting function at Elphinstone Secondary School.

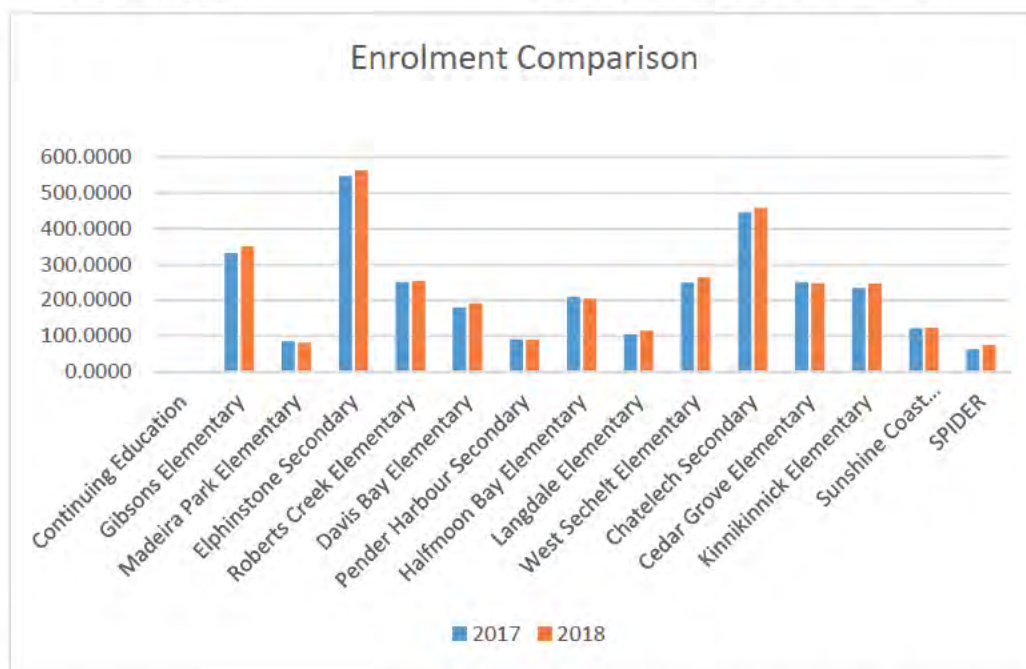
Next Steps:

- Ensure Ministry of Education reporting guidelines are followed while still being creative in their implementation.
- Continue the support of Freshgrade to all interested teachers recognizing that this is a multi-year process.
- Develop a coherent communication structure between DPAC, PACs, staff, parents and students.
- Monitor and support the use of school maps for making family connections
- Present the second Family Expo in May, 2019 to bring supportive information to district parents.

Enrolment Comparison

2017 Sept FTE to 2018 Sept Preliminary FTE

	2017	2018	+/-
Continuing Education	3.1250	2.2500	-0.8750
Gibsons Elementary	332.0000	351.0000	19.0000
Madeira Park Elementary	84.0000	81.0000	-3.0000
Elphinstone Secondary	548.2500	563.5000	15.2500
Roberts Creek Elementary	250.0000	253.0000	3.0000
Davis Bay Elementary	179.0000	191.0000	12.0000
Pender Harbour Secondary	89.6250	88.5000	-1.1250
Halfmoon Bay Elementary	210.0000	204.0000	-6.0000
Langdale Elementary	104.0000	114.0000	10.0000
West Sechart Elementary	248.0000	264.0000	16.0000
Chatelech Secondary	445.5625	458.3750	12.8125
Cedar Grove Elementary	250.0000	246.6250	-3.3750
Kinnikinnick Elementary	234.0000	246.0000	12.0000
Sunshine Coast Alternative School	121.0000	122.5000	1.5000
SPIDER	62.2500	74.4375	12.1875
District Totals	3160.8125	3260.1875	99.3750



	2017	2018	+/-
Level 1	7	8	1
Level 2	197	213	16
Level 3	192	219	27
English Language Learners (ELL)	141	160	19

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

DATE 01-Oct-2018 08:57 AM

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

PAGE 1

START DATE: 01-Sep-2018 TO END DATE: 30-Sep-2018

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Sep-2018 AND 30-Sep-2018						
00LCET3605	0001	*****	28094	RECEIVER GENERAL FOR CANADA	06-Sep-18	24,383.61
00LCET3606	0001	*****	28094	RECEIVER GENERAL FOR CANADA	06-Sep-18	13,411.55
00LCET3610	0001	*****	23290	MUNICIPAL PENSION PLAN	10-Sep-18	28,055.29
00LCET3612	0001	*****	28094	RECEIVER GENERAL FOR CANADA	12-Sep-18	34,083.97
00LCET3613	0001	*****	28094	RECEIVER GENERAL FOR CANADA	12-Sep-18	12,861.29
00LCET3616	0001	*****	30209	TEACHERS' PENSION PLAN	17-Sep-18	47,080.07
00LCET3617	0001	*****	28093	RECEIVER GENERAL FOR CANADA	19-Sep-18	150,000.00
00LCET3620	0001	*****	28093	RECEIVER GENERAL FOR CANADA	06-Sep-18	39,051.91
00LCET3621	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	17-Sep-18	13,012.50
00LCET3623	0001	*****	23290	MUNICIPAL PENSION PLAN	24-Sep-18	53,350.95
00LCET3632	0001	*****	28094	RECEIVER GENERAL FOR CANADA	26-Sep-18	66,909.77
00LCET3633	0001	*****	28094	RECEIVER GENERAL FOR CANADA	26-Sep-18	13,284.00
TOTALS FOR BANK - 0001						495,484.91
TOTAL NUMBER OF CHEQUES						12
TOTAL NUMBER OF CHEQUES WITH MICR						0
COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Sep-2018 AND 30-Sep-2018						
2061000002	0001	0000051838	12012	BC HYDRO & POWER AUTHORITY	10-Sep-18	15,868.04
2061000014	0001	0000051850	16370	NATIONAL AIR TECHNOLOGIES	10-Sep-18	20,291.25
2061000027	0001	0000051863	16369	TALEDI ENTERPRISE DEVELOPMENT INC.	10-Sep-18	84,672.00
2061ET0018	0001	*****	13387	CUSTOM FLOORING CENTRES LTD-WAREHOUSE	10-Sep-18	23,535.19
2061ET0041	0001	*****	26243	PEBT IN TRUST	10-Sep-18	44,565.74
2061ET0044	0001	*****	14628	RAM MECHANICAL	10-Sep-18	506,681.60
2061ET0050	0001	*****	15516	STEPHEN MCNICHOLLS CONSULTING INC.	10-Sep-18	19,309.50
2062000011	0001	0000051881	16380	LINDEL PAINTERS LTD	12-Sep-18	52,662.44
2062ET0005	0001	*****	12337	BRAVO FLOORS & DECOR INC	12-Sep-18	12,420.61
2063ET0027	0001	*****	26207	PACIFIC BLUE CROSS/MSA	20-Sep-18	69,123.04
2064000003	0001	0000051933	16469	BRUCE EAGLES	26-Sep-18	11,550.00
2064000023	0001	0000051953	16465	STAPLES #314 POWELL RIVER	26-Sep-18	11,215.58
TOTALS FOR BANK - 0001						871,894.99
TOTAL NUMBER OF CHEQUES						12
TOTAL NUMBER OF CHEQUES WITH MICR						6
GRAND TOTAL						1,367,379.90
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,367,379.90
GRAND TOTAL NUMBER OF CHEQUES						24
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						6

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

Submitted by Chair Lori Pratt
October 10th, 2018

"Every new beginning comes from some other beginning's end"

- Seneca

It's been a quiet month for official board duties, as our current board prepares for "retirement" and focus is on the upcoming elections October 20, 2018.

Congratulations to the acclaimed trustees in Area 2 (Central) - Amanda Amaral, Maria Hampvent and Tonya Ste. Marie. We wish you all the best for a productive and successful term.

Best of wishes to the candidates in Area 1 (Upper) Samantha Haines and Darren Inkster, and to the candidates in Area 3 (Lower) - Susan Girard, Stacia Leech, Charlene Penner, and Incumbent Pammila Ruth.

Board Happenings:

September 24 - Chair Pratt, Vice-Chair Ruth, Superintendent Bocking and Executive Assistant Murawsky met to review Trustee Orientation Handbook for the incoming Board.

October 5 - Chair Pratt attended the Premier's Awards for Excellence in Education in Victoria.



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

**BOARD EVALUATION SESSION NOTES
(CLOSED SESSION)**

Held on July 3rd, 2018 from 1:00 - 3:00 p.m.
At the Chaster Hall, Gibsons, B.C.

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

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

REGRETS: Lori Dixon, Trustee; Greg Russell, Trustee

The meeting was called to order at 1:14 p.m.

1. Board Evaluation

The committee discussed highlights from the term, including the following:

- Creation and implementation of the strategic plan - embraced by principals and senior staff, communication plan & reporting process all wrapped together,
- Board advocacy to support the student voice,
- Board advocacy on the issue of wired glass in schools,
- Reinstatement of Policy Committee allowed for respectful conversation and self-reflection – important to maintain the committee even if no meetings are scheduled,
- Clear board communication processes and structures support the superintendent in his work,
- Strong relationships between chair and superintendent,
- Modeling positive relationships and behaviours for staff and students.

The committee discussed areas for improvement:

- Easy to get carried away with the idea of equity, not fully understanding the implications of a motion,
- Ensure that the board remains aware of operational issues but does not overstep, providing direction on issues of governance (“noses in operations but fingers out”)
- Low attendance due to health issues was problematic.

- Inclusive communication for all trustees, create a formal mechanism to ensure all trustees are up to date on chair/superintendent meetings, where appropriate.

The committee made suggestions for items to bring to the attention of the new board:

- Ensure new trustees know that a skilled senior team is in place,
- SOGI 123 may be item of contention for upcoming election but not reflected in our community, the board has a policy in place and remains clear in their commitment,
- Spend time understanding the role of the board, trustees and the chair.
- Review the roles and duties of each senior staff member on an ongoing basis to ensure a clear understanding of roles.
- Identify strengths and competencies of new trustees,
- Spend time getting to know each other and look for local professional learning opportunities,
- Value in attending BCPSEA and BCSTA conferences, importance of ongoing professional development.
- Senior staff to facilitate professional learning on collective agreements and the collective bargaining process,
- Be mindful of connections in the community at the board table - being a parent with kids in school can be informative and frustrating,
- Ensure initiatives are supported by the strategic plan
- Recommendation that the new board design a process for board evaluation and assessment.

Chair Pratt and Superintendent Bocking will update the Trustee Orientation binder prior to the general election in October.

The meeting adjourned at 2:54 p.m.



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

OPERATIONS COMMITTEE NOTES

Held on September 20th, 2018 from 12:30-2:00 pm
At the School Board Office, Gibsons, B.C.

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of Instruction; Nicholas Weswick, Secretary-Treasurer; Phil Loporini, District Principal of Technology; Rob Collison, Manager of Facilities and Transportation; Jacquie Shelemy, SCTA President; Tracey Bond; Erica Reimer, Executive Assistant (Recording Secretary)

The meeting was called to order at 12:32 p.m.

1) Summer Work

Rob Collison summarized work completed over the summer break. The committee requested additional information on portables, wired glass remediation and the impact of the heavy smoke on solar generation. Mr. Collison confirmed that there are five portables at West Sechelt Elementary, that the wired glass remediation/film was placed on all windows that a child could potentially reach and that the smoke did not have a significant impact on solar savings at Langdale Elementary. A copy of Mr. Collison's report can be found at: http://www.sd46.bc.ca/files/18-19_BoardMeetings/cmtes/20180920-Ops_Agenda.pdf.

2) Regulations for Review:

a. Regulation 1090 – Copyright

Superintendent Bocking reported that the regulation remains under review and will be brought forward to the October Operations Committee meeting.

b. Regulation 1260 – School Calendar

Director Bishop indicated that the School Calendar regulation would be repealed as the process is outlined in detail within the *School Act*.

3) SCRD Water Sourcing Policy and Regional Growth Strategy

The committee suggested the feedback process for the Regional Growth Strategy be extended to allow for discussion and consideration by the incoming board of education. The committee also noted that this could allow for broader community consultation and collaboration.

RECOMMENDATION:

“That the chair write a letter requesting the Regional Growth Strategy consultation take place after the election, when a new board is in place.”

The committee further suggested that the incoming board consider regional growth as part of their strategic planning process.

The committee noted that a water policy could put pressure on the possibility of irrigation for fields, should the district ever move in that direction.

4) Local Government OCP and Zoning Referrals (standing item)

The committee reviewed a subdivision referral for the West Porpoise Bay Area and felt that the school district’s interest were largely unaffected by the proposal.

The committee reviewed a Zoning Amendment to prohibit Cannabis Stores and Consumption Lounges, submitted by the Town of Gibsons. The committee suggested a perimeter be considered that limits stores and consumption lounges within a specified distance from school sites.

RECOMMENDATION:

“That the chair write a letter requesting a buffer or safe zone be established around school sites when considering and issuing temporary grants.”

RECOMMENDATION:

“That the chair write a similar request to all local governments.”

The meeting adjourned at 1:22 pm.

NEXT MEETING: Thursday, October 18th 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 September 25th, 2018 from 9:30-11:30 p.m.

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

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

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

REGRETS: Lori Dixon, Trustee; Betty Baxter, Trustee; Jacquie Shelemey, SCTA President

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

1. Implementation Plan

Superintendent Bocking shared strategic plan implementation goals for the 2018-19 school year. A copy of the full presentation is available at

http://www.sd46.bc.ca/files/18-19_BoardMeetings/cmtes/20180925-COW_Agenda.pdf.

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

The committee reviewed the prior year's submission to the SSCFGS and made suggestions for consideration in the development of the 2019 Provincial Budget. The committee recommended:

- updating the graph on special needs funding with current data,
- highlighting uncertainties created through the Provincial Funding Model Review process,
- making an argument that investments in education can result in savings to other ministries, promoting investing in a proactive rather than reactive manner,
- updating the language in the submission to reflect current terminologies (ie: "inclusive education" rather than "special education", "indigenous education" rather than "aboriginal education"), and
- highlighting the need for additional funding to implement curriculum changes for grades 10, 11 and 12 over the course of the next three to five years.

3. Partners in Learning Event Update

Superintendent Bocking reported that the Partners in Learning Celebration will take place in early February and will be planned in collaboration with the Program Committee.

4. Regulations for Review:

a. 1230 – Process for Administrative Regulations

The regulation was updated to remove the requirement to list all revision dates in administrative regulations. The regulation will be shared with the incoming board as part of the trustee orientation and will enter the circulation phase at the October board meeting.

A suggestion was made to further change the regulation to refer to the “Date of Receipt” rather than the “Date of Approval” to reflect current practices.

5. Communication (standing item)

The committee suggested updating dates for Partners in Learning, per Superintendent Bocking’s report, and to shift both the Appeal Bylaw review and South Coast Branch Meeting from October to November.

The committee shared their understanding of the end of term dates for the outgoing board and the beginning of the new board’s term. Secretary-Treasurer Weswick confirmed that the new board can take their position following the first Monday in the month of November. The agenda setting committee will discuss implications and make a decision regarding the date for the inaugural meeting.

The meeting adjourned at 11:36 a.m.

NEXT MEETING: Tuesday, November 27th, 2018 from 9:30-11:30 am at the School Board Office

**School District No. 46
(Sunshine Coast)**



EXCELLENCE IN ALL WE DO!

BOARD OF EDUCATION

Delivered via email: FinanceCommittee@leg.bc.ca

October 11, 2018

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 2019–20 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.

Increased Investment in Education

Studies show that investments in education can result in savings to other ministries, promoting investing in a proactive rather than reactive manner. Investing in our citizens and youth at a young age is a more efficient use of limited taxpayer resources, allowing for preventative health measures, and early intervention in social and environmental issues. A collaborative, cross ministry approach with the financial resources targeted at educating from a young age would be a great investment in the human capital of our province.

Education Funding Model Review

We appreciate that the funding model review was a campaign promise upon which your government followed through. However, the overall quantum of education funding has not increased beyond what is minimally required to fund overall enrolment growth and recent court decisions. We understand that this process is not expected to come with supplemental, ongoing funding to increase funding to some fortunate districts without reducing funding to others. The expected redistribution of funding between school boards resulting from the funding model change will benefit some school boards at the expense of others and negatively impact about half of the students in the province. To put it simply: Cutting up the pie differently doesn't put more

food on the table.

Our board is concerned that the true goal of this process is to legitimize the “pie” as being the correct size, when we are all fully aware that it is not. If the model is changed without increasing the overall amount of funding allocated, children in classrooms suffer the consequences. Prioritizing one area of the funding model over another is tantamount to prioritizing one child over another. Our students deserve to be given the financial investment in public education they deserve. The entire process created uncertainties for school boards across the province, pitting us against each other as it became evident there would be “winners” and “losers” in the redistribution of the same “pie”.

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

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 to have additional support as the new curriculum is implemented. Teachers will be implementing a new curriculum for the next three to five 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.

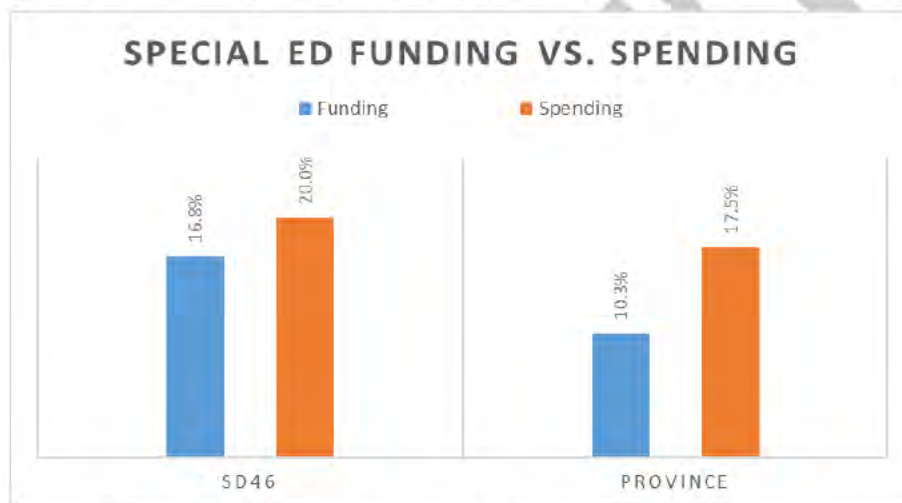
Investment in Inclusive Education

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

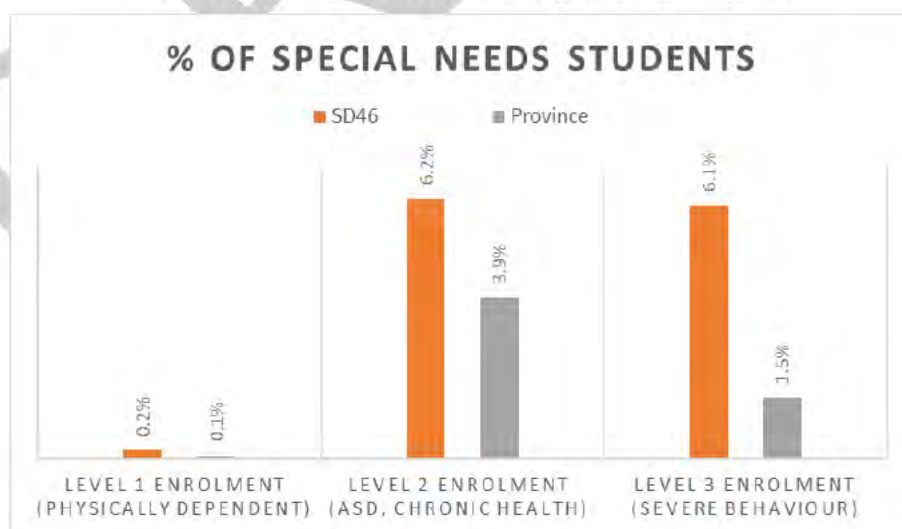
provide sufficient resources for these students, so as a result school districts spend, on average, double the amount they receive to support these students. Districts do this by using general funding, provided for basic programming, to hire additional special education teaching and support staff.

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.



* SD46 spending is based on 2017/18 budget figures.



Indigenous 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 Indigenous Education. We still need additional funds to establish a local curriculum and enhance opportunities for students to learn and celebrate the *shishálh* 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,

Lori Pratt
Board Chair

pc: Trustees, Board of Education of School District No. 46 (Sunshine Coast)
Patrick Bocking, Superintendent of Schools
Jacquie Shelemey, 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 NOTES

Held on September 26th, 2018 from 2:30-4:00 p.m.

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

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of Instruction; Vanessa White, Director of Instruction; Carolyn Spence, Principal, Sunshine Coast Alternative School; Jacquie Shelemey, President, SCTA; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Lori Dixon, Trustee; Christine Younghusband, Trustee

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

1. Outdoor Education (1.g.)

Superintendent Bocking highlighted:

- Outdoor classrooms continue to emerge at schools across the district, most recently at Cedar Grove Elementary.
- A fenced outdoor play space has been established in the wooded area in front of Halfmoon Bay Elementary.
- Schools are taking part in the *Week Without Walls / Day Without Walls* initiative championed by principal, Barry Krangle.
- The Outdoor Education Committee is working on ways to further develop and publicize the online atlas.
- Development of the greenhouse at Davis Bay Elementary continues.
- Several teachers who completed the Nature Based Experiential Learning Program are now employed at Davis Bay Elementary.
- The Outdoor Education Committee is planning for the spring conference and hopes to have Milton McClaren as a keynote speaker.

2. Parent Communication (2.d.)

Stephanie Murawsky, chair of the Parent Engagement Committee, shared achievements and goals for the coming school year, including:

- Encouraging cross participation in established parent and student groups at schools,
- Bringing core competencies into the home through tips and ideas that can be shared in school newsletters,

- Ensuring clear lines of communication are available between parents and teachers and investigating different ways that parents and teachers can interact, and
- Revising the Partners in Learning Celebration structure to include parents.

3. Grad Report

Director Bishop reviewed the results of the 2016/17 Student Learning Survey with the committee. The details may be seen http://www.sd46.bc.ca/files/18-19_BoardMeetings/cmtes/20180926-Ed_Agenda.pdf. The committee noted the district's survey results echo the results of the province as a whole. The survey will be used to establish a baseline from which the district can gauge the effectiveness of specific initiatives.

4. Regulation for Review:

a. Regulation 1070 – Coaching

Superintendent Bocking reviewed proposed changes to the regulation to clarify the requirements for elementary and high school coaching. A requirement was added to ensure that community coaches, at the elementary level, have direct supervision by district staff.

A suggestion was made to include a reference to the district's student code of conduct regulation in item III.A.5 of the revised regulation.

b. Regulation 1150 – Graduation Ceremonies

Director Bishop reported that the regulation had been updated to include Sunshine Coast Alternative School and to allow flexibility for students attending programs at multiple schools to attend more than one graduation activity.

A suggestion was made to update section III. to clarify that students are invited to participate in a ceremony in their "final year" of schooling, rather than their "grade 12 year", provided graduation requirements are met.

c. Regulation 1255 – Scholarships, District / Authority Awards and Bursaries

Director Bishop reported that a revision was made to clarify that students may only submit an application to one school for scholarship/bursary purposes.

A suggestion was made to further clarify that a student may only submit an application to their school of record or primary school.

d. Regulation 1275 – Family Law Information

Director White reported that the title of the regulation was updated from "Single/Split Family Information" to "Family Law Information". The revisions to the regulation reflect the *Family Law Act* which came into effect in 2013 and replaced the previous *Family Relations Act*. The regulation provides details on how to

interpret parental responsibilities under the new act and ensures best efforts are made to contact both parents where shared parental responsibilities exist.

e. Regulation 3180 – Responding to a Threat or Potential Violent Behaviour

Director White reported that regulation has been clarified to indicate that the processes listed are to be used when responding to a threat from a student.

5. Curriculum (standing item)

Superintendent Bocking and Director Bishop reported that the new grade 10 curriculum is in its first year of implementation. Curriculum changes for grades 11 and 12 will take place in following years. Teachers of grades 10, 11 and 12 subjects have an opportunity to use release time to review and prepare for curriculum changes. The district is looking at opportunities to bring teachers and resource providers (such as ERAC) together at a school site.

6. Parent Engagement (standing item)

The report was provided in item 2 of the agenda.

The meeting adjourned at 3:45 p.m.

NEXT MEETING: Wednesday, October 24th from 2:30-4:00 pm at the School Board Office

From: Don Cunliffe [REDACTED]
Subject: Request for support letter
Date: September 13, 2018 at 6:57:30 PM PDT
To: lpratt@sd46.bc.ca
Cc: [REDACTED]

Dear Board Members SD 46:

As a Director and fundraising chair for the Halfmoon Bay Community Association (HBCoA) we are raising funds to replace the old community hall at Coopers Green in Halfmoon Bay. Through a park management plan, surveys and open houses, this project is deemed to be a high priority for all families in the Community and others on the Coast.

Our goal is to raise \$300,000 in order to support part of the estimated \$1.9 million need to build the new hall. To date we have raised \$218,000 and are continuing to do so through fund raising events and grants. To this end, we will shortly be applying for a grant from the Sunshine Community Forest Legacy Fund. The application deadline, of which, is October 5.

We are in the process of requesting letters of support from all levels of government, organizations and individuals and request that the SD 46 Board provide the same. Your Boards support is appreciated.

Sincerely,

Don Cunliffe
Chair, HBCoA Coopers Green Hall Fundraising Committee

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Sent from my iPad